

Bellin College

Graduate Nursing 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 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.</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

Program Overviews

Graduate-MSN Nursing

Bellin College Graduate Nursing Program prepares graduates with enhanced knowledge and practice expertise that builds and expands on baccalaureate nursing education. This preparation provides graduates with a broader understanding of nursing in order to engage in advanced practice and leadership in a variety of settings and commit to life-long learning (American Association of Colleges of Nursing, 2010).

Family Nurse Practitioner Track

The Family Nurse Practitioner (FNP) track is a 47-credit program designed to prepare graduates to function as licensed independent practitioners in primary care. Students complete core coursework followed by specialty courses that focus on the provision of the full spectrum of healthcare services across a lifespan. Students learn to use advanced health assessment skills, screening and diagnostic strategies and prescriptive practices to manage the health/illness status of patients and families. Practicum experiences that total 680 hours are completed in primary healthcare and community settings. Graduates are eligible to take either the **American Nurses Credentialing Center (ANCC)** or American Academy of Nurse Practitioners (AANP) family nurse practitioner certification exams.

Family Nurse Practitioner Post-Graduate Certificate (FNP PGC)

The Family Nurse Practitioner Post-Graduate Certificate is a variable credit-hour program, ranging from 27 to 32 credits, dependent on prior education and certification. A gap analysis will be performed considering all prior education and experience. The Family Nurse Practitioner Post-Graduate Certificate (FNP PGC) is available to registered nurses holding a master's or terminal degree in nursing who desire to continue their education and expand their skillset as a Family Nurse Practitioner. The program can be completed in approximately 2 to 3 years. Upon successful completion of program requirements,

a certificate is awarded, and students are eligible to apply for American Nurses Credentialing Center (ANCC) certification or the American Academy of Nurse Practitioners (AANP) Family Nurse Practitioner certification.

Nurse Educator Track

The Nurse Educator track in the Graduate Nursing Program is a 39-credit program designed to prepare graduates for the nurse educator role across various settings (academic, clinical, staff development, etc.). Students integrate core Graduate Nursing coursework and education specialty courses that focus on evidence-based teaching and learning principles, curriculum development and evaluation, instructional design and technology, assessment of educational outcomes and nurse educator role development. Students will integrate knowledge and skills into the educational and practice setting in a 255-hour practicum experience. This track is fully online delivery with full-time and part-time options. It provides a strong instructional design and technology preparation. Students are prepared for successful integration into the nurse educator role in academic and practice settings. Students have hands-on faculty with dedication to student interaction and engagement. Graduates are eligible to take the Certified Nurse Educator™ Exam upon completion of specified professional education practice.

Nurse Educator Post Graduate Certificate (NE-PGC)

In the 12-credit NE post graduate certification program, students master the knowledge and skills required to competently serve in the nurse educator role. Coursework focuses on curriculum design, teaching and evaluation, NE role transition and a 255-hour practicum.

Graduate Nursing MSN Program Goals and Outcomes

Graduate Nursing MSN Program Goals

- Prepare graduates to excel in advanced roles.
- Provide a foundation for doctoral study.

Graduate Nursing MSN Program Outcomes

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

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

DNP Nursing Program Goals and Outcomes

The DNP program is designed to prepare experts in advanced nursing practice. The program expands on the knowledge, skills, and abilities from prior nursing programs by integrating new and enhanced skills in the areas of organizational/systems leadership, quality improvement processes, the translation of research into practice, population health, and advanced clinical practice. This practice focused doctorate prepares graduates to assume clinical leadership roles aimed at health system transformation and improved patient outcomes.

DNP Nursing Program Goals

- Prepare DNPs to excel in advanced clinical leadership roles.
- Prepare clinical scholars able to transform the health care system.

DNP Program Outcomes

1. Apply adaptive leadership principles to influence health system policy designed to improve individual, population, and/or system outcomes.
2. Demonstrates clinical scholarship through the application of translational research.
3. Advances nursing practice through the use of information to influence outcomes of care for individuals, family, populations, and health care systems.
4. Participates in advocacy efforts to address health disparities, social justice, and equity to improve healthcare outcomes.
5. Collaborate intra and interprofessionally to address complex practice, system, and policy issues.
6. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.
7. Evaluate personal scholarship, service, and excellence in practice for professional growth and advancement of the profession.

American Nurses Association Code of Ethics for Nurses (ANA, 2015)

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
 - Respect for human dignity.
 - Relationships with patients.
 - The nature of health.
 - The right to self-determination.
 - Relationships with colleagues and others.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
 - Primacy of patient's interests.
 - Conflict of interest for nurses.
 - Collaboration.
 - Professional boundaries.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
 - Protection of the rights of privacy and confidentiality.

- Protection of human participants in research.
 - Performance standards and review mechanisms.
 - Professional responsibility in promoting a culture of safety.
 - Protection of patient health and safety by acting on questionable practice.
 - Patient protection and impaired practice.
4. The nurse has the authority, accountability, and responsibility for nursing practice; and makes decisions and takes action consistent with the obligation to promote health and provide optimal care.
 - Authority, accountability, and responsibility.
 - Accountability for nursing judgments, decisions, and actions.
 - Responsibility for nursing judgments, decisions, and actions.
 - Assignment and delegation of nursing activities or tasks.
 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
 - Duties to self and others.
 - Promotion of personal health, safety, and well-being.
 - Preservation of wholeness of character.
 - Preservation of integrity.
 - Maintenance of competence and continuation of professional growth.
 - Continuation of personal growth.
 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.
 - The environment and moral virtue.
 - The environment and ethical obligation.
 - Responsibility for the healthcare environment.
 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development and the generation of both nursing and health policy.
 - Contributions through research and scholarly inquiry.
 - Contributions through developing, maintaining, and implementing professional practice standards.
 - Contributions through nursing and health policy development.
 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
 - Health is a universal right.
 - Collaboration for health, human rights, and health diplomacy.
 - Obligation to advance health and human rights and reduce disparities.
 - Collaboration for human rights in complex, extreme or extraordinary practice settings.
 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
 - Articulation and assertion of values.
 - Integrity of the profession.
 - Integrating social justice.
 - Social justice in nursing and health policy.

Admissions Policies and Procedures

Admissions Policies and Procedures - Graduate Nursing

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 conducts the admission decision process in an ethical, respectful, and professional way. The institution provides information to prospective students so that students can make an informed decision without being subjected to high-pressure tactics. The information provided to prospective students is accurate, complete, and current. This information is provided without requiring the prospective students to provide contact information to the institution.

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.

Specific requirements for admission to the Graduate Nursing program are found in this [Guide, as well as](#) the Bellin College website: www.bellincollege.edu. Students are to follow the policies and procedures documented in the specific Bellin College Guide in place when they began classes. If a student exits the College and then re-enters, they will be bound by the qualifications of the Bellin College Graduate Nursing Handbook & Catalog in effect at time of re-entry. For more information visit <https://www.bellincollege.edu/admissions/>

[Upon receipt of all application materials, an Admissions Representative will evaluate the applicant's file for program specific requirements \(goal statement, resume/CV, prior transcripts, credit evaluation\(s\), references, and other documents as applicable\). Transfer students will have a credit evaluation approved by the Registrar. For MSN-DNP and PGC APRN students a gap analysis will also be completed. Qualified applicants are interviewed and notified of admission decisions.](#) Applications will be accepted until program capacity is met.

Graduate Nursing Program Admission Requirements

Admission to the graduate nursing program is competitive and limited to those students who demonstrate potential for academic success in our programs. Consideration is given to GPA, personal interview, admission goal statement, work experience (if applicable) and professional references.

Requirements for admission to the Graduate Nursing programs are as follows:

- Online application can be found on the Bellin College website: www.bellincollege.edu.
- Admission to the MSN and BSN-DNP programs requires an earned Bachelor of Science in nursing degree from an accredited program. Applicants with one year or less nursing experience are encouraged to apply but will only be accepted into the part-time track.
- Admission to a PGC or MSN-DNP program requires an earned master's degree from an accredited program in nursing
- Completion of a dedicated undergraduate health assessment course or advanced health assessment course.
- Completion of a statistics course within 10 years.
- All applicants must provide evidence of successful licensure to practice nursing in the state of residency and/or practice. This license must not be under suspension, revocation, probationary status, or subject to disciplinary proceedings or inquiry. Proof of licensure must be provided no later than the end of the first semester if a new graduate. If a student fails to provide evidence or license successfully, they will be dismissed from the program, though eligible to re-apply for admission later. Students may not enroll in clinical courses without a license to practice as an RN. In
- Official transcripts from all colleges and/or universities attended.
- Cumulative GPA of 3.0 or greater
- Two letters of recommendation.
- Goal statement describing
 - Reasons for pursuing a graduate degree.
 - Attributes or characteristics that would make you a successful student.
 - Future career goals/plans.
- Professional curriculum vitae or resume
- All DNP applicants must also submit a proposed topic/plan for a DNP scholarly project.
- Use of professional writing including APA with attention to content, grammar, syntax, spelling, and punctuation is expected.
- For MSN-DNP program, current APRN certification in a designated population focus unless concurrent enrollment in the FNP PGC.

- Students applying to the MSN- DNP program must provide documentation of the number of faculty-supervised clinical hours completed in the MSN program
- A personal interview is required prior to acceptance into the Bellin College Graduate Nursing Program. When all application materials have been received, an interview will be scheduled.

Gap Analysis Requirement for FNP Post-Graduate Certificate Students

In accordance with current Criteria for Evaluation of Nurse Practitioner Programs, applicants who hold a graduate degree in nursing can apply to the FNP Post-Graduate Certificate program where previous education and practice (as applicable) will be used to determine an individual course of study. The completion of required didactic courses and clinical hours can be flexible depending upon waived credits hours. The 3 P's (pathophysiology and advanced health assessment) must have included across the lifespan content to waive in the program, as per the Graduate Nursing Program Director's and FNP Program Coordinator discretion. Each student who is admitted as a candidate for the FNP Post-Graduate Certificate program will complete a Gap Analysis. Plans of study will be individualized according to academic didactic and clinical needs.

Gap Analysis Requirement for MSN- DNP Students

In accordance with current criteria for evaluation of Nurse Practitioner programs, applicants who hold a graduate degree in nursing can apply to the MSN-DNP program in which previous education and practice (as applicable) will be used to determine an individual course of study. The completion of required didactic courses and clinical hours can be flexible depending upon waived credits hours. Whether or not the courses will be waived depends on the discretion of the Program Director and FNP Program Coordinator or DNP Clinical Coordinator. A student's plan of study will be individualized according to academic didactic and clinical needs based on the gap analysis.

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 initiated in the Admissions office. All files are reviewed on an individual basis.

Once the application and all necessary documents are completed, a Bellin College representative will schedule the applicant's interview with members of the Graduate Nursing Program who will determine whether the applicant is accepted or denied. Applicants will be informed of the admission decision approximately two to four weeks after the personal interview.

Accepted students may not defer their admission. Students who accept admission but are no longer able to attend in the year they were accepted, must re-apply.

Waitlist

The number of qualified applicants may exceed the number of available spaces. Occasionally, students who have been admitted choose not to enroll. Bellin College maintains a wait list of qualified students to fill spaces that later become available.

The wait list is only composed of students who are academically qualified and have been interviewed and deemed an acceptable candidate. Students who elect to remain active on the wait list are notified periodically about their status. While there is no guarantee of admission, Bellin College maintains the active wait list if additional program spaces are likely. Students who elect to remain on the wait list will be informed of their final admission status prior to the start of the semester. If there is available space, students will be admitted from the wait list in the order in which they were placed on the wait list. Students who are not admitted from the waitlist must re-apply for admission the following year.

Students who are not admitted from the waitlist may take designated courses as non-degree seeking students, up to a maximum of nine credits. Wait-listed students may not enroll in

practicum or project courses as non-degree seeking student. Completion of courses as a non-degree seeking student does not guarantee acceptance for the following year.

Final Admission

Final admission to the College is contingent upon receipt of all official transcripts (for any courses in progress at the time of application). Meeting minimum program requirements does not guarantee admission.

Accepted Students

Please refer to the BC Guide of the Student Health and Safety Policies section for additional health requirements and other forms that need to be completed upon acceptance. **Please note:** A student's enrollment status may be dismissed based on results of all needed health and safety requirements.

Non-Degree Seeking Student Status

Students taking Bellin College courses in a specific semester, but not pursuing a Bellin College degree or certificate program are considered Non-Degree Seeking (NDS) students. NDS students earn college-level credit which is permanently recorded on a Bellin College transcript. NDS students are not eligible for financial aid. Bellin College courses completed while in non-degree seeking status may satisfy degree requirements, should the student eventually enroll as a degree seeking student.

Availability of courses each semester can be obtained from the Registrar's office. Enrollment in any course is on a space-available basis and may require faculty permission. NDS students do not complete their own registration, the process is completed by the Registrar's office.

High School Non-Degree Seeking Students

Students taking Bellin College courses through high school program agreements (Healthcare Academy, ECCP, etc.) are also considered Non-Degree Seeking (NDS) students. High school NDS students earn college-level credit which is permanently recorded on a Bellin College

transcript. NDS students are not eligible for financial aid. Bellin College courses completed while in non-degree seeking status may satisfy degree requirements, should the student eventually enroll as a degree seeking student.

Students enrolling in courses through the Bellin College HS programs coordinate the process through their high school. The various high schools are offered specific lists of Bellin College courses from which only eligible students may choose to enroll. A counselor or other designated official at the high school provides an approved student list to Bellin College prior to each semester. Students are provided with a specific link to a non-public application to complete for enrollment. There is no application fee. HS students do not complete their own registration, the process is completed by Student Services. Only HS students on the approved lists are enrolled.

High school students do not enroll in major program courses, they enroll in general education offerings. The offerings may be delivered face-to-face at Bellin College, online, or at the high school. Specific sections of available courses are exclusively designated each semester for the high school programs and are not available to the general degree-seeking population at Bellin College.

Procedure for Non-Degree Seeking Students

NDS student applications are accepted at any time prior to the start of the desired course each semester. There is no fee for an NDS application, with the exception of the Nursing Assistant* program (NA). The online application for NDS students is available on the Bellin College website found here:

<https://www.bellincollege.edu/admissions/non-degree-seeking/>

*NA Students who are not sponsored by a high school or other arrangement will be required to pay a deposit fee upon submission of application.

Complete online application.

- Provide evidence of an influenza (flu) vaccination. If an application is for the spring semester, applicants must show evidence of the previous fall influenza vaccination. This is mandatory. Bellin Occupational Health Services provides flu vaccination to Bellin College students for a charge.

- Contact Student Services at (920) 433-6699 or studentservices@bellincollege.edu with questions about applying.
- The Registrar or Student Services Coordinator will review the application and determine if space is available. The applicant will then be approved or denied and notified by the Registrar. The course registration, schedule and timetable will be provided to the applicant. The Registrar is responsible for notifying other appropriate College departments of the enrollment.
- The Student Services One Stop Shop area is responsible for the College photo ID/badge, FERPA releases, parking pass/other information, and other resources. The Administrative Assistant for Student Services will organize an orientation for the NDS students. High school students and Nursing Assistant students will have a separate orientation session provided through the specific program.
- All health compliance requirements will be handled by the Health and Wellness Coordinator.
- Information Technology will provide access to the network, Canvas, printing, email, and website.
- Access to the network for all Non-Degree Seeking students is terminated when enrollment ends.

Non-Citizen Applicants

Non-Citizens applications 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 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 Credits – Earning, Evaluation and Transfer

Graduate Nursing Credit Evaluation

Applicants who have earned college-level credits will receive a Bellin College credit evaluation that indicates which courses and credits transfer to satisfy Bellin College requirements. The factors for determining transferability are as follows:

- Accreditation status of the previous institution(s) attended.
- The quality of the student's achievement
- Course content
- The dates the courses were completed

Applicants may request an unofficial credit evaluation before applying. This is optional, as applicants will receive an official credit evaluation as part of the application process. An unofficial credit evaluation can help students plan additional courses needed to meet Bellin College admission and degree requirements.

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

Credit for Military Experience

Applicants who are veterans or are currently serving in the military may receive credit for military experience. Credit earned while serving in the United States military may meet specific Bellin College degree requirements. Bellin College grants credit for degree requirements after a review of official documentation. In granting credit, Bellin College follows the American Council on Education (ACE) recommendations and Bellin College policies.

Documentation includes:

- Joint Services Transcript (JST)
- Community College of the Air Force (CCAF) Transcript
- Discharge or separation documentation from Active Duty, DD Form 214
- Credits earned while serving in the military are evaluated by the Registrar. The Registrar will review and make the final determination on transfer of credit. There is no additional fee for this review.

Bellin College also has a Memorandum of Understanding (MOU) agreement with the Department of Defense.

DANTES Subject Standardized Tests (DSST)

Bellin College will accept DSST Credit by Exam if the content meets specific general education degree requirements. Bellin College follows the American Council on Education (ACE) recommendations and college policy to award credit. A score of 400 and above is required for the awarding of credit.

Credit for Prior Learning

Individuals who have a combination of prior coursework or life experiences which appear to fulfill a required course in the academic plan may seek credit for prior learning (CFPL). It is the individual's responsibility to provide supporting evidence, which may include, but is not limited to: portfolio, narrative, syllabi, course outlines, position description and resume or curriculum vita. If CFPL is granted by Bellin College, the individual is excused from taking the course. Credit for the equivalent course will appear as prior learning (PL) on the transcript.

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

Current students should contact the Student Services for further details and eligibility requirements. A fee is charged for CFPL evaluation.

Graduate Nursing Residency Requirement

A student who transfers into the Family Nurse Practitioner or Educator track of the Graduate Nursing Program may transfer a maximum of nine approved semester credits/hours. All

remaining program credit requirements must be completed at Bellin College. DNP students may transfer a maximum of six approved semester credits/hours (not inclusive of practicum hours).

Transfer Credits

The graduate nursing program will accept credits of previous graduate level coursework, into the MSN or DNP program based on the following criteria:

- Coursework must have been completed within five years prior to admission to the program (or be approved by the Graduate Program Director//FNP Program Coordinator/DNP Clinical Coordinator).
- Courses transferred must be comparable in scope, subject matter, and rigor to courses offered in the BC MSN and DNP programs. The student will need to provide a course description and the course syllabus for any course requested for transfer. A transfer credit form must be completed and submitted to the Graduate Nursing Program Director for approval.
- All courses transferred in must be at least 3.0 on a 4.0 scale.
- All transfer credits must be certified by the Registrar and approved for the degree by the Graduate Nursing Program Director, FNP Program Coordinator, and or DNP Clinical Coordinator.
- Transfer credits will not be applied to the cumulative grade point average the student earns while in the graduate nursing program.

MSN- DNP students are eligible to transfer 500 hours from a previous graduate degree program provided the student is currently a certified and practicing APRN.

Independent Study

Students may enroll in an independent study course for three reasons 1) enrichment, 2) remediation, or 3) a special topic need. Students may request to take an IS course or they may be required to enroll as part of a Personal Assessment for Student Success (PASS) plan.

Regardless of why a learner is taking an IS course, all IS courses are offered for credit, but the subject matter or content may vary as indicated by the course's title and description.

An enrichment course is a form of independent study undertaken by a student with little to no supervision from faculty. Independent study allows a student to pursue an area of particular interest that can enhance or augment the current curriculum plan, but that is not currently required for program completion and not available at the college. With a Bellin College course facilitator, the student generally agrees upon a topic for the student to research with minimal instruction and guidance from the facilitator for an agreed-upon number of academic credits, course outcomes, and assignments.

A remediation course at a basic level means “teaching again.” Often it is content that students previously failed to learn and has deficient knowledge that may interfere with the student’s ability to succeed in future courses. It may also apply to important content/concepts that may have been forgotten due to a prolonged time away from courses/clinical or program. IS taken for remediation is most often assigned by a program director as part of a Personal Assessment for Student Success (PASS) plan. Credits may vary based on student needs.

A special topic course provides students the opportunity to acquire knowledge/skills needed to meet pre-requisites for required courses or to earn credit for missing pieces of transfer courses. For example, a student may transfer two credits from a prior college, but a Bellin College course requires three credits. The student could take a 1-credit IS course to satisfy the missing content rather than take the BC 3 credit course.

General guidelines:

- The Academic Advisor and designated Program Director will assist students with the independent study proposal form, guidelines, and procedures.
- The registrar assigns course numbers and titles.
- Independent study opportunities will not be approved for an enrolled student who would miss other required course sessions (theory, lab, and clinical).
- Students must successfully complete the course in the semester in which they have registered.
- Grading and academic progression is per the program grading scale and progression policy.

- The student may accumulate up to three independent study credits during their academic career at Bellin College.
- Study should equate to the program-specific requirements for lab/clinical and theory courses. For example, one credit of theory is equivalent to 15 hours of class time.
- Fees for independent study will be based on the current Bellin College academic per credit fee schedule.

Academic Policies and Procedures

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 graduate nursing students are advised by the Graduate Nursing Program Director and or the FNP Program Coordinator or DNP Clinical Coordinator upon entering the program through graduation.

Attendance Policy

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

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

Audio/Video Recording of Faculty Lectures/Conferences

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

Frequently, speakers will give permission to record a presentation. However, a faculty member has the right to refuse permission unless an accommodation for disability is approved.

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

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

Electronic Devices

Electronic devices include, but are not limited to, cell phones, lap top computers, watches, or tablet devices. Electronic devices within the classroom and lab may be utilized by the students for appropriate learning purposes as determined by the faculty member. Device ring tones shall be put on "vibrate/silent" during entire course / clinical. All electronic devices should be stored with personal belongings during exam time. Students using the electronic devices during the course / clinical for non-class activities, may be requested to turn off the electronic device. Students with repeated violations and/or course disruptions due to inappropriate use of electronic devices will be referred to the appropriate Program Director for disciplinary measures.

Clinical agency policies will dictate use of student electronic devices in the clinical areas. Clinical sites may have additional policies regarding the use of electronic devices. Ensure that you are familiar with these policies before using your device at a remote location. Violations or disruptions due to inappropriate use of electronic devices may result in dismissal from the clinical site and will be referred to the appropriate Program Director for disciplinary action.

Grading Policies

	Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
	A	4 points	93-100
	AB	3.5 points	90-92
BELLIN COLLEGE MINIMUM PROGRESSION REQUIREMENT	B	3 points	85-89
	BC	2.5 points	82-84
	C	2.0 points	77-81
	D	1 point	70-76
	F	0 point	below 70 All courses require a final grade of B or better. Each course is graded in its entirety.

All courses require a final grade of B or better. Each course is graded in its entirety.

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. 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.

Students will receive a signed final copy of their Clinical Assessment Tool (CAT) by accessing their LMS Clinical Course and downloading the appropriate link prior to conclusion of the Clinical Course.

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.

Test Taking

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

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

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

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

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

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).

Immersion Clinical: International Travel

Immersion Clinical: International Travel Option

Opportunities for students to complete international travel study courses are supported by the College, provided the experience is conducive to the student's program of study and is coordinated with and approved by appropriate College personnel. A student wishing to engage in an International travel course experience

should contact his or her Program Director as soon as possible. The following parameters will apply.

All International travel study opportunities must have final pre-approval by the appropriate Academic Affairs Administrator(s), Program Director and/or Dean. The approval process should be completed no later than one month prior to the travel.

In all cases, the Travel Course Approval Form must be completed, submitted and on file with the Registrar prior to the student's departure.

Student educational travel opportunities may be secured through three avenues: Bellin College course; travel courses completed through another institution of higher education; or non-College educational opportunity.

1. Bellin College course:

- A Bellin College course must be pre-approved as a substitute for major curriculum by the Program Director.
- Appropriate Bellin College tuition and trip fees are required for Bellin College courses. Down payments are non-refundable unless the trip is canceled by Bellin College or due to extenuating circumstances approved on a case-by-case basis.
- As part of the application approval process, students in academic or financial difficulty will be reviewed on an individual basis to determine eligibility in the travel opportunity.

2. International travel courses completed through another institution of higher education:

- The course must be pre-approved for transfer prior to departure by the Program Director.
- Fulfillment of a major course requirement must be approved by appropriate Bellin College faculty.
- Fulfillment of a general education course requirement must be approved by the Registrar.
- The course is posted as transfer credit. The course will transfer credit-for-credit, regardless of the requirement satisfied. Transferred credits will not be split among course requirements.

- Student must still complete the required credits amount and residency requirements for graduation.
 - Students in the 15-Month option may complete a travel course with an approved exception to the Bellin College residency requirement.
 - The current Bellin College policy regarding transfer credit is applicable.
 - No fee is assessed on transfer courses by Bellin College.
3. Non-College educational opportunity:
- The course must be pre-approved by the Program Director prior to departure.
 - The educational opportunity must be facilitated and reviewed by Bellin College faculty.
 - A portfolio and/or other materials are required for review.
 - Credit is awarded based on course requirement fulfillment.
 - Bellin College tuition is required for non-College educational opportunities. Some fees may not apply.

Student Preparation for Clinical Experiences

Clinical Computer Training

Students must attend the computer training as scheduled even if they are an employee of the clinical agency providing the training. The training for students is different than for employees. Students who do not attend computer training as scheduled will require a personal session and may be charged an associated fee. Students may be required to attend computer training prior to the start of practicum per agency policy.

Clinical Orientation

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

Confidentiality of Protected Health Information

Clinical experience requires students to access protected health information about clients. The Health Insurance Portability and Accountability Act (HIPAA) requires health information about clients to be secured and kept confidential. As a student, there is a legal and ethical need to protect a client's right to privacy. Client information will not be shared in any form or medium, including written, verbal, or electronic methods, with anyone other than those who are directly responsible for the patient's care and treatment. Patient identifiers include, but are not limited to name, medical record number 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.

Student Attendance

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.

Registrar Policies and Procedures

Credit Hours - Graduate Nursing

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 30 hours per credit of out of classroom preparation and study over the course duration.

Program of Study	Theory Credit Hour (classroom or online)	Lab Credit Hour	Clinical Practicum Credit Hour
Graduate Nursing	1 credit = 15 hours	1 credit = 45 hours	1 credit = 85 hours

Make-up hours are not scheduled for any class falling on a date the College is closed. Options to address missed face-to-face class time include, but are not limited to, online activities, readings, and papers, outside course assignments and/or projects.

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.

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 Quick Links on the Bellin College website at www.bellincollege.edu for a listing of program and course add/drop dates. Click on calendar and choose the Registration Calendar.

Course Add Procedure

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

- Consult with the Academic Advisor or Program Director 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 registration 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 Program Director or Academic Advisor 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. Students enrolled in the Graduate Nursing Program should contact the Graduate Nursing Program Director. A drop date is identified on the official form.

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.

Re-Entry of Former Bellin College Graduate Nursing Students

Students formerly enrolled in the Bellin College Graduate Nursing program who wish to resume graduate study are considered re-entry students. The ability to re-apply does not stipulate a guarantee, promise or other agreement concerning acceptance to the program, option placement, academic plan, or transfer of credits. Any student that exits the College may re-apply but must be free of a hold status.

Applicants who were dismissed from the Bellin College due to academic performance or misconduct have one calendar year from the dismissal date to apply for re-entry.

Procedure for Re-Entry

1. Complete an "Application for Re-Entry after Dismissal: Graduate Program" form, providing supporting documentation as needed. The form is submitted to the Admissions office. The re-entry application should include:

- Personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to goals for success, etc.
- Contact information such as address, home telephone and cell phone numbers, and email address.
- Official transcripts of academic performance since exit from the College.

2. The application for re-entry is reviewed by the Graduate Nursing Program Committee and all applicants will be interviewed by members of the Graduate Nursing Program Committee.

3. The student will be notified of the admission decision, which is final. The committee members will make one of two decisions:

- Accept the re-entry application. A decision to readmit may be contingent on space available in the program.
- Deny the re-entry application

4. If the application for re-entry is denied, the student's opportunities for readmission are exhausted.

5. If the application for re-entry is accepted, the student will be admitted with the probationary requirement that all program course work must be completed at Bellin College and failure to earn a B or better in any course will result in permanent dismissal from the College.

6. Applicants who are re-admitted will have a plan of study developed according to current policies, procedures, and timelines. It is the responsibility of the applicant to meet with the Graduate Nursing Program Director to discuss the plan of study. Failure to meet this requirement will result in automatic re-entry application denial.

7. The date of re-entry is determined by based on classroom, lab, and clinical resources. Students will be bound by the qualifications of The Bellin College Graduate Nursing Handbook and Catalog in effect at the time of re-entry.

8. 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.

Tuition and Fees

2023-2024 Tuition

Tuition Costs

- Cost of per credit for/of tuition is posted on the Bellin College website under “Admissions” “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](#).

Graduate Nursing Tuition

- The 2023-24 tuition charge for DNP courses is \$800 per credit.
- The 2023-24 tuition charge for MSN courses is \$774 per credit.

Non-Degree Seeking Tuition

- Non-degree seeking students pay full tuition at a per credit tuition rate plus an \$110 technology fee.

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 to any of the Bellin College programs. A non-refundable \$50 fee is charged for hardcopy applications to Bellin College.

Enrollment Deposit

Upon acceptance into the College, Graduate Nursing students must pay a non-refundable enrollment deposit of \$250. The \$250 is credited 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.

Credit for Prior Learning Fee

Students who wish to be evaluated to determine if the course outcomes have been met by life experiences will pay a \$100 fee. If credit is granted, the student will pay an additional \$25 per credit granted. See the Credit for Prior Learning Policy for further details.

Additional Expenses

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

- Books (hard copy or e-book)
- Web resources
- Student lab coat
- Transportation
- Miscellaneous expenses
- Typhon access fee (FNP/DNP students)
- My Clinical Exchange (Students placed at certain clinical partners MAY incur a small, one-time administrative fee charged by the clinical agency.)

FNP Certification Exam

There are variable costs associated with (FNP) certification and licensing as an advanced practice nurse. FNP students have the option of sitting for one of two certification exams. One is offered by the American Academy of Nurse Practitioners (AANP) and the other is offered by the American Nurses Credentialing Center (ANCC). Costs associated with these exams are not covered in Bellin College fees. These fees are paid directly to the vendor and have varying costs. Information about the certification exam and licensing is provided to students in the semester prior to graduation. There is no additional certification related to the DNP for nurses already certified as Advanced Practice Providers.

Financial Aid Policies and Procedures

Applying for Financial Aid at Bellin College

Bellin College students who wish to apply for any form of need-based or non-need based financial aid from federal and/or state sources must file a Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. The FAFSA will be used to determine a student's eligibility for financial aid programs administered by the Bellin College financial aid office. Bellin College's FAFSA School Code is 006639. The student must have a valid FSA user ID and password in order to

electronically sign the FAFSA and other federal financial aid documents. The FAFSA will require demographic data, number of household members, income and asset data and degree/program enrollment plans. Students may file the FAFSA as early as October 1 of the previous academic year. Students are encouraged to use the IRS Data Retrieval Tool (DRT) on the FAFSA website in order to import the official income data directly into the FAFSA for the appropriate tax year. This will ensure that the data is accurate.

Enrollment Status and Financial Aid

Generally, when the term enrollment status is used, it is referring to a student's credit load (full-time, etc.). Most financial aid programs require at least half-time enrollment for financial aid to be offered. For students who are less than full-time, financial aid may be adjusted, reduced, or voided. Because of this, the financial aid office monitors the enrollment status for every financial aid recipient. At least half-time enrollment is required for most financial aid programs including federal student loans and state grants. For some aid programs, the award amount may be prorated if the student is less than full-time. For example, if a student is eligible for a Federal Pell Grant in the amount of \$2,000 for a semester based on full-time enrollment and the student enrolls half time instead, the award will be reduced to \$1,000. In most cases, the only programs which may be prorated in this manner are the Federal Pell Grant and the Wisconsin Grant.

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

Financial Aid Documents and Forms

Financial aid recipients may be required to submit certain documents to the financial aid office. If a document is required or requested, the student will receive the form from the financial aid office.

Agency Forms

Students receiving funds from outside agencies, such as a tribal organization or a state's workforce development agency, may be required to submit a form to the financial aid office or the Bursar's office. These forms are available through

the awarding agencies and are required to verify the student's eligibility for financial assistance.

Please note: Not all agencies have separate forms which must be completed. It is best to check with a representative of the awarding agency to determine if a form is required. It is the student's/agency's responsibility to submit the form to the financial aid office in a timely manner.

Financial Aid Programs

Financial aid can come from a variety of sources such as federal and state governments, higher educational institutions, civic organizations, employers, businesses, professional groups, and other sources. For more information about financial aid programs available at Bellin College, visit our website. <https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/applying-for-financial-aid/types-of-financial-aid/>

NOTE: Graduate students are not eligible for Federal Pell Grants or most WI Grant programs. Graduate students may borrow federal student loans.

MPN and Entrance and Exit Counseling Federal Direct Stafford Loans

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

Financial Aid Offers

The Director of Financial Aid reviews the results of the Free Application for Federal Student Aid (FAFSA). Students are assigned a standard cost of attendance budget based upon anticipated costs for tuition and fees (based on program of study and curriculum plan), housing, transportation, books and supplies and other miscellaneous expenses. The result of the FAFSA, the expected family contribution (EFC), is

subtracted from the budget and the remainder is defined as financial need. The Director of Financial Aid determines the student's financial need and screens the student for eligibility for all aid programs administered by Bellin College. Eligibility for individual aid programs may be based on grade level, dependency status, program of study, past financial aid received and other factors.

Financial Aid Offer Letter

When the student's eligibility for financial aid programs has been determined, the financial aid office will notify the student via email to view the aid offer in his or her student portal. The student should review the aid offer in the portal and accept or decline any portion of the aid offer. There may be forms or documents which the student will need to complete and return to the financial aid office for aid to be fully processed. It is the student's responsibility to read and follow all instructions.

Aid Disbursements

Aid will be paid to the student's account not more than three working days prior to the start of the semester; excess funds, if applicable, will be refunded to the student via a check. Refund checks will be distributed by the College's Bursar.

Special Circumstances/ Dependency Override

Although it is rare, occasionally, a student may experience certain financial or family circumstances which, while not possible to fully report on the FAFSA, may warrant a re-review of the student's financial aid eligibility. The term special circumstances refers primarily to circumstances related to income/expenses which may be, in the current year, drastically different than that of the FAFSA base year (two years prior). This may be due to a job loss/layoff, unexpected medical expenses not covered by insurance, the death of a parent or other family member, FAFSA reflects a one-time, non-recurring income source in the base year that is no longer available to the family, or other significant household changes which are not reflected on the FAFSA. It is expected that income will fluctuate over time (therefore the FAFSA must be filed every year) but when there is a significant change due to circumstances beyond the student/parent's control, there may be a need to adjust data on the FAFSA to reflect

the family's current financial status more closely. In extreme circumstances, the Director of Financial Aid has the authority to change a dependent student into an independent student for financial aid (FAFSA filing) purposes. Documentation to substantiate the student's claim of self-support is required.

Please note: Department of Education prohibits a dependency override for these situations: parent's refusal to provide data on the FAFSA or provide financial support to the student, student is not living with the parent or student is not claimed as a dependent on the parent's tax return. There must be extenuating circumstances which can be documented (by a non-family member or agency) to support such a claim.

Any student who believes that they should be considered for a special circumstances review, or a dependency override should consult with the Director of Financial Aid. If the situation meets the criteria for a review, the student will be given instructions regarding the required documentation.

Scholarship Reception and Thank You Acknowledgement Requirement

Students who receive donor scholarships from Bellin College are required to send a thank you note to the donor(s) and attend a reception. Thank you, letters must be given to the Advancement and Alumni Relations' office by the designated due date. The Advancement and Alumni Relations office will inform students of the date for the scholarship reception.

Failure to submit a thank you letter and to attend the reception may result in forfeiture of the scholarship. The scholarship loss will not be replaced with other grant aid.

Satisfactory Academic Progress (SAP) for Financial Aid Recipients

Federal regulations require each College to establish and consistently apply both a qualitative and quantitative method of

measuring a student's progress toward degree/program completion. Students are required to meet such standards in order to be eligible for federal, state, and institutional aid programs. These standards measure a student's performance in the following three areas: completion rate, cumulative Bellin GPA and maximum time allowed. The following is the SAP policy applied to all students enrolled at and receiving financial aid (Title IV and Non-Title IV aid) from Bellin College regardless of enrollment status, program of study, etc. **Please note:** that SAP standards for financial aid are separate from academic standards set by the College.

General Guidelines

- Unless otherwise noted, all students regardless of enrollment status or program are subject to identical standards under this policy.
- SAP will be checked by the Director of Financial Aid at the end of each enrollment term, including summer and interim terms.
- Students may be placed on financial aid warning or probation but not on academic probation or vice versa. See the student handbook for more information on Academic Probation.
- Only those transfer courses included on the official credit evaluation AND courses taken while enrolled at Bellin College (including those taken at and transferred from other institutions) as part of the current degree program are used in the SAP calculation. Courses accepted for transfer from any other institution and used to meet Bellin College degree requirements are included in the Completion Rate and Maximum Time Frame calculations. This applies to any courses taken at any institution other than Bellin College at any point prior to or during the student's enrollment at Bellin College for courses used to meet degree requirements at Bellin College.
 - Transfer courses accepted at the time of admission will be included on the official credit evaluation completed by the Bellin College Admissions office as determined from official transcripts obtained as part of the admissions process. These courses will be counted as both attempted and earned.
 - Courses taken at another institution in any term while enrolled at Bellin College to be used to meet Bellin College degree requirements will be

included in the Completion Rate and Maximum Time Frame calculations. It is the student's responsibility to ensure that the Registrar receives an official transcript for all transfer courses upon completion of the course(s). An official transcript must be received within four weeks of completing the course (end of the applicable enrollment term). These courses will be counted as attempted and may be either earned or not earned based on the assigned grade (a grade of C or better is required to accept a course as transfer).

Summer and Winter Interim Terms

It is understood that not all students are enrolled in summer or interim terms. However, if a student enrolls during such a term, courses taken during these terms are included in the SAP calculations provided those courses are used to meet degree requirements at Bellin College. Graded Bellin College courses will be included in the earned/attempted ratio and included in the GPA calculation. Courses which are strictly clinical in nature (pass/fail) will count towards the credits earned/attempted ratio, but do not affect the GPA. Courses taken at other institutions to transfer to meet Bellin College degree requirements will be included in the earned/attempted ratio, but not affect the GPA. Students are responsible for ensuring that the Registrar receives the appropriate official transcripts as noted above.

Changes in Majors or Degrees

Students are admitted into one program and certain courses taken within that program may not be acceptable towards credits in the other program. Courses used to meet degree requirements in the new program would be used to calculate the earned/attempted ratio and GPA.

Bellin College offers master's degree programs in nursing. If admitted into the Graduate Nursing Program, SAP calculations for that student's Graduate Nursing Program would only include courses taken within the Graduate Nursing Program.

Completion Rate

Following each enrollment term, a student's academic progress will be measured by comparing the cumulative number of attempted credits with the cumulative number of earned

credits. This will include any course for which the student has remained enrolled past the add/drop period. A student will be expected to earn at least 67% of the cumulative credits attempted throughout the program in order to maintain satisfactory academic progress and complete degree requirements within the maximum time allowed.

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

- Withdrawals, incompletes, and failures are considered attempted, but not earned.
- Passing credits received for pass/fail courses are considered attempted and earned credits. Failing grades in pass/fail courses are considered attempted, but not earned.
- Repeated courses are included in the calculation of both attempted and earned credits.
- Audited courses are not considered credits attempted or earned.
- Transfer credits used to meet Bellin College degree requirements are included in the number of attempted credits. Courses accepted for transfer into Bellin College will be counted as attempted and earned credits. See General Guidelines above for more information related to transfer courses.
- Concurrently enrolled credits at another institution for the purpose of transferring those credits to be used to meet Bellin College degree requirements (while enrolled in a Bellin College program) will be used in the Completion Rate and Maximum Time Frame calculations. Courses not successfully completed will be counted as attempted but not earned. This applies only to transfer courses attempted while concurrently enrolled in a program at Bellin College. Transfer courses accepted at the time of admission (prior to enrollment at Bellin College) will be counted as both attempted and earned.
- Periods of enrollment when a student does not receive federal aid (such as less than half-time or on financial aid probation) are included in the SAP calculation (Bellin College or transfer courses).
- Students who re-enter Bellin College will be reviewed for SAP based on all courses (transfer and previous Bellin College courses) accepted toward the degree program at the time of readmission. The Bellin College GPA will be used. Therefore, it is possible that a student who has been

readmitted to Bellin College may be immediately placed on financial aid warning or probation.

Cumulative Bellin GPA

Grade point average (GPA) is a quantitative measure of academic achievement and is computed based on credits earned and grades achieved. Only grades for courses taken at Bellin College are used to compute the GPA each semester; transfer courses used to meet Bellin College degree requirements are used in other aspects of SAP but do not affect the GPA. GPAs are reviewed at the end of each enrollment term for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale. See below to determine how the GPA is calculated. The Financial Aid SAP standards for GPA mirrors the expectations of Bellin College academic standards. Every student's cumulative Bellin GPA will be checked at the end of each enrollment term.

- Graduate students: All Graduate students will be expected to maintain a minimum cumulative Bellin GPA of 3.0 throughout the program in order to meet satisfactory academic progress standards. This standard mirrors the College's minimum GPA requirement for graduation in a graduate program.

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

- Transfer credits are not included in the GPA calculation, only Bellin College courses.
- Pass/fail courses will not affect a student's GPA calculation.

GPA Calculation

The Bellin College GPA is calculated based on the number of credits and the assigned grade. Each grade (A, AB, B, BC, etc.) is assigned a point value. That point value is multiplied by the number of credits for that course (i.e. 3). The result is the total points for the course. To determine the GPA, the total of all points is divided by the total number of credits earned. The result is the GPA (carried to three decimal points—GPAs are not rounded). Since the SAP standards apply only to the cumulative GPA (not by semester), the cumulative GPA calculation uses the total for all Bellin Courses.

Letter Grade	Assigned Point Value
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A	4.0
AB	3.5
B	3.0
BC	2.5
C	2.0
CD	1.5
D	1.0
F	0

To illustrate (sample):

Credits Earned	Grade	Points
3	A	12
3	B	9
2	AB	7
4	BC	10
3	BC	7.5
Total	15	45.5

If this is the student's first semester at Bellin College the cumulative GPA for this student would be 3.033 ($45.5 \div 15 = 3.03333$). Pass/Fail courses are not used in the GPA calculation.

Maximum Time Frame for Program Completion

A student will not be eligible to receive federal, state, or institutional financial aid once he or she has attempted more than 150% of the normal credits required for their program. Transfer credits attempted and used to meet Bellin College degree requirements will be included in the maximum time frame calculation (Maximum Attempted Credits). Please note: There is no financial aid warning term under this rule. A student will become ineligible for aid for the term in which the student is scheduled to reach or exceed the maximum number of eligibility credits. Therefore, an undergraduate student who has attempted more than 180 credits will be ineligible to receive aid.

Program	Required Credits for Degree Completion	Maximum Attempted Credits of Aid Eligibility
MSN-Family Nurse Practitioner	47	70
MSN-Nurse Educator	39	58
BSN to DNP	72	108
MSN to DNP	29	43.5

Financial Aid Warning

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

Financial Aid Probation

A student who fails to meet SAP standards at the end of the *Financial Aid Warning* enrollment term will become ineligible to receive federal, state, or institutional aid funds in subsequent terms. The student will be sent a letter from the Director of Financial Aid informing him or her of the ineligible status within five business days of the date the grades are finalized. The student has the right to submit a written appeal letter to request one semester of *Financial Aid Probation* (see Financial Aid Appeal, below). If the appeal is denied, the student is no longer eligible to receive aid until SAP standards are once again met. If the appeal is approved, the student may receive one, and only one, additional semester of aid eligibility. Once SAP standards are again met, the student will be considered in good standing and will regain financial aid eligibility. A student may submit only one appeal; subsequent appeals will not be considered.

Please note: If the warning/probation status is primarily due to a deficiency in GPA, it is important to note that the Bellin GPA can only be improved by credits earned at Bellin College.

Financial Aid Appeal

A student who becomes ineligible to receive aid after one semester of Financial Aid Warning may submit a written appeal to request one semester of Financial Aid Probation. The letter must be

signed and dated and received by the Director of Financial Aid within fourteen calendar days of notification of the ineligible status. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon their academic performance if financial aid eligibility is allowed to continue. The student's academic record will be reviewed to determine if the student may improve their academic standing to meet SAP standards after one semester. Other factors which may be considered when reviewing a student's appeal may include (but are not limited to): personal or immediate family illness, death in the family, natural disaster, or other extraordinary circumstances. Documentation verifying the situation may be required. The Director of Financial Aid and the Dean of Students & Allied Health Sciences will review the request and a decision will be made within ten business days of receipt of the written appeal and supporting documentation (if applicable). The student will be notified in writing of the decision. If the appeal is granted, the student will be allowed one enrollment term of Financial Aid Probation. Only one appeal will be allowed; no further appeals will be accepted. The decision of the Dean of Students & Allied Health Sciences and Director of Financial Aid is final.

Incomplete Grades Appeal

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

Full Withdrawal and Financial Aid

Students who wish to fully withdraw from Bellin College are expected to contact the Academic

Advisor, Registrar, Program Director, or other representative of the College to begin the official withdrawal process. By definition, a withdrawal occurs when the student does not complete all of the days in the period of enrollment (semester, term, etc.) that the student was scheduled to complete. The process is outlined in the Student Guide located on the www.bellincollege.edu website. The policy below is in compliance with federal regulations (34 C.F.R. § 668.22).

Withdrawal Date Determination

The withdrawal date for a student who ceases attendance at Bellin College prior to the end of an enrollment period (i.e., semester) will be:

- An undergraduate student who wishes to withdraw from all courses prior to the end of an enrollment period is expected to provide official notification of the intent to withdraw to the Advisor and Accommodations Coordinator. A graduate nursing student is expected to provide official notification to the Graduate Nursing Program Director, in accordance with College policy. Notification may be made in person, in writing, by phone, or via e-mail. The withdrawal process begins with the student's notification of the intent to withdraw. The student is expected to meet with the Advisor or the Graduate Nursing Program Director to ensure that all documents are completed. The Exit form is initiated by the Advisor or the Graduate Nursing Program Director and is completed/reviewed as part of the exit/withdrawal process. If the student is not able to meet in person with the Advisor or the Graduate Nursing Program Director, the process may be completed remotely (via one or a combination of the following: phone, Zoom or Teams meeting, e-mail, US mail).
- The official withdrawal date will be the date the student provided notification of their intent to withdraw.

OR

- If the student notifies the Advisor of an intent to withdraw at a later date (i.e. will complete the semester), the official withdrawal date will be the last date of attendance in an academically related

activity (i.e. last day of classes or the date the student indicates will be their last day of attendance).

- The date of the institution's determination that the student has withdrawn will be the withdrawal date or the date of notification, whichever is later.
- If a student ceases attendance in all courses but does not notify the College
 - The official withdrawal date will be the date the school determines is related to the circumstance beyond the student's control which led to the student ceasing attendance **or** the midpoint of the payment period/period of enrollment if no last date of attendance is documented.
 - The date of the institution's determination that the student has withdrawn will be the date the school became aware that the student has ceased attendance.
- If a student fails to earn a passing grade in at least one course over an enrollment period, that student is considered to have unofficially withdrawn unless the College can document that the student completed the enrollment period. Bellin College is not required to take attendance therefore, official attendance records may not be available. If a student receives an F in all courses, the Registrar and Advisor will contact the appropriate faculty in an effort to determine when the student last participated in an academically related activity. Examples of this may be the last course assignment the student submitted, the last date the student completed a graded assignment/quiz/test, or the last time the student logged into an online component of the course, if applicable (log in dates, etc. are available through the Bellin College IT Department).
- The withdrawal date will be the midpoint of the enrollment period unless the College can document the student's last date of an academically related activity.
- If the institution cannot document that the student began attendance (never began academically related activity for the enrollment period), the student will be considered to have never enrolled.
- The date of the institution's determination that the student has withdrawn will be the date the final grades are posted.

It is important to note that the College may choose to use the student's documented last date of attendance in an academically related activity as the withdrawal date, as appropriate. An example of this may be if a student notifies the Advisor of their intent to withdraw at a future date but continues to attend one or more classes until that date.

Even though Bellin College is not required to take attendance, the faculty and staff are very proactive in efforts to ensure a student's success in the program. If a student simply ceases to participate in one or more courses, the applicable faculty will notify the Academic Advisor, Registrar, or appropriate Program Director of the student's lack of participation. In this case, the Advisor, Registrar, etc. will attempt to document the student's last date of attendance through documented information available from the faculty or the Bellin College IT department. Examples of this may be date of the last course assignment the student submitted, the last date the student completed a graded assignment/quiz/test, or the last time the student logged into an online component of the course, if applicable (log in dates, etc. are available through the Bellin College IT Department). This same process will be followed at the end of the semester if a student receives a grade of F in all courses.

Return of Unearned Aid

When a student withdraws from Bellin College prior to completing an enrollment period (semester, term) in which the student began attendance, the College must determine the amount, if applicable, of grants and loans the student earned as of the student's withdrawal date. The amount of earned aid (and institutional charges) is based on the percentage of the enrollment term completed (completed calendar days of instruction divided by total calendar days of instruction in the term). Institutional charges will be adjusted based on this calculation for all students who fully withdraw. If the total amount of aid that the student earned is less than the amount of assistance that was disbursed to the student or parent, the difference must be returned to the aid programs from which they originated (in the order specified below). The student is not eligible to receive any additional disbursements of aid, if applicable, for that term of enrollment. The Director of Financial Aid uses the R2T4 calculator provided by the US Department of Education on

the COD secure website to determine the official percentage of the period of enrollment completed/earned.

Bellin College will return unearned Title IV program funds as soon as possible but no later than 45 days of the College's determining the student withdrew up to the amount of refunded tuition and fees charges for the term (institution's portion). Returns of Pell and Direct Loans are recorded directly on the student's record on the COD and, if necessary, processed through the G5. Aid returns in excess of the refunded tuition and fees charges become the responsibility of the student to return (student's portion). Under federal regulations, any student who fails to return federal funds as required will remain ineligible for further federal financial aid until the total amount of funds has been returned or the student enters into an agreement with Bellin College or the U.S. Department of Education Secretary to repay the unearned aid.

Percentage of Earned Aid/Charges =

$$\frac{\text{Number of calendar days completed in the term}}{\text{Total number of calendar days in the term}}$$

Sample:

36% =

$$\frac{45 \text{ days completed}}{125 \text{ days in the term}}$$

In this example, the student withdrew 45 days into the term and therefore, earned 36% of Title IV aid received and incurred 36% of the institutional charges for that term. The institution will reduce the student's charges by 64% and 64% of the federal aid disbursed to the student will be returned. If the amount of returned aid is in excess of the amount of reduced charges, the student is responsible to return/repay the difference.

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

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant

- Federal Supplemental Educational Opportunity Grant (SEOG)
- Other federal grant or loan assistance
- WI Grant Programs
- Institutional programs (merit scholarships, donor scholarships, admissions scholarships)
- Other Aid (private scholarships and/or loans)

No return of financial aid funds is required from students who have completed at least 60% of the enrollment term as of the date of withdrawal as students who complete at least 60% of the term are considered to have earned 100% of the Title IV aid received for the enrollment term. There will be no reduction in institutional charges for students who complete at least 60% of the enrollment term.

The amount of federal grant funds to be returned by the student (student's portion) must be returned within 45 days of the date the notification was sent to the student. The student's portion of federal loan funds must be repaid by the student in accordance with the terms of the loan.

Notification to Student

Bellin College will notify the student, in writing, of the amount of tuition and fees to be refunded, as well as the amount, if applicable, of loans and/or grants (aid) to be returned to their sources by the College. The notification includes the amount the student is responsible for returning, if applicable, to Bellin College or the US Department of Education as well as instructions on how to do so and will be mailed to the student within 30 days of the date the College determined the student withdrew. If the student is required to return funds, the student will also be notified that their eligibility for further Title IV aid will end if satisfactory repayment arrangements are not made within 45 days of the date of the notification. If a student fails to enter into a satisfactory repayment agreement with Bellin College within the 45 days, the student will be referred to the US Department of Education's Default Resolution Group for further collection.

Credit Balances (Refunds to Student)

If the withdrawal calculation results in a credit balance (retained aid or payments in excess of retained institutional charges), the College will

issue a refund check to the student (or parent, if the credit balance is due to a Federal Parent PLUS Loan) for the full amount of the credit balance as soon as possible but no later than 14 days of the date the institution completed the R2T4 calculation. The check will be mailed to the student (or parent) via US Postal Service.

Financial Aid Status when Withdrawing from College

A student who withdraws beyond the 60% point of an enrollment period will remain eligible for federal financial aid provided all other eligibility criteria are met. A student who withdraws prior to the 60% point of an enrollment term and who is not required to return any federal aid in excess of the institution's portion of a calculated return, remains eligible for federal financial aid provided all other eligibility criteria are met. A student who withdraws prior to the 60% point of an enrollment period and is required to return a portion of federal aid (student's portion of the return) will remain eligible for federal financial aid provided if the student:

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

Bellin College will refer collection matters to the Secretary of the U.S. Department of Education if the student does not repay to the College the full amount of the overpayment or enter into a satisfactory repayment agreement with the College or the Secretary of the U.S. Department of Education within 45 days from the date the College sent the student a notification of the overpayment.

Overpayment collection accounts will be referred to the U.S. Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or the student fails to enter into a repayment agreement with the Secretary. Students whose

overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

Repayment Agreement

A student who owes a repayment of federal financial aid (student's portion) may choose to enter into an agreement with Bellin College. This agreement will specify minimum payments, frequency of payments and the maximum time allowed for repayment in full. Overpayments paid to Bellin College will be returned to the appropriate aid sources.

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

Post-Withdrawal Disbursement (PWD) of Aid

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

Within 30 days of the date the College determined the student withdrew, a written notification will be sent to the student/parent to include the following:

- Identify the type and amount of aid eligible for/included in the post withdrawal disbursement.
- Explain that all or any portion of the disbursement may be accepted or declined.
- Inform the student or parent that no post-withdrawal disbursement of a federal loan will be made to the student or parent (or to the student's account) without confirmation of acceptance of the disbursement.
- Request a response indicating acceptance (or decline) of a federal loan disbursement;

this must be received within 14 days of the date the notification was mailed to the student/parent. If no response is received within 14 days or a response is received after the 14-day deadline, no post-withdrawal disbursement of federal loan funds will be made.

- Inform the student or parent of the procedures for requesting/receiving the accepted post-withdrawal loan disbursement and that such a disbursement may be credited to the student's account to pay institutional charges, if applicable, or disbursed directly to the student, or parent, if funds are from a PLUS Loan. The 14-day response deadline applies regardless of whether the disbursement will be to the student's account to pay institutional charges or a direct disbursement to the student/parent.
- Inform the student or parent that accepted post-withdrawal federal loan funds must be repaid in accordance with the terms and conditions of the loan.

If a student is eligible for a post-withdrawal disbursement, funds may be credited to the student's account up to the amount of unpaid institutional charges, if applicable; remaining funds will be refunded directly to the student (or parent, if funds are from a Federal PLUS Loan). The direct disbursement will be mailed to the student or parent to the address on file:

- Available grant funds will be disbursed first as soon as possible but no later than 45 days of the date of the institution's determination the student withdrew.
- Any remaining eligible post-withdrawal disbursement will be made from requested/accepted federal loan funds as soon as possible but no later than 180 days of the date of the institution's determination the student withdrew; the disbursement will be made in accordance with the student's or parent's wishes as identified in the confirmation/acceptance of the post-withdrawal disbursement of loan funds.

Copies of all communication to the student/parent, response(s) from the student/parent, R2T4 calculations, disbursements and/or returns of aid, etc. generated by or received by the Bellin College financial aid office will be placed in the student's file.

Summer Financial Aid Summer Enrollment Status- Graduate

Summer is considered a separate enrollment term. Therefore, enrollment status is based on credits enrolled for the summer only. In order to be considered at least half-time, a student must be taking a minimum of five credits during the summer term.

Alternative Financing for Summer

Students who do not qualify for federal aid sufficient to pay all summer charges may apply for a credit based private education loan. Some private education loans do not require a minimum of half-time enrollment and, therefore, may be borrowed (pending credit approval) by students taking less than half-time in a summer term. Interested students should consult with the financial aid director to determine what size private loan may be borrowed. Information on lenders/loan programs is available from the financial aid office at <https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/>.

Summer Charges and Billing

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

Cohort Default Rate Notification

The US Department of Education notifies educational institutions of their official cohort default rates in September of each year. The CDR reflects the percentage of students who entered repayment on federal student loans during the reported fiscal year who also defaulted within three years.

Bellin College's official Cohort Default Rate (CDR) may be viewed on the US Department of Education's CDR database at:

<https://nsldsfa.ed.gov/cdr-searchable-database/school/search>. The national average CDR is available at: <https://fsapartners.ed.gov/sites/default/files/2022-09/NationalCDR.PYComparisonCharts.pdf>

Should Bellin College's Official CDR exceed the national average CDR for the given fiscal year, Bellin College will publish a statement on the College's public-facing website informing all students and stakeholders. Also, all students will be sent an e-mail notification which will include a direct link to the online disclosure as well as information to assist students with loan repayment options.

Student Performance Remediation and Due Process

Student Performance Remediation and Due Process - Graduate Nursing

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.
- Refer to the medication calculation policy for students who are unsuccessful on the medication calculation tests.

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.

- Probation periods are typically 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, academic performance. The following result in automatic academic probation:

- Failure to maintain a 3.0 grade point average (GPA) each semester
- Failure to attain a B or better in any course.
- Receipt of an unsatisfactory final clinical evaluation.
- Failure to attain a P in any pass/fail 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 underlying motivation, 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 and 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.

Grade and Progression Policy

Grade Requirements

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

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

Repeat and Progression Policy

One course can be repeated once in an effort to remove the unsatisfactory grade from the individual's GPA computation. Students requesting to repeat a course (second attempt at the same Bellin College course) must submit a written appeal to the Graduate Nursing Program Director.

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

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

A course repeat related to ethical, legal, moral, or competency standards violations will be reviewed on an individual basis by the Graduate Nursing Program Director and the Dean. The decision is final.

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.

Progression Deferment

A progression deferment is defined as a temporary, elected suspension of enrollment in a degree program for not more than 1 year. It is

allowed for graduate nursing students who need, for various approved reasons, to voluntarily suspend degree progression. Students must be in good standing and do not have to follow the standard reapplication process when ready to return to Bellin College, provided not more than one year has passed since previous semester of enrollment. Students must meet with the Academic Advisor to begin the process and access the required paperwork. Students may also need to notify the appropriate student services personnel, depending on future enrollment status

- The Academic Advisor will assist the student in completing the Graduate Exit/Deferral Form.
- A student must request the deferment at or near the completion of a currently enrolled semester, otherwise an elective exit (withdrawal) is required.
- A student is not allowed to be enrolled at any other institution of higher education for credit during the deferment.
- A progression deferment is not considered a Leave of Absence (LOA), as defined by the U.S. Department of Education.
- A student will notify Bellin College of a projected return date for enrollment. A return to Bellin College must occur within one year, otherwise the student will be changed to withdrawn status, and will need to follow the readmit procedure.

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 who believes his or her dismissal from the College has occurred in error may appeal the dismissal. The student appeal must be communicated in writing and the appeal must:

- Be received within 10 working days of receipt of dismissal notice.
- Include a detailed narrative, along with any supporting documentation, explaining why the student believes the dismissal was made in error.
- Include student contact information, including 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 & Allied Health Sciences
Non-Academic Misconduct	Dean of Nursing

Reasons outlined in "Dismissal from Bellin College"

Dean of Nursing

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/>.

Convictions and Pending Charges

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

Any student currently enrolled in Bellin College who feels he or she may have concerns with any of the above questions should contact the Dean of Nursing.

Personal Assessment for Student Success (PASS) Plan

The Personal Assessment for Student Success (PASS) Plan has been designed and implemented to help ensure student program success.

A student's normal course of study may be interrupted for a variety of reasons, resulting in a

graduation delay or program dismissal. Such delays place a student at risk for ongoing issues in the program. The PASS plan process is designed to identify student challenges and develop an individualized plan to assist the student achieve academic and certification success.

A student who is dismissed from the program and is accepted for re-entry, or who had to defer their progression due to voluntary reasons and is unable to follow the standard progression pattern for their course of study, may be required to complete a PASS plan. The PASS plans will be coordinated through the Graduate Nursing Program Director, FNP Program Coordinator and or the DNP Clinical Coordinator.

Students who are placed on a special schedule or are re-entering the program should schedule a meeting with the Graduate Nursing Program Director. This meeting must be scheduled prior to the start of the revised class schedule. An individualized PASS plan will be developed, following a discussion about challenges and resources with the student. Components of the plan may include but are not limited to: information on study habits, tutor resources, accommodations, lab practice requirements, an independent study course, theory remediation and practicum remediation. Completion of PASS Plan components is the responsibility of the student. Compliance with the plan will be monitored by the Graduate Nursing Program Director or designee. PASS Plans will be in effect for a minimum of one calendar year. Failure to comply with the PASS Plan may result in activation of pertinent disciplinary academic policies and procedures under the direction of the Graduate Nursing Program Director.

Student Health and Safety Policies

Admission Health and Safety Requirements

Upon acceptance into the College, a student's pre-entrance medical information will be reviewed. This will include a pre-entrance physical examination, immunizations, criminal background information, drug screen and the minimum technical criteria standards.

All accepted students must complete the pre-entrance medical information requirements by the designated deadlines set in Viewpoint. If health requirements are not completed, the student may not be able to attend class, lab or clinical. Noncompliance with these requirements will also result in a "hold" status on the student's record. This "hold" status will not allow the student to register for classes, or receive a reference or transcript, until the requirement(s) are completed, and the hold is removed.

Documentation of required immunizations, such as hepatitis B, measles, mumps, rubella, varicella (chickenpox), meningococcal and tuberculosis is required. Specific information can be found in the student's Viewpoint account. All students will upload immunization documents into Viewpoint to show they completed their immunization requirements.

Criminal Background Information Reporting

Criminal background checks of all applicants/ students are required and reviewed by the Health & Wellness Coordinator. This is in compliance with the Wisconsin Caregiver Law. Bellin College reserves the right to deny admission or terminate enrollment of any student because of his or her criminal history. Information surrounding criminal history is collected via ViewPoint, Inc. during the application process. Those who have been convicted or have charges pending (of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver) will be denied admission and/or dismissed from the College.

An enrolled student is responsible for reporting any criminal charges to the Health & Wellness Coordinator, within two business days. The Dean will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Law, the student's ability to participate in clinical experiences, the student's continued enrollment at the College as well as licensure implications. The Dean of Students and Allied Health Sciences will inform the appropriate Dean and Program Director of any findings.

Courses with a clinical component may not be taken by a student who: a) who has been denied licensure by the board; b) whose license is currently suspended, surrendered, or revoked in

any United States jurisdiction or c) whose license/ registration is currently suspended, surrendered, or revoked in another country due to disciplinary action. Students must notify the Health & Wellness Coordinator. If they are in violation of these requirements.

Student Services is responsible for the managing and maintaining of student records. Documentation is confidentially recorded and filed. Please note: An applicant/student should keep all documentation of any event leading to a positive background check for application to their licensure exam.

Drug Screen

Students must undergo a drug screen prior to entry. The Health & Wellness Coordinator, will review the confidential drug screen results. Any student whose drug screen reports the use of illegal drugs may have their admission revoked. Drug screens must be completed through the Viewpoint locations.

Immunization Requirements

The below immunizations are required to participate in the Bellin College clinical settings and progress in the curriculum plans. Prior to entering the clinical practicum courses, students must provide proof they meet the health requirements for the clinical agency in which they will complete their clinical education.

Measles	Positive immune blood titer or dates of two vaccines.
Mumps	Positive immune blood titer or dates of two vaccines.
Rubella	Positive immune blood titer or dates of two vaccines.
Varicella (Chickenpox)	Positive immune blood titer or dates of two vaccines. If you have had Chickenpox, you will need a blood titer and must provide documented results of a positive blood titer showing proof of sufficient immunity. History or documentation of the disease IS NOT acceptable proof of immunity.
Hepatitis B/ Heplisav-B	HEPLISAV-B (Two Vaccine Series) OR Hepatitis B (Three Vaccine Series), OR Post Vaccination Antibody Screen - This is a series of either two or three vaccinations and post vaccination antibody screen. The vaccination series is voluntary but is highly recommended for all students entering a health career field. OR a Positive Hepatitis B Antibody Titer.
Meningococcal	Date of one vaccine or signed declination.

Tetanus	Td or Tdap is required. A booster is required every 10 years.
Flu Vaccine	Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical site will have flu season protocol/ requirements that students will be expected to abide by, which includes proof of receiving the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year.
Tuberculosis (TB)	It is a requirement of all applicants to have two TB tests before admission. The two-step TB screening involves receiving the test, then returning to have it read within a specific time period. The second step involves the process repeated one to three weeks after the first TB skin test.
COVID-19 Vaccine	Students must be fully vaccinated or have an approved exemption on file by the time classes start. If a student is a late admit, the student will be allowed 5 weeks to complete the vaccination series or exemption approval. Documentation must be uploaded into ViewPoint. If you are declining the COVID vaccine, you must have an approved exemption from the College. If you would like to apply for an exemption, please reach out to the Health and Wellness Coordinator. Disclaimer: COVID guidelines and timelines must be followed per each clinical agency.

Blood titers showing immunity must be documented as “antibodies present,” “immune” or have an ISR value of 1.10 or higher. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. Any declination of vaccines will put the student’s ability to advance through the curriculum in jeopardy.

COVID-19 Vaccination

Bellin College recognizes the importance of providing a safe and healthy learning environment for its employees, students, and the community. COVID vaccination is required by the [CDC’s guidelines and Bellin Health System](#).

Fully vaccinated: An individual who is two weeks following receipt of the second dose in a two-dose series, or two weeks following receipt of one dose of a single-dose vaccine.

Unvaccinated: An individual who is not fully vaccinated including individuals whose

vaccination status is unknown, have an approved medical and/or religious exemption, for the purposes of this policy.

Any newly admitted student must be fully vaccinated or have an approved exemption on file by the time classes start. If a student is a late admit, the student will be allowed five weeks to complete the vaccination series (become fully vaccinated) or exemption approval.

Protocol for Unvaccinated Students in Clinical

An Unvaccinated individual who is attending a clinical assignment must follow site specific guidelines which may include self-monitoring of symptoms. The individual will be communicated with the guidelines and site-specific protocol prior to the start of the clinical assignment by college personnel.

COVID-19 Exemption

If you are declining the COVID vaccine, you must have an approved exemption from the College. If you would like to apply for an exemption, please reach out to the Health and Wellness Coordinator.

CPR Certification and CPR Renewal Training

CPR certification must be from the American Heart Association – Healthcare Provider/ Basic Life Support (infant/child/adult). Students will be trained at the College using the RQI system. Every 3 months students will be required to complete the ongoing curriculum to verify competence of skills and knowledge. With each quarterly renewal, students will begin a new 2-year cycle of certification from the American Heart Association. Students must show proof of CPR certification by uploading their e-card into Viewpoint. Noncompliance will result in the student's removal from clinical placement(s) and inability to progress in the program.

Annual Health Requirements

Please note: If health requirements are not completed, the student will not be able to attend class, lab or clinical.

Bellin College offers enrolled students routine services, such as yearly TB skin tests and

influenza (flu) vaccination. Flu vaccines are administered for free at Bellin College each fall. Students assume responsibility for all health costs that are not a part of the routine student health services. Such costs might include health problems present prior to admission to the College, long-term illness, surgical treatment, prescription medications, dental and eye care, illness, or injury. Costs of hospitalization or physician care beyond those covered by insurance are the responsibility of the student and/or the student's family. Additional vaccination or titers, such as QuantiFERON Gold blood testing for tuberculosis, will be the responsibility of the student to obtain and pay for.

Tuberculosis Testing

Students will adhere to the standards for communicable disease prevention for tuberculosis and follow the health requirements set by the Wisconsin Healthcare Alliance and agencies in which Bellin holds clinical affiliation agreements.

Tuberculosis skin test (TST): Initial 2 step TB skin tests and 1 step TB renewal skin tests will be offered at Bellin College's locations. Intradermal injection of 0.1ml of tuberculin Purified Protein derivative (PPD) into the inner surface of the forearm by a trained health care provider.

Following the guidelines of the Greater Green Bay Healthcare Alliance (GGBHCA) all students prior to beginning clinical rotations will be required an initial Tuberculin (TB) testing:

- Baseline TB screening using a two-step TST or single blood assay test IGRA (QuantiFERON Gold or T-Spot). Annual single TST or blood assay test thereafter.
- If a student received a positive PPD result, the student must provide the following documentation:
 - Positive TB skin test results
 - Negative chest x-ray dated post positive TST conversion.
 - Complete annual health symptom TB specific questionnaire
 - Any further follow up will be completed by student services.
- If a student is positive for active TB disease, the student must participate in an active treatment plan to be reviewed annually. The student is not eligible to participate in

clinical practicum until the healthcare provider determines the student is not communicable.

- TST will be offered at no expense to students on a yearly basis.
- It is the responsibility of the students to attend the Bellin College provided TST sessions during scheduled times. If they are unable, individuals will be responsible to obtain the TST at an alternative site and provide documentation to the College.
- Student Services will maintain a list of qualified TB screeners. These are the only healthcare professionals that may read the skin test.
- TST readers are trained following the guidelines of the CDC.
- After the TST has been read, faculty are responsible for providing a copy of the student's test results to the Student Services for verification.
- Students can be encouraged to take a photo of the form for their personal records.
- TST Readers of student tests, will collect the TST form(s), and deliver them to the Student Affairs Administrative Assistant, who will email the forms to the student to upload into Viewpoint.

Influenza (flu) Immunization

Bellin College's policy is to protect the health of students, staff, and the community. The College endorses universal flu vaccination and follows the guidelines provided by the Bellin Health System.

- The influenza (flu) vaccine will be provided free of charge to all Bellin College students through its annual flu clinic.
- To be compliant, students must receive the influenza vaccine by the annual participation deadline of December 1. (This date is subject to change based on flu activity and vaccine availability and will be determined by Bellin Health System.)
- Students are mandated to sign a Bellin College consent in order to receive the influenza vaccine at the College.
- Students immunized at a location outside of Bellin College, such as a private physician office, pharmacy, or public clinic, must provide proof of immunization and sign a declination. Acceptable forms of proof are a physician's note or immunization record which includes date of vaccination.

- All students will receive a sticker, showing they received the vaccine, which must always be worn on their badge during the influenza season.
- If a student chooses to decline the flu vaccine. They must apply for an exemption. Please reach out to the Health & Wellness Coordinator.

Minimal Technical Criteria: Graduate Nursing

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

- Communicate with patients, families, and other healthcare professionals.
- Problem-solving sufficient for clinical judgment.
- Have dexterity, range of motion and eye/hand coordination sufficient to perform procedures and manipulate equipment, including intervention in an emergency situation.
- Have auditory and visual ability sufficient to assess healthcare status and provide safe and effective care.
- Have emotional health sufficient to provide safe and effective care and meet the physical demands of patient care, including but not limited to the ability to lift, position and transport patient and the ability to lift, move and position heavy equipment.
- Meet the minimal technical criteria standards as outlined on the medical form.

Student Pregnancy

Pregnancy may render the expectant student susceptible to environmental conditions during their educational or clinical experiences at Bellin College.

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

It is at the discretion of the student to inform their Program Director and/or the Director of Student Affairs and DEI and complete applicable forms. If the student is enrolled in a program where additional risks, such as radiation exposure, exposure to certain illnesses, etc., may be incurred, they will be discussed prior to completion of the Declaration of Pregnancy Form.

The Program Director and Director of Student Affairs and DEI will work together to create options for the student. If granted a leave of absence, the student must provide evidence of ability to return to the College by a licensed healthcare provider. Documentation must indicate the return date and any restrictions, if applicable. All evidence of ability to return should be provided to the Director of Student Affairs and DEI.

Upon pregnancy declaration, options for Program completion include:

- Option 1 – Continue in the Program without modification of didactic and clinical rotation. At the completion of the pregnancy, the student would utilize a leave of absence as needed. The student would be responsible for any missed didactic and clinical objectives, along with all clinical competencies.
- Option 2 – If the pregnancy is confirmed prior to entering the Program, the student may opt to postpone their enrollment until the next academic year, depending on the capacity of the program. The student would be guaranteed a place in the following class.
- Option 3 – Take a medical leave of absence for approximately one year. They would re-enter the Program when the courses are being covered which the student missed. The student would be responsible for all didactic and clinical objectives, along with all clinical competencies.
- Option 4 – [Continue in the program with an approved schedule created by the program director and academic advisor if allowable.](#)

Students who are or become pregnant while enrolled are encouraged to declare and/or un-declare their pregnancy and abide by the regulation concerning radiation exposure to the

fetus and student as found in the Nuclear Regulatory Guide, 8.13 (United States Nuclear Regulatory Commission).

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.

Illness Reporting

For their own safety and the patient's safety, students should immediately report all illnesses to their faculty member. Students must report any contagious diseases or suspicion of such.

Students on clinical or practicum assignment must avoid transmitting illness to their patients. Accordingly, students should be evaluated by a healthcare provider and/or faculty member before reporting to their clinical or practicum location.

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

A student who has been absent for a significant health problem (illness or surgery) 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.

Following absences from the classroom, lab, or practicum experience, a student's performance will be evaluated by the faculty according to the course outcomes. Requirements for making-up lab or practicum experiences, if needed, will be established by the faculty. Arrangements to meet the course outcomes must be met before progressing to the next semester.

Students must report symptoms of COVID to the COVID reporting email covidreporting@bellincollege.edu

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 for students. The College recommends that students evaluate the malpractice issue and obtain coverage prior to their first clinical course if they desire. Graduate Nursing students may want to consult the Graduate Nursing Program Director regarding coverage. The College liability insurance only covers students during College-sponsored activities. Malpractice insurance coverage is available through National Student Nurses Association (NSNA) (BSN students) or local and national insurance agencies.

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.

Health Sciences Resource Center Resources & 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.

Equipment in the HSRC

Every effort is made to purchase equipment that is the same as the equipment health care workers use when caring for patients in the clinical setting.

HSRC supplies are for student practice only and are not to be utilized in direct patient care at any time.

Supplies such as Blood Pressure cuffs and Health Assessment Kits are available for check out, for practice at home, through the HSRC coordinators, or student assistants. Students may check out these items for three days. If accommodations are needed for a longer period, the student should discuss this with the HSRC staff. When returning the equipment, students will need to follow the return of borrowed equipment procedure.

**Items are to be returned to an HSRC staff member.

Needle safety devices are to be engaged immediately after use. Sharps are to be discarded in a secure sharp's disposal box after use on models or manikins to avoid accidental skin puncture with a nonsterile needle. This includes but not limited to: needles for injections, IV catheter needles, lancets for finger-stick blood samples, and/or needles for lab testing, etc.

Any disposable items such as tongue blades are to be discarded immediately after use on a live person.

Health Assessment Labs

Bellin College has two health assessment rooms utilized for health assessment courses and

testing. All equipment and supplies for learning and practicing physical assessment are in these rooms. Students are encouraged to bring a change of clothing with themselves for health assessment classes. (Shorts/comfortable pants and t-shirt).

Simulation Labs

The College has four separate simulation lab areas. There is a Surgical suite, Emergency room/ICU/ Pediatric room, a Birthing suite and a three bed Medical Surgical area. Students utilize these rooms with various scenarios to help them be prepared for clinical experiences. These are hands on experiences and helps students develop critical thinking and decision making.

Skills Labs in the HSRC

The primary purpose of the skills labs is to enhance classroom activities and support student learning in a safe environment. These areas are equipped with hospital beds, and manikins for practice of skills before they are attempted in a clinical setting with actual patients. Additional training models are available for use for special skills such as injections, IV fluid therapy, ostomy care, etc. Any invasive procedures are to be performed **ONLY** on manikins and training models. Students may voluntarily serve as a patient for another student during practice, testing, or simulations. No invasive procedures are to be performed, on any person, ever.

NO needles or sharps are to be removed from the HSRC. (No exceptions)

Skills Lab Testing

Students will be informed by the course facilitator of the day and time of their assigned testing. Students are responsible for arriving promptly and being fully prepared for the test. If a student is unable to keep a testing appointment, they are expected to contact the course facilitator according to Bellin College late exam policy. Students are required to wear their uniform (scrubs) and name badge during lab testing activities. A lab coat is optional during testing. Students who do not meet the standard set in the course syllabus will be placed on a Student Performance Notification and PASS plan.

Dress Code

Dress Code Policy for Graduate Nursing Students

The purpose of this policy is to provide direction for appropriate appearance/professional image in the classroom, lab, on clinical sites and when on clinical during clinical preparation.

Classroom/Lab Activities

It is the general understanding that clothes worn on campus are appropriate to wear in a classroom setting and are not provocative in nature. Students are required to wear their uniform (detailed below) during lab testing and simulation activities. Students are not allowed to wear hats during exams. BSRT students are exempt from wearing scrubs while in lab.

Student Uniforms

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

Clinical agency policies take precedence. Where there is no policy, follow this dress code:

ID Badge:

- Do not alter your badge.
- Clip your badge to the collar of your clothing or lab coat.
- Your badge must be visible at all times.

Hair, Nails and Makeup:

- Hair should be neatly styled, clean, and drawn back from the face.
- Barrettes, hair clips, and headbands must be plain, solid colors free of logos.
- Headscarves (worn as a symbol of religious faith) may be worn but must fastened when working in patient care areas for safety reasons.

- Cloth surgical caps may be worn under the healthcare provided bouffant hats in areas where hats are required.
- Hair cannot be extreme in color or style.
- Beards, sideburns, and mustaches must be neatly trimmed.
- Makeup should be conservative and natural-looking.
- Artificial nails and nail polish are not allowed.
- Natural nails should be clean and short (not to exceed ¼ inch past the fingertip.)
- False eyelashes of any type are not allowed.

Jewelry, Body Piercings and Tattoos:

- Acceptable jewelry includes:
 - A plain wedding band (no stones).
 - A conservative, plain wristwatch (no ornamental stones). Fitness bands included.
 - A single, small post earring worn in the lower lobe of the ear.
- Unacceptable jewelry includes:
 - More than one earring per ear
 - Fashion rings
 - Necklaces
 - Bracelets
- Students are not allowed to wear body piercings on the tongue or any visible body part.
- Smart watches can be worn in clinical as long as notifications are turned off for emails and text messages.
- All visible tattoos must be covered except for tattoos from the wrist(s) to fingertips.

General Considerations

- Students will wear a Bellin College lab coat.
- Students will practice good hygiene.
- Do not wear scents.
- Gum is not allowed in patient care areas.
- All attire worn in clinical agencies must be professional. No exposed cleavage, midriff, or lowriding pants. Neutral-colored undergarments, which are not visible, need to be worn under all light-colored attire.
- Hats/caps are not allowed in any clinical setting or exam situation.
- Religious headwear is allowed.

Consequences and Exceptions

Students who fail to comply with the dress code may be subject to disciplinary action including dismissal from the clinical site and the potential for an unsatisfactory clinical evaluation.

On a case-by-case basis for religious, cultural, or medical reasons exceptions may be made. Exceptions must be obtained from the appropriate Program Director prior to the start of clinical.

Clinical Practicum Information and Process

Clinical Practicum Information and Student Responsibilities

Students enrolled in the graduate nursing program must complete a minimum number of practicum hours as designated by the program (NE 255 hours, MSN FNP 680 hours, DNP 1000 hours). Clinical sites that meet the standards and the needs of the College and students will be invited to become a Clinical Partner. The relationship between the site and Graduate Nursing program is formalized through the student clinical experience contractual agreement. Students will be placed only in those sites which have a duly executed contractual agreement with the College.

It is College policy and policy of many clinical agencies, that all contact with clinical sites be coordinated through the College. Students are not permitted to contact sites unless directed by the Clinical Placement Coordinator. Students are encouraged to contact the clinical coordinator with recommendations or potential options. All requests must be made to the College Clinical Placement Coordinator at least 20 weeks in advance of placement. The College Clinical Placement Coordinator, and the designated FNP Program Coordinator, DNP Clinical Coordinator, or NE practicum facilitator is responsible for communication with the clinical agency and final placement of the student.

Students in the graduate nursing program will be assigned a practicum preceptor for all clinical by the FNP Program Coordinator, DNP Clinical Coordinator, or NE practicum facilitator depending on the program. All efforts are made to match students with preceptors within the student's home geographical area, however this is not always possible. Students may be required to travel up to 90 minutes each way to complete their practicum. Students assume all responsibility including expenses, for travel to and from clinical practicum sites. Travel time is not counted as practicum time.

Student Responsibilities

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

Nurse Educator Practicum Information and Process

Students in the NE track complete a minimum of 255 supervised direct teaching practicum hours. Direct Practicum expectations for Post-Graduate NE Certificate students are the same.

Students in the NE track will be assigned a clinical preceptor for their practicum by the Graduate Nursing Program Director. All placements will be with an experienced clinical or academic educator. All student requests regarding preceptor matching must be made to the Graduate Nursing Program Director at least one semester in advance of the practicum course.

All efforts are made to match students with preceptors within the student's home geographical area, however this is not always possible. Students may be required to travel up to 90 minutes to complete their practicum. Students assume all responsibility for travel to and from practicum sites. Travel time to and from practicum sites may not be counted as practicum hours.

Preceptor Eligibility

The Graduate Nursing Program Director approves all preceptors. The following criteria are utilized in selecting appropriate NE practicum preceptors specific to the identified student and course outcomes:

- Evidence of Current licensure by the appropriate licensing/credentialing body to practice as a registered nurse and/or advanced practice nurse.
- A minimum of an earned Master's in Nursing, terminal degree preferred. Educational preparation as an NE preferred.
- Certification in area of expertise preferred.
- At least 24 months of experience in the educator role in academic or clinical settings.
- Interest in assuming the responsibilities of the preceptor role.

Student Responsibilities

- Complete all preceptor agreements prior to the start of the practicum.
- Discuss practicum objectives and personal objectives and learning needs for the course with the preceptor.

- Determine the schedule for the clinical experience, including days of week and hours per day.

Family Nurse Practitioner Clinical Practicum Information and Process

Students in the MSN FNP track complete a minimum of 680 supervised direct patient care clinical hours. Clinical hours are distributed across three practicum courses to support competency and development as an FNP. PGC students who are practicing and certified in another population foci, are required to complete a minimum of 500 supervised director patient care clinical hours. PGC students who are not certified as an APRN will complete a minimum of 680 hours. Direct patient clinical hours refer to hours in which direct clinical care is provided to individuals and families.

An interdisciplinary mix of preceptors and experiences provides students with the best clinical experience and preparation as an FNP. NPs, other advanced practice providers and individuals from other disciplines who are credentialed and licensed to practice in their area of expertise and their area of practice is clearly relevant to meeting FNP core competencies and scope of practice, may serve as preceptors. Students in the FNP track will be assigned a clinical preceptor for all clinical practicum by the Graduate Nursing FNP Program Coordinator. Any requests for placement in a specialty area outside of primary care must support the development of primary care FNP competencies.

All efforts are made to match students with preceptors within the student's home geographical area, however this is not always possible. Students may be required to travel up to 90 minutes each way to complete their clinical practicum. Students assume all responsibility for travel to and from clinical practicum sites.

Students may request preceptor matching. All requests must be made to the Graduate Nursing FNP Program Coordinator at least 20 weeks in advance of placement. All contact with potential preceptors must be directed to the FNP coordinator.

FNP Clinical Hours Tracking

The determination of appropriate clinical hours are at the discretion of the clinical faculty for the course and the Graduate Nursing FNP Program Coordinator.

The following activities may be counted toward required practicum hours:

- Hours in which direct clinical care is provided to individuals and families across the lifespan.
- Time spent documenting the patient's medical record.
- Telehealth
- International/national direct care experiences as part of a medical mission
- Attendance at an educational offering related to practicum goals and objectives (not to exceed 8 hours). Must have prior approval from clinical faculty.

The following activities may NOT be included toward required practicum hours:

- Travel time to and from practicum; or between clinical sites.
- Requirements mandated by clinical agencies.
- Course assignments (ex: completion of online discussion board for the course).
- On campus practicum class time.
- Clinical preparation time.
- Skill lab or physical assessment practice sessions.
- Community-based projects.
- Simulation/Objective Structured Clinical Evaluations.

Preceptor Eligibility

The Graduate Nursing FNP Program Coordinator approves all clinical preceptors. The following criteria are utilized in selecting appropriate clinical preceptors specific to the identified student and course outcomes:

- Evidence of current licensure by the appropriate licensing/credentialing body to practice as an APRN, PA or MD/DO.
- If placed with an APRN, preceptor must have a minimum of an earned Master's in Nursing with clinical preparation as a nurse practitioner.
- Certification in area of expertise is strongly preferred.

- At least 18 -24 months of experience in the clinician role in suitable settings.
- Interest in assuming the responsibilities of the preceptor role.

Invasive Procedure

An invasive procedure is defined as anything that invades the integrity of the skin or body part. All students must be knowledgeable and deemed competent in performing an invasive procedure. Clinical faculty, and or the agency preceptor, determine whether a student may or may not complete an invasive procedure. Students performing invasive procedures must be supervised by the clinical faculty or a designated preceptor. Students must have access to the agency's emergency policies and equipment. All untoward effects or related incidence must be reported to the faculty as soon as possible and an agency and College incident report completed.

DNP Practicum

Students in the BSN- DNP program complete a minimum of 1000 supervised direct patient care clinical hours. MSN-DNP students complete 500 supervised clinical hours. Clinical hours are distributed across practicum courses to support competency and development as a DNP. Direct patient clinical hours refer to hours in which direct clinical care is provided to individuals and families. Non-direct care hours will not be considered.

An interdisciplinary mix of preceptors and experiences provides students with the best clinical experience and preparation as a DNP. Practicum placements will be determined based on the student's personal goals and prior academic and professional experiences. DNPs, MDs, DOs, and individuals from other disciplines who are credentialed and licensed to practice in their area of expertise and their area of practice is clearly relevant to meeting DNP competencies and scope of practice, may serve as preceptors.

All efforts are made to match students with preceptors within the student's home geographical area, however this is not always possible. Students may be required to travel up to 90 minutes each way to complete their clinical practicum. Students assume all responsibility for travel to and from clinical practicum sites.

Students may request preceptor matching. All requests must be made to the FNP Program Coordinator or DNP Clinical Coordinator at least 20 weeks in advance of placement.

DNP Clinical Hours Tracking

The determination of appropriate clinical hours is at the discretion of the clinical faculty for the course and the FNP Program Coordinator/DNP Program Coordinator.

The following activities may be counted toward required practicum hours:

- Hours in which direct clinical care is consistent with the student's goals and FNP/DNP core competencies.
- Time spent documenting in the patient's medical record
- Telehealth
- International/national direct care experiences as part of a medical mission
- Attendance at an educational offering related to practicum goals and objectives (not to exceed 8 hours). Must have prior approval from clinical faculty
- Activities that are clearly relevant to meeting FNP/DNP competencies and scope of practice

The following activities may NOT be included toward required practicum hours:

- Travel time to and from practicum; or between clinical sites
- Requirements mandated by clinical agencies
- Course assignments (ex: completion of online discussion board for the course)
- Practicum class time
- Clinical preparation time
- Skill lab or physical assessment practice sessions
- Simulation/Objective Structured Clinical Evaluations

DNP Preceptor Eligibility

- The designated program/clinical coordinator approves all clinical preceptors. The following criteria are utilized in selecting appropriate clinical preceptors specific to the identified student and course outcomes:
 - Evidence of current licensure and/or certification by the appropriate licensing/credentialing body to practice as an APRN, PA, or MD/DO.

- If placed with an DNP, the preceptor must have a clinical preparation and be certified as a nurse practitioner.
- Expertise in the designated practice area.
- At least 18 -24 months of experience in the clinician role in suitable settings.
- Interest in assuming the responsibilities of the preceptor role.

Student Responsibilities

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

Students in the MSN -DNP program may not enroll for course credit and be paid for the same clinical hours. If a student is an employee of a site or has any other formal relationship with the site where s/he has been placed to complete DNP practicum as a student, roles must be clearly defined and separated, in writing and in advance of the placement, as follows:

- A course faculty must be assigned for each student.
- The student must have a designated preceptor as defined above.
- The course content and educational objectives for the student's experience at the site must be provided to the preceptor.
- If a student is also an employee of the clinical site or has a formal relationship with the clinical site, the hours in which the student is functioning as an employee/in the other role versus the hours the student is functioning as a DNP student must be clearly defined.
- In order to avoid potential conflict between the site's expectations regarding levels of productivity related to site objectives and the student's use of clinical time to meet the DNP student objectives, a student may not bill for a service s/he provided while in a student role.
- The student's preceptor of record - or an approved, temporary designee - must be on-site at the same time as the student.

Typhon Nurse Practitioner Student Tracking System

All MSN-FNP, FNP PGC, and DNP students are required to use Typhon Group Nurse Practitioner Student Tracking (NPST) electronic system for documenting clinical experiences.

Students will be provided with the web address and password for logging on to the system. Students will need to make a **one-time payment** to use the system throughout the remainder of their educational program.

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

date, course, semester, clinical site, and preceptor for individual students or in aggregate for an entire class.

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

Typhon Group NPST Website

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

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

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

Nurse Educator Practicum Information and Process

Students in the NE track complete a minimum of 255 supervised direct teaching practicum hours. Direct Practicum expectations for Post-Graduate Certificate students are the same.

Students in the NE track will be assigned a clinical preceptor for their practicum by the Graduate Nursing Program Director. All placements will be with an experienced clinical or academic educator. All student requests regarding preceptor matching must be made to the Graduate Nursing Program Director at least one semester in advance of the practicum course.

All efforts are made to match students with preceptors within the student's home geographical area, however this is not always possible. Students may be required to travel up to 90 minutes to complete their practicum. Students assume all responsibility for travel to and from practicum sites. Travel time to and from practicum sites may not be counted as practicum hours.

Preceptor Eligibility

The Graduate Nursing Program Director approves all preceptors. The following criteria are

utilized in selecting appropriate NE practicum preceptors specific to the identified student and course outcomes:

- Evidence of Current licensure by the appropriate licensing/credentialing body to practice as a registered nurse and/or advanced practice nurse.
- A minimum of an earned Master's in Nursing, terminal degree preferred. Educational preparation as an NE preferred.
- Certification in area of expertise preferred.
- At least 24 months of experience in the educator role in academic or clinical settings.
- Interest in assuming the responsibilities of the preceptor role.

Student Responsibilities

- Complete all preceptor agreements prior to the start of the practicum.
- Discuss practicum objectives and personal objectives and learning needs for the course with the preceptor.
- Determine the schedule for the clinical experience, including days of week and hours per day.

Graduate Nursing Academic Planning

Graduation Requirements

It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

MSN

A Master of Science in Nursing degree is awarded to a student who has completed the program of study and:

- Achieved a cumulative GPA of 3.0 or higher.
- Completed all courses with a grade of B or higher.
- Participated in the Student Assessment requirements.

- Successfully completed the Scholarly Project.
- Successfully completed the ePortfolio.
- Submitted Intent to Graduate Form (available on the College web site).
- Completed the above within five years from start in the Graduate Nursing Program .

DNP

A Doctor of Nursing Practice degree is awarded to a student who has completed the program of study and:

- Achieved a cumulative GPA of 3.0 or higher.
- Completed all courses with a grade of B or higher.
- Participated in the Student Assessment requirements.
- Successfully completed the DNP Project.
- Successfully completed the DNP Program Matrix
- Successfully completed a minimum of 1000 practicum hours.
- Submitted Intent to Graduate Form (available on the College web site).
- Completed the above within eight (8) years of first registration following admission to the DNP program.

Course Delivery

Courses are delivered in a 15-week semester or a standard summer session and must be completed in the semester they were started in. Courses may be delivered face-to-face, hybrid, or online depending on the program. The Nurse educator and MSN-DNP programs are delivered 100% online.

Virtual Educational Environment

For online and hybrid courses, faculty and students may be in a variety of geographic locations with varying time zones, attention should be given to address these circumstances. Faculty and students will have to find mutually agreed upon times to meet in the virtual environment for both coursework assistance, project mentoring, advising, and writing assistance. Students are encouraged to use Google Drive and Microsoft Teams.

MSN Scholarly Project

The Graduate Nursing Scholarly Project is one of the final graduate program projects. It demonstrates the student's cumulative knowledge from graduate-level core coursework specific to their educational track. The project is focused on a substantive area of professional interest and displays developing expertise. With mentoring by selected graduate faculty, the student develops an in-depth project with emphasis on either nursing education or advanced clinical practice. The final scholarly product should benefit an area of professional clinical or educational practice and demonstrate scholarly voice in written work. Ultimately, the scholarly project should demonstrate meaningful commitment and practical application for leadership in improving patient care, models of practice or educational processes.

The scholarly project is graded as Pass (P) or Fail (F), dependent upon the successful completion of the course objectives. Students must successfully complete the Scholarly Project and its dissemination in order to be eligible for graduation.

Students, in collaboration with their adviser, work on the scholarly project over the course of three semesters. Students enroll in NUR 791 Scholarly Project 1 and NUR 792 Scholarly Project 2 according to their academic plan of study. Students must complete NUR 791 before progressing to NUR 792. Students who do not complete the scholarly project courses are subject to the academic progression and dismissal policies. Complete Scholarly Project overview and guidelines are provided at the start of the NUR 791 Scholarly Project 1 Course.

DNP Project

The DNP Project is a core requirement of the DNP degree and the culminating scholarly endeavor that demonstrates the student's mastery of the DNP Program Outcomes and their ability to bridge the gap between new knowledge and the translation of that knowledge to practice. The DNP Project is completed according to the student's plan of study over four courses. The DNP project should address a significant, complex practice, process, or systems problem in the student's area of practice expertise and scholarship, meet the objectives for the four courses, and must align

with the mission of the organization in which the project will be developed and implemented. Over the course of the four project courses, students work with their DNP Project Team to critically analyze and use the evidence to plan and implement their project. The project culminates with the evaluation of the project outcomes, a narrative report, and dissemination of the findings. DNP projects may focus on improving health outcomes, practice outcomes, or health care policy. The DNP project also provides the foundation for future practice scholarship. Additionally, the DNP Project provides an opportunity for the student to lead an interprofessional team.

The DNP Project Team consists of a student and a minimum of a doctoral prepared faculty member and a practice mentor who may be from outside the College. Depending on the project, the DNP Project team may also consist of informal experts/mentors/partners/facilitators as collaborators who may provide intermittent or limited support throughout the project stages as needed.

Examples of appropriate DNP projects include a practice change initiative, a pilot study, a quality improvement project, or a research utilization project.

Evaluation of the final DNP Project is the responsibility of the DNP Project Advisor.

The College will maintain a repository of DNP final projects.

The following table summarizes expectations for each of the four scholarly project courses. Additional courses and project expectations are available in the designated courses. Students will work with their DNP Project Advisor and practice partners throughout the project.

NUR 911: DNP Project Course 1	<ul style="list-style-type: none">Meet with the DNP Program Coordinator or the Graduate Nursing Program director to identify a faculty mentor and DNP Project TeamIn collaboration with the DNP Project Team identify a practice partner and stakeholders to assist with the identification of a clinically significant practice issue.Define the scope and the significance of the issue.Develop a narrative summary of the findingsStart DNP Program Matrix
NUR 912: DNP Project Course 2	<ul style="list-style-type: none">Analyze and synthesize the available literature to identify best practices related to the topic of interest.

	<ul style="list-style-type: none"> • Collect external evidence as needed. • Identify a theoretical framework. • Identify and use a quality improvement process • Collaborate with practice partner to develop a proposal to address the practice issue. • Complete Human Subjects Training • Develop a narrative summary of the findings and process
NUR 913/ 915: DNP Project Course 3	<ul style="list-style-type: none"> • Engage practice partner and stakeholders to develop an implementation plan • Implement the project. • Evaluate the outcomes. • Develop a narrative summary of the findings and outcomes
NUR 914/ 916: DNP Project Course 4	<ul style="list-style-type: none"> • Engage with practice partner and stakeholders to evaluate the project. • Assess and make recommendations for sustainability of the practice initiative • Complete the final narrative summary. • Disseminate findings • Finalize DNP Program Matrix

DNP Project courses are graded as Pass (P) or Fail (F). Passing each course is dependent upon the successful completion of the course outcomes. Students must successfully complete each course before progressing to the next course. The DNP Project and its dissemination is a condition for graduation.

Students who do not complete a course are subject to the academic progression and dismissal policies. Students are required to maintain continuous enrollment while completing the project. Students who require additional time to complete their project will be assessed tuition and fees.

Institutional Review Board Information

All research at Bellin College involving human subjects conducted by faculty, staff, students, or others must comply with applicable policies for the protection of human subjects, including a review by the Bellin Institutional Review Board (IRB). Projects must be reviewed whether they are funded, unfunded, sponsored, or unsponsored. Current Human Subjects training is required for all research/project team members. Investigators may consult Bellin's IRB for advice about whether a project must be reviewed. The final authority for making this determination rests with the IRB. All communications with the IRB should go to IRB-Coordinator@bellin.org.

MSN Student E-Portfolio – Assessment of Student Academic Achievement

The MSN E-portfolio is the second of the final graduate program projects and demonstrates that the student has achieved the MSN Nursing Program Outcomes.

Assessment of student academic achievement is an integral part of the curriculum and of the student's learning experience. Assessment is a process to determine the extent of achievement toward pre-established outcomes for individual students and the aggregate data is used to enhance overall institutional effectiveness, including the integrity of the curriculum in facilitating student achievement of the Program Outcomes and enhancing curriculum development through continuous improvement. This process is a joint effort between the student and faculty.

Each MSN nursing course has written outcomes that must be successfully completed in order for the student to complete the course and each course is designed to facilitate the process toward the Graduate Program Outcomes. Course activities that support the curricula are designed to develop the knowledge and skills necessary to meet the Program Outcomes. These include the integration of various nursing roles, synthesis of theory and advanced knowledge (nursing and related disciplines) and integration of research/scholarly activities into specialized advanced roles. Additionally, it includes providing leadership in intra-professional and inter-professional systems that promote improved processes and outcomes and the analysis of nursing leadership responsibilities in shaping policy, responding to inter-cultural and global communities and in promoting the health of population groups.

The E-portfolio project is graded as Pass (P) or Fail (F). Students must successfully complete the E-portfolio project in order to be eligible for graduation.

Complete E-Portfolio Project overview and guidelines are provided at the start of the NUR 550 and NUR 791 courses. Portfolium is the accepted platform for E-portfolio. Portfolios created using other applications will not be accepted.

Portfolio Artifacts

Assessment artifacts that a student may include in their portfolio include written projects and papers, evaluation and feedback forms, presentations, evidence of group process, evidence of specialized clinical practice, policy development and so forth. The student is responsible for collecting the artifacts in a Graduate Student Portfolio that will be reviewed at the end of all course work and prior to graduation. Introductory information and guidelines for the portfolio are shared on admission and further discussed in the Professional Role Development and Interprofessional Collaboration course. All FNP must include their final case summary from Typhon as an artifact. Students are encouraged to update their portfolios at the competition of each semester.

Student Responsibilities

Program Progression: Students must meet all course requirements, identify, and collect materials for their Graduate Student Portfolio and demonstrate successful completion of the Program Outcomes before graduation.

Portfolio Progression: Students must submit a draft of their E-Portfolio to their NUR 791 adviser when they enroll in NUR 791 using the designated Canvas drop box. Students will submit a final copy of their E-portfolio to their scholarly project adviser for approval, at least 2 weeks prior to their graduation. Upon receiving final approval on their E-Portfolio, students must make a copy of their final electronic portfolio site and submit a link to copy in the designated NUR 791 Scholarly Project Canvas drop box. Instructions are available on the NUR 791 Course for this process. Once this is complete, the adviser will submit the final grade for the project.

Portfolio Confidentiality

Only the student's Project Advisor and necessary academic administration (Graduate Nursing Program Director, Dean of Nursing and President) will have access to the E-Portfolio for academic review purposes (i.e. academic accreditors). The exported copy of the E-Portfolio will be archived in Canvas and accessed only for future academic accreditation purposes. Any other access to the student's E-Portfolio by parties other than those stated above will be prohibited without the express written consent of the student.

DNP Graduate Student Program Matrix – Assessment of Student Academic Achievement

The DNP Program Matrix is the second of the final graduate program projects and demonstrates that the student has achieved the DNP Nursing Program Outcomes and AACN Essentials (AACN, 2021).

Assessment of student academic achievement is an integral part of the curriculum and of the student's learning experience. Assessment is a process to determine the extent of achievement toward pre-established outcomes for individual students and the aggregate data is used to enhance overall institutional effectiveness, including the integrity of the curriculum in facilitating student achievement of the Program Outcomes, AACN essentials, and enhancing curriculum development through continuous improvement. This process is a joint effort between the student and faculty.

Each DNP nursing course has written outcomes that must be successfully completed in order for the student to complete the course and each course is designed to facilitate the process toward the DNP Program Outcomes and AACN Essentials. Course activities that support the curricula are designed to develop the knowledge and skills necessary to meet the Program Outcomes/Essentials.

The DNP Program Matrix is graded as Pass (P) or Fail (F). Students must successfully complete DNP Program Matrix in order to be eligible for graduation. Complete DNP Program Matrix overview and guidelines are provided in NUR 911, DNP Project 1.

Matrix Artifacts

Assessment artifacts that a student may include in their matrix include written projects and papers, evaluation and feedback forms, presentations, evidence of group process, evidence of specialized clinical practice, policy development and so forth. The student is responsible for collecting the artifacts that will be reviewed at the end of all course work and prior to graduation. Students are encouraged to update their program matrix at the competition of each semester.

Student Responsibilities

Program Progression: Students must meet all course requirements, identify, and collect materials for their DNP Program Matrix and demonstrate successful completion of the Program Outcomes/AACN essentials before graduation.

Students must submit a draft of matrix to the NUR 911 faculty at the completion of the course. Students will submit a final copy of their matrix to their DNP project advisor for approval, at least 2 weeks prior to their graduation. Upon receiving final approval on their matrix, students must submit a link to a copy of the matrix in the designated NUR 914 or NUR 916 - DNP Project 4 Canvas drop box. Once this is complete, the DNP project advisor will submit the final grade for the course.

Matrix Confidentiality

Only the student's advisor and necessary academic administration (Graduate Nursing Program Director, DNP Clinical Coordinator, Dean of Nursing, and President) will have access to the matrix for academic review purposes (i.e. academic accreditors). The exported copy of the matrix will be archived in Canvas and accessed only for future academic accreditation purposes. Any other access to the student's matrix by parties other than those stated above will be prohibited without the express written consent of the student.

Academic Plans of Study

In order to predict course enrollments and plan for faculty teaching assignments and clinical facilities, the graduate program needs program information for individual students.

Upon acceptance of admission, all students file a plan of study form with the Graduate Program Office. This form will be used for student enrollment into courses each semester. Students may enroll in either a fulltime or a part-time program of study (POS).

To alter the original program plan, students are required to complete the "Modification to Plan of Study" section on the form and obtain Graduate Nursing Program Director approval and signature before changing courses or their sequence. Changes must be filed with the Graduate Program Office.

Students register for courses per their academic Plan of Study. Students must follow prerequisite guidelines for order of courses to be completed. Course selection special requests will be reviewed by the Graduate Nursing Program Director and addressed based on a student's individual circumstances.

Graduate Nursing Curriculum

The Graduate Nursing curriculum is comprised of several components modeled after guidelines from the American Association of Colleges of Nursing (Graduate Nursing Essentials), NLN Nurse Educator core competencies, and NONPF Core and Family Nurse Practitioner Competencies. See curriculum plans.

MSN Curriculum

Core Courses

Course No.	Credit	Course Name
NUR 575	2	Quality and Safety
NUR 550	2	Professional Role Development and Interprofessional Collaboration
NUR 635	3	Evidence-Based Nursing Practice
NUR 700	3	Health Policy and Organizational Leadership
NUR 791	1	Scholarly Project 1
NUR 792	1	Scholarly Project 2

FNP Core/Specialty Courses

Course No.	Credit	Course Name
NUR 585	3	Advanced Pathophysiology
NUR 590	3	Advanced Health Assessment
NUR 595	3	Advanced Pharmacology
NUR 750	3	FNP Theory 1
NUR 752	3	FNP Theory 2
NUR 754	3	FNP Theory 3
NUR 760	1	Diagnostics I
NUR 762	1	Diagnostics II
NUR 764	1	Diagnostics III
NUR 766	3	Practice Management for APRN
NUR 770	2	FNP Practicum I (170 hours)
NUR 772	3	FNP Practicum II (255 hours)
NUR 774	3	FNP Practicum III (255 hours)

Nurse Educator Core/Specialty Courses

Course No.	Credit	Course Name
NUR 580	3	Advanced Pathopharmacology
NUR 591	3	Application of Advanced Health Assessment Methods
NUR 721	3	Educational Theory
NUR 723	3	Instructional Design and Technology
NUR 727	3	Curriculum Development and Assessment
NUR 731	3	Nurse Educator Teaching/Assessment Lab
NUR 736	3	Educator Practicum (255hours – variable credit)
NUR 737	3	Role Development & Advanced Concepts in Nursing Education

FNP Post Graduate Certificate – Certified, Practicing APRNS*

Course No.	Credit	Course Name
NUR 750	3	FNP Theory 1
NUR 752	3	FNP Theory 2
NUR 754	3	FNP Theory 3
NUR 771	2	FNP Practicum I (170 hours)
NUR 773	2	FNP Practicum II (170 hours)
NUR 775	2	FNP Practicum III (170 hours)

* Students may be required to take NUR 585, 590, 595, and 766 depending on Gap Analysis. Some courses may be waived for practicing APRNs.

FNP Post Graduate Certificate – Non-Practicing

Course No.	Credit	Course Name
NUR 750	3	FNP Theory 1
NUR 752	3	FNP Theory 2
NUR 754	3	FNP Theory 3
NUR 760	1	Diagnostics I
NUR 762	1	Diagnostics II
NUR 764	1	Diagnostics III
NUR 770	2	FNP Practicum I (170 hours)
NUR 772	3	FNP Practicum II (255 hours)
NUR 774	3	FNP Practicum III (255 hours)

* Students may be required to take NUR 585, 590, 595, and 766 depending on Gap Analysis.

NE Post Graduate Certificate

Course No.	Credit	Course Name
NUR 721	3	Educational Theory
NUR 727	3	Curriculum Development and Assessment
NUR 736	3	Educator Practicum (255 hours-variable credit)
NUR 737	3	Role Development & Advanced Concepts in Nursing Education

BSN – DNP Curriculum

Course No.	Credit	Course Name
NUR 757	2	Quality and Safety
NUR 550	2	Professional Role Development and Interprofessional Collaboration
NUR 635	3	Evidence-Based Nursing Practice
NUR 700	3	Health Policy and Organizational Leadership
NUR 780	3	Epidemiology & Population Health
NUR 585	3	Advanced Pathophysiology
NUR 590	3	Advanced Health Assessment
NUR 595	3	Advanced Pharmacology
NUR 750	3	FNP Theory 1
NUR 752	3	FNP Theory 2
NUR 754	3	FNP Theory 3
NUR 760	1	Diagnostics I
NUR 762	1	Diagnostics II
NUR 764	1	Diagnostics III
NUR 766	3	Practice Management for the APRN
NUR 721	3	Educational Theory

MSN – DNP Curriculum

Course No.	Credit	Course Name
NUR 880	2	Translational Research
NUR 882	3	Health Care Informatics

Course No.	Credit	Course Name
NUR 855	2	Mental Health
NUR 822	2	Health Care Ethics
NUR 830	2	Genetics
NUR 842	3	Population Health and Emerging Health Issues
NUR 886	2	Translational Leadership
NUR 911	1	DNP Project 1
NUR 912	1	DNP Project 2

Course No.	Credit	Course Name
NUR 913	1	DNP Project 3
NUR 914	1	DNP Project 4
NUR 902	4-6	DNP Practicum (MSN-DNP students based on Gap Analysis)
NUR 921	3	DNP Practicum 1 (BSN-DNP students)
NUR 922	3	DNP Practicum 2 (BSN-DNP students)
NUR 923	3	DNP Practicum 3 (BSN-DNP students)
NUR 924	3	DNP Practicum 4 (BSN-DNP students)

MSN FNP Track Full-time

Degree Type

Graduate Nursing

Fall Semester Year 1

Item #	Title	Credits
NUR 590	Advanced Health Assessment	3
NUR 550	Professional Role Development and Interprofessional Collaboration	2
NUR 585	Advanced Pathophysiology	3
NUR 575	Quality and Safety	2

Spring Semester Year 1

Item #	Title	Credits
NUR 595	Advanced Pharmacology	3
NUR 635	Evidence-Based Nursing Practice	3
NUR 750	FNP Theory 1	3
NUR 760	Diagnostics I	1

Summer Semester Year 1

Item #	Title	Credits
NUR 780	Epidemiology and Population Health	3
NUR 791	Scholarly Project 1	1
NUR 770	FNP Practicum I	2

Fall Semester Year 2

Item #	Title	Credits
NUR 752	FNP Theory 2	3
NUR 772	FNP Practicum II	3
NUR 762	Diagnostics II (LAB)	1
NUR 766	Practice Management for the APRN	3

Spring Semester Year 2

Item #	Title	Credits
NUR 754	FNP Theory 3	3
NUR 764	Diagnostics III (LAB)	1
NUR 774	FNP Practicum III	3
NUR 700	Health Policy and Organizational Leadership	3
NUR 792	Scholarly Project 2	1
	Total Credits	47

MSN FNP Track Sample Part-time

Degree Type

Graduate Nursing

Fall Semester Year 1

Item #	Title	Credits
NUR 550	Professional Role Development and Interprofessional Collaboration	2
NUR 700	Health Policy and Organizational Leadership	3

Spring Semester Year 1

Item #	Title	Credits
NUR 635	Evidence-Based Nursing Practice	3
NUR 575	Quality and Safety	2

Summer Semester Year 1

Item #	Title	Credits
NUR 780	Epidemiology and Population Health	3

Fall Semester Year 2

Item #	Title	Credits
NUR 590	Advanced Health Assessment	3
NUR 585	Advanced Pathophysiology	3

Spring Semester Year 2

Item #	Title	Credits
NUR 595	Advanced Pharmacology	3
NUR 750	FNP Theory 1	3
NUR 770	FNP Practicum I	2
NUR 760	Diagnostics I	1

Summer Semester Year 2

Item #	Title	Credits
NUR 791	Scholarly Project 1	1
NUR 766	Practice Management for the APRN	3

Fall Semester Year 3

Item #	Title	Credits
NUR 752	FNP Theory 2	3
NUR 772	FNP Practicum II	3
NUR 762	Diagnostics II (LAB)	1

Spring Semester Year 3

Item #	Title	Credits
NUR 754	FNP Theory 3	3
NUR 764	Diagnostics III (LAB)	1
NUR 774	FNP Practicum III	3
NUR 792	Scholarly Project 2	1

MSN NE Track Sample Full-time

Degree Type

Graduate Nursing

Fall Semester Year 1

Item #	Title	Credits
NUR 580	Advanced Pathopharmacology	3
NUR 550	Professional Role Development and Interprofessional Collaboration	2
NUR 575	Quality and Safety	2

Spring Semester Year 1

Item #	Title	Credits
NUR 635	Evidence-Based Nursing Practice	3
NUR 721	Educational Theory	3
NUR 700	Health Policy and Organizational Leadership	3

Summer Semester Year 1

Item #	Title	Credits
NUR 780	Epidemiology and Population Health	3
NUR 791	Scholarly Project 1	1

Fall Semester Year 2

Item #	Title	Credits
NUR 591	Application of Advanced Health Assessment Methods	3
NUR 731	Nurse Educator Teaching and Assessment Lab	3
NUR 727	Curriculum Development and Assessment	3

Spring Semester Year 2

Item #	Title	Credits
NUR 723	Instructional Design and Technology	3
NUR 737	Role Development and Advanced Concepts in Nursing Education	3
NUR 736	Educator Practicum	3
NUR 792	Scholarly Project 2	1
	Total Credits	39

MSN NE Track Sample Part-time

Degree Type

Graduate Nursing

Fall Semester Year 1

Item #	Title	Credits
NUR 550	Professional Role Development and Interprofessional Collaboration	2
NUR 700	Health Policy and Organizational Leadership	3

Spring Semester Year 1

Item #	Title	Credits
NUR 635	Evidence-Based Nursing Practice	3
NUR 721	Educational Theory	3

Summer Semester Year 1

Item #	Title	Credits
NUR 780	Epidemiology and Population Health	3

Fall Semester Year 2

Item #	Title	Credits
NUR 727	Curriculum Development and Assessment	3
NUR 580	Advanced Pathopharmacology	3

Spring Semester Year 2

Item #	Title	Credits
NUR 575	Quality and Safety	2
NUR 723	Instructional Design and Technology	3

Summer Semester Year 2

Item #	Title	Credits
NUR 791	Scholarly Project 1	1

Fall Semester Year 3

Item #	Title	Credits
NUR 591	Application of Advanced Health Assessment Methods	3
NUR 731	Nurse Educator Teaching and Assessment Lab	3

Spring Semester Year 3

Item #	Title	Credits
NUR 737	Role Development and Advanced Concepts in Nursing Education	3
NUR 736	Educator Practicum	3
NUR 792	Scholarly Project 2	1
	Total Credits	39

FNP Post Graduate Certificate - Certified, Practicing APRN Sample Full-time

Degree Type

Graduate Nursing

Fall Semester Year 1

Item #	Title	Credits
NUR 590	Advanced Health Assessment	3
NUR 585	Advanced Pathophysiology	3

Spring Semester Year 1

Item #	Title	Credits
NUR 595	Advanced Pharmacology	3
NUR 750	FNP Theory 1	3
NUR 771	FNP PGC Practicum 1	2

Summer Semester Year 1

Item #	Title	Credits
NUR 766	Practice Management for the APRN	3

Fall Semester Year 2

Item #	Title	Credits
NUR 752	FNP Theory 2	3
NUR 773	FNP PGC Practicum II	2

Spring Semester Year 2

Item #	Title	Credits
NUR 754	FNP Theory 3	3
NUR 775	FNP PGC Practicum III	2
	Total Credits	27

FNP PGC Program, Not Certified/Nonpracticing Sample Full-time

Degree Type

Graduate Nursing

Fall Semester Year 1 (6 Credits)

Item #	Title	Credits
NUR 590	Advanced Health Assessment	3
NUR 585	Advanced Pathophysiology	3

Spring Semester Year 1 (7 Credits)

Item #	Title	Credits
NUR 595	Advanced Pharmacology	3
NUR 750	FNP Theory 1	3
NUR 760	Diagnostics I	1

Summer Semester Year 1 (5 Credits)

Item #	Title	Credits
NUR 770	FNP Practicum I	2
NUR 766	Practice Management for the APRN	3

Fall Semester Year 2 (7 Credits)

Item #	Title	Credits
NUR 752	FNP Theory 2	3
NUR 772	FNP Practicum II	3
NUR 762	Diagnostics II (LAB)	1

Spring Semester Year 2 (7 Credits)

Item #	Title	Credits
NUR 754	FNP Theory 3	3
NUR 764	Diagnostics III (LAB)	1
NUR 774	FNP Practicum III	3
	Total Credits	32

FNP PGC Program, Not Certified/Nonpracticing Sample Part-Time

Degree Type

Graduate Nursing

Fall Semester Year 1

Item #	Title	Credits
NUR 585	Advanced Pathophysiology	3

Spring Semester Year 1

Item #	Title	Credits
NUR 595	Advanced Pharmacology	3

Fall Semester Year 2

Item #	Title	Credits
NUR 590	Advanced Health Assessment	3

Spring Semester Year 2

Item #	Title	Credits
NUR 750	FNP Theory 1	3
NUR 760	Diagnostics I	1

Summer Semester Year 2

Item #	Title	Credits
NUR 770	FNP Practicum I	2
NUR 766	Practice Management for the APRN	3

Fall Semester Year 3

Item #	Title	Credits
NUR 752	FNP Theory 2	3
NUR 772	FNP Practicum II	3
NUR 762	Diagnostics II (LAB)	1

Spring Semester Year 3

Item #	Title	Credits
NUR 754	FNP Theory 3	3
NUR 764	Diagnostics III (LAB)	1
NUR 774	FNP Practicum III	3
Total Credits		32

NE Post Graduate Certificate

Degree Type

Graduate Nursing

Fall Entry - Fall Semester (6 Credits)

Item #	Title	Credits
NUR 736	Educator Practicum	3
NUR 727	Curriculum Development and Assessment	3

Fall Entry - Spring Semester (6 Credits)

Item #	Title	Credits
NUR 721	Educational Theory	3
NUR 737	Role Development and Advanced Concepts in Nursing Education	3

Spring Entry - Spring Semester (6 Credits)

Item #	Title	Credits
NUR 721	Educational Theory	3
NUR 737	Role Development and Advanced Concepts in Nursing Education	3

Spring Entry - Fall Semester (6 Credits)

Item #	Title	Credits
NUR 736	Educator Practicum	3
NUR 727	Curriculum Development and Assessment	3
	Total Credits	24

Doctor of Nursing Practice (MSN-DNP) Sample Full-time (2022)

Degree Type

Graduate Nursing

Fall Semester Year 1 (10 Credits)

Item #	Title	Credits
NUR 880	Translational Research	2
NUR 882	Health Care Informatics	2
NUR 855	Mental Health	2
NUR 822	Health Care Ethics	2
NUR 911	DNP Project 1	1
NUR 902	MSN-DNP Practicum	2

Spring Semester Year 1 (10 Credits)

Item #	Title	Credits
NUR 721	Educational Theory	3
NUR 830	Genetics	2
NUR 902	MSN-DNP Practicum	2
NUR 912	DNP Project 2	1
NUR 913	MSN-DNP Project 3 (practicum)	1

Summer Semester Year 1 (6 Credits)

Item #	Title	Credits
NUR 842	Population Health and Emerging Health Issues	3
NUR 886	Translational Leadership	2
NUR 914	MSN-DNP Project 4 (practicum)	1
NUR 902	MSN-DNP Practicum	2
	Total Credits	28

Doctor of Nursing Practice (MSN-DNP) Sample Part-Time (2022)

Degree Type

Graduate Nursing

Fall Semester Year 1

Item #	Title	Credits
NUR 880	Translational Research	2
NUR 882	Health Care Informatics	2
NUR 822	Health Care Ethics	2

Spring Semester Year 1

Item #	Title	Credits
NUR 721	Educational Theory	3
NUR 902	MSN-DNP Practicum	2
NUR 911	DNP Project 1	1

Summer Semester Year 1

Item #	Title	Credits
NUR 842	Population Health and Emerging Health Issues	3
NUR 902	MSN-DNP Practicum	2

Fall Semester Year 2

Item #	Title	Credits
NUR 902	MSN-DNP Practicum	2
NUR 855	Mental Health	2
NUR 912	DNP Project 2	1

Spring Semester Year 2

Item #	Title	Credits
NUR 830	Genetics	2
NUR 913	MSN-DNP Project 3 (practicum)	1
NUR 902	MSN-DNP Practicum	2

Summer Semester Year 2

Item #	Title	Credits
NUR 914	MSN-DNP Project 4 (practicum)	1
NUR 886	Translational Leadership	2
Total Credits		30

BSN-DNP Sample Full-time (2022)

Degree Type

Graduate Nursing

Fall Semester Year 1

Item #	Title	Credits
NUR 590	Advanced Health Assessment	3
NUR 550	Professional Role Development and Interprofessional Collaboration	2
NUR 585	Advanced Pathophysiology	3
NUR 575	Quality and Safety	2

Spring Semester Year 1

Item #	Title	Credits
NUR 595	Advanced Pharmacology	3
NUR 635	Evidence-Based Nursing Practice	3
NUR 750	FNP Theory 1	3
NUR 700	Health Policy and Organizational Leadership	3

Summer Semester Year 1

Item #	Title	Credits
NUR 780	Epidemiology and Population Health	3
NUR 760	Diagnostics I	1
NUR 766	Practice Management for the APRN	3

Fall Semester Year 2

Item #	Title	Credits
NUR 752	FNP Theory 2	3
NUR 880	Translational Research	2
NUR 762	Diagnostics II (LAB)	1
NUR 921	DNP Practicum 1	3
NUR 882	Health Care Informatics	2

Spring Semester Year 2

Item #	Title	Credits
NUR 754	FNP Theory 3	3
NUR 764	Diagnostics III (LAB)	1
NUR 922	DNP Practicum 2	3
NUR 721	Educational Theory	3
NUR 911	DNP Project 1	1

Summer Semester Year 2

Item #	Title	Credits
NUR 842	Population Health and Emerging Health Issues	3
NUR 912	DNP Project 2	1

Fall Semester Year 3

Item #	Title	Credits
NUR 855	Mental Health	2
NUR 822	Health Care Ethics	2
NUR 913	MSN-DNP Project 3 (practicum	1
NUR 923	DNP Practicum 3	3

Spring Semester Year 3

Item #	Title	Credits
NUR 914	MSN-DNP Project 4 (practicum)	1
NUR 830	Genetics	2
NUR 886	Translational Leadership	2
	Total Credits	72

Courses

Graduate Nursing

NUR 550 : Professional Role Development and Interprofessional Collaboration

This course familiarizes students with the theoretical foundations of advanced professional nursing roles. Students analyze theoretical foundations and legal/ethical principles that guide transition into their specialized area of practice. Students explore multidisciplinary teams within the framework of interprofessional collaboration and various trends influencing education and health care. Emphasis is placed on the development of scholarly inquiry and writing.

Credits 2

Prerequisites

None

NUR 575 : Quality and Safety

This course focuses on the knowledge and skills necessary to identify actual and potential system and process failures that lead to errors, monitor, and analyze information and initiate quality improvements within organizations. Quality improvement models and national benchmarks will be explored. Responsibility for nursing leadership related to quality improvement, patient safety and advocacy is evaluated.

Credits 2

Prerequisites

None

NUR 580 : Advanced Pathopharmacology

This course focuses on the interrelated concepts of pathophysiology and pharmacology as they relate to physical, psychological, and social alterations of health across the lifespan.

Common pathophysiological patterns of the cardiovascular, respiratory, hematological, infectious, inflammatory, psychological, reproductive, nervous, endocrine, gastrointestinal, genitourinary, and musculoskeletal systems and their associated pharmacological interventions are presented.

Credits 3

Prerequisites

None

NUR 585 : Advanced Pathophysiology

This course focuses on developing an advanced understanding of the pathophysiological processes responsible for diseases and injury and serves as the foundation for advanced nursing practice. Organ system function and dysfunction are stressed from the cell level through integrated organ levels. This course also emphasizes other variables, including genetics, that influence pathophysiological changes and increase disease risk. Current research related to physiological and pathophysiological system alterations is examined.

Credits 3

Prerequisites

None

NUR 590 : Advanced Health Assessment

This course focuses on the development of comprehensive and problem-focused assessment of individuals across the lifespan. Evidence-based health promotion, disease prevention, and disease management principles are used to evaluate health status and health risk across the lifespan. Age, gender appropriate, and cultural variations in health and implications for advanced practice are included. Documentation of the history, physical findings, and interview questions is emphasized.

Credits 3

Theory Hours 2

Lab Hours 1

Prerequisite or Corequisite

[NUR 585](#)

NUR 591 : Application of Advanced Health Assessment Methods

This course provides advanced health assessment knowledge and skills for nurses working in leadership, educator, and administrative roles. Through didactic and simulated learning experiences students learn how to systematically collect, analyze, synthesize, and document a comprehensive and systematic assessment. Emphasis is placed on interpretation of data as the foundation for decision making and the delivery of culturally sensitive care to individuals across the lifespan.

Credits 3

Prerequisites

[NUR 580: Advanced Pathopharmacology](#)

NUR 595 : Advanced Pharmacology

This course focuses on the application of clinical pharmacology across the lifespan, and its use in health promotion and disease management for the advanced practice registered nurse. Principles of pharmacokinetics, pharmacodynamics and pharmacogenomics will be examined. Emphasis is placed on the rational use of medications and prescribing practices. Legal and ethical considerations of prescriptive practice are also addressed.

Credits 3

Prerequisites

NUR 585

NUR 635 : Evidence-Based Nursing Practice

This course focuses on the ethical translation of current evidence into practice. Students are prepared to identify areas where evidence is lacking, resolve practice problem sand improve outcomes through scholarly inquiry.

Credits 3

Prerequisites

NUR 550

NUR 700 : Health Policy and Organizational Leadership

This course focuses on the exploration of the organizational, political, cultural, and social structures that shape healthcare delivery and the role of the advanced nurse as a leader in healthcare transformation. Policies that influence healthcare economics, access, safety, quality, and efficiency will be investigated. Key issues and challenges in becoming an effective organizational and systems leader will be analyzed.

Credits 3

NUR 721 : Educational Theory

This course examines the theoretical underpinnings of teaching and learning. Major paradigms and learning theories are appraised for their applicability to teaching and learning in didactic and clinical settings. Historical and philosophical foundations of nursing education are also examined.

Credits 3

Prerequisites

NUR 550 or MSN-DNP

NUR 723 : Instructional Design and Technology

This course examines driving forces for instructional methods and technology integration in nursing education. Students will gain hands on experience in integrating instructional methods and various forms of technology in classroom, lab, and clinical and simulated learning environments.

Credits 3

Prerequisites

[NUR 721](#); [NUR 727](#)

NUR 727 : Curriculum Development and Assessment

This course provides students with the knowledge and skills needed to design, develop, implement, and evaluate nursing education focused curricula. Current trends in nursing education and accreditation are discussed. Practical application and synthesis is emphasized as students design learning modules, along with assessment and evaluation strategies for classroom, clinical, online, and simulated learning environments.

Credits 3

Prerequisites

[NUR 721: Educational Theory](#)

NUR 731 : Nurse Educator Teaching and Assessment Lab

This course uses a simulated classroom setting to provide learners the opportunity to apply knowledge, skills, and attributes essential to the teaching learning process.

Credits 3

Prerequisites

[NUR 727: Curriculum Development and Assessment](#)

NUR 736 : Educator Practicum

This precepted practicum experience provides students the opportunity to apply concepts and develop skills in curriculum development, classroom and clinical teaching and evaluation methods in an educator role. Emphasis is placed on the application of nursing and educational theory to design and implement teaching strategies that support effective individual and group learning in both educational and clinical settings. Students gain practical experience with a focus on an authentic demonstration of the nurse educator role and the NLN Certified Nurse Educator (CNE®) competencies.

Credits 3

Hours 225

Prerequisites

[NUR 721: Educational Theory](#)

[NUR 727: Curriculum Development and Assessment](#)

[NUR 721](#) and [NUR 727](#) (255 hours) 3 credits

Notes

Variable credit

NUR 737 : Role Development and Advanced Concepts in Nursing Education

Students analyze professional, social, political, and legal/ethical issues influencing nursing education. Students explore the multiple dimensions and interdisciplinary role of the nurse educator and the expected competencies. Emphasis is on the nurse educator in academic and clinical settings.

Credits 3

Prerequisites

[NUR 550: Professional Role Development and Interprofessional Collaboration](#)

[NUR 721: Educational Theory](#)

NUR 750 : FNP Theory 1

This is the first in a series of three theory courses for the family nurse practitioner student that focuses on health promotion, disease prevention and clinical management of diseases across the lifespan. Principles of epidemiology, pathophysiology, and the medical and nursing management for selected acute, episodic, and chronic conditions common to the primary care setting are addressed.

Credits 3

Prerequisites

[NUR 585: Advanced Pathophysiology](#)

[NUR 590: Advanced Health Assessment](#)

[NUR 595: Advanced Pharmacology](#)

Corequisites

[NUR 770](#), [NUR 595](#)

NUR 752 : FNP Theory 2

This course is the second in a series of three theory courses which prepare the family nurse practitioner student to care for patients across the lifespan. Students build on previously acquired knowledge and experiences to think more critically about the medical and nursing management of more complex selected acute and chronic conditions common to the primary care setting.

Credits 3

Prerequisites

[NUR 750: FNP Theory 1](#)

Corequisites

[NUR 762](#) & 772

NUR 754 : FNP Theory 3

This course is the third in a series of three theory courses which prepare the family nurse practitioner student to care for patients across the lifespan. Students continue to build on previously acquired knowledge and experiences to think more critically about the medical and nursing management of complex selected acute and chronic multi-system conditions. In addition, the medical and nursing management of gender specific health problems/concerns, sexuality, end-of-life, and mental health issues are addressed.

Credits 3

Prerequisites

[NUR 752: FNP Theory 2](#)

Corequisites

[NUR 764](#) & 774

NUR 760 : Diagnostics I

This course provides the student with the basic clinical decision-making skills needed to select diagnostic tests and to perform selected procedures commonly completed in a primary care setting. Students practice gathering, interpreting, and managing objective diagnostic and clinical data to develop differential diagnoses and manage various health problems across the lifespan.

Credits 1

Prerequisites

[NUR 750](#) or concurrent

NUR 762 : Diagnostics II (LAB)

This is the second of three FNP diagnostics courses. In this course students acquire more advanced clinical decision-making skills and perform more complex procedures. Students practice gathering, interpreting, and managing more complex diagnostic and clinical data to develop skill with differential diagnoses and the management of acute and chronically ill patients across the lifespan.

Credits 1

Prerequisites

[NUR 760: Diagnostics I](#)

[NUR 752: FNP Theory 2](#)

Corequisites

[NUR 752: FNP Theory 2](#)

[NUR 754: FNP Theory 3](#)

NUR 764 : Diagnostics III (LAB)

This course provides the student the opportunity to further develop their clinical skills through simulation for clinical decision making when caring for populations in primary care settings. Students will enhance their ability to assess, diagnose and treat several common acute and chronic primary care presentations through various simulated exercises.

Credits 1

Prerequisites

[NUR 762: Diagnostics II \(LAB\)](#)

[NUR 754: FNP Theory 3](#)

NUR 766 : Practice Management for the APRN

This course will assist the student with the role transition to an entry-level Advanced Practice Registered Nurse (APRN) position. Students analyze topics important to practice including regulations, reimbursement (coding and billing), malpractice, insurance, and certification and credentialing as they relate to APRN clinical practice. Management functions of planning, organizing, directing/influencing, and evaluating the delivery of health care services also will be discussed.

Credits 3

Prerequisites

[NUR 550: Professional Role Development and Interprofessional Collaboration](#)

NUR 770 : FNP Practicum I

This is the initial clinical preceptorship course in a primary care setting. Students begin to apply clinical decision-making skills in relation to health promotion, disease prevention and health protection as they develop skills in health assessment, evaluation, and management. Emphasis is placed on patient-centered care, evidence-based practice and information literacy as students develop relationships with interdisciplinary teams.

Credits 2

Hours 170

Prerequisites

[NUR 750: FNP Theory 1](#)

Corequisites

[NUR 750: FNP Theory 1](#)

NUR 771 : FNP PGC Practicum I

This is the initial clinical preceptorship course in a primary care setting. Students begin to apply clinical decision-making skills in relation to health promotion, disease prevention, and health protection as they develop skills in health assessment, evaluation, and management in specific patient populations that meet the individual competency needs of the students. Emphasis is placed on patient-centered care, evidence-based practice and information literacy as students develop relationships with interdisciplinary teams.

Credits 2

Hours 170

Prerequisites

[NUR 750: FNP Theory 1](#)

Corequisites

[NUR 750: FNP Theory 1](#)

NUR 772 : FNP Practicum II

This is the second clinical preceptorship course, in a primary care setting in which students continue development as competent family nurse practitioners. Emphasis is placed on the assessment, diagnosis, and management of acute and chronic health problems. Patient-centered care, evidence-based guidelines, interprofessional consultation and referrals form the basis for the provision of care.

Credits 3

Hours 255

Prerequisites

[NUR 770: FNP Practicum I](#)

[NUR 752: FNP Theory 2](#)

Corequisites

[NUR 752: FNP Theory 2](#)

NUR 773 : FNP PGC Practicum II

This is the second clinical preceptorship course in a primary care setting in which students continue development as competent family nurse practitioners. Emphasis is placed on the assessment, diagnosis, and management of acute and chronic health problems in specific patient populations that meet the individual competency needs of the students. Patient-centered care, evidence-based guidelines, interprofessional consultation and referrals form the basis for the provision of care.

Credits 2

Hours 170

Prerequisites

[NUR 771: FNP PGC Practicum 1](#)

[NUR 752: FNP Theory 2](#)

Corequisites

[NUR 752: FNP Theory 2](#)

NUR 774 : FNP Practicum III

This is the third clinical preceptorship in a primary care setting in which students prepare to function as competent family practitioners. Emphasis is placed on the provision of comprehensive and complex care across the lifespan, including coordination of care. In addition to consultation and referral and interprofessional collaboration, complex family care, care of the older adult, end-of-life and palliative care are additional areas of focus.

Credits 3

Hours 255

Prerequisites

[NUR 772: FNP Practicum II](#)

[NUR 754: FNP Theory 3](#)

Corequisites

[NUR 754: FNP Theory 3](#)

NUR 775 : FNP PGC Practicum III

This is the third clinical preceptorship in a primary care setting in which students prepare to function as competent family practitioners. Emphasis is placed on the provision of comprehensive and complex care across the lifespan and in specific patient populations that meet the individual competency needs of the students, including coordination of care. In addition to consultation and referral and interprofessional collaboration, complex family care, care of the older adult, end-of-life, and palliative care are additional areas of focus.

Credits 2

Hours 170

Prerequisites

[NUR 773: FNP PGC Practicum II](#)

[NUR 754: FNP Theory 3](#)

Corequisites

[NUR 754: FNP Theory 3](#)

NUR 780 : Epidemiology and Population Health

This course provides the student with an introduction to epidemiological and population health concepts important to the study of health and wellness in aggregate populations. Skills related to identifying key sources of data, epidemiological research and interpretation of bio statistical data are developed to enhance decision-making skills needed for program planning, evaluation, and practice scholarship. Epidemiological, social, and environmental data are examined to make inferences about health promotion, risk reduction and disease/injury prevention within the context of social determinants of health.

Credits 3

Prerequisites

[NUR 635](#)

NUR 791 : Scholarly Project 1

This is the first of two courses focused on a synthesis project or research study designed to bring together the practice, scholarship, and leadership components consistent with graduate-level nursing competencies. In this course, students identify an education, practice, and/or healthcare systems problem applicable to their practice setting. Students use an evidence-based practice model or research study design, to explore improvement opportunities related to the problem. By the course conclusion students have identified a topic and analyzed the background and significance to nursing practice and selected a theoretical framework to guide scholarly inquiry.

Credits 1

Prerequisites

NUR 635

NUR 792 : Scholarly Project 2

This is the second of two courses focused on a synthesis project or research study designed to bring together the practice, scholarship, and leadership components consistent with graduate-level nursing competencies. In this course students complete the project and professionally disseminate their findings.

Credits 1

Prerequisites

NUR 791

NUR 822 : Health Care Ethics

This course attempts to help students provide answers to the question: "What does it mean to be an ethical healthcare professional?" Geared specifically for doctoral level healthcare students, the course begins by delving into ethical theory and then quickly synthesizing the codes of ethics of healthcare professions. Students are then asked to analyze what it means to go beyond the code of ethics in their own practice in order to be an ethical healthcare professional, aided by concepts from traditional ethical theory, as well as more recent considerations in healthcare ethics, including issues pertaining to social justice, phenomenological research, and particularly studies on what it means to empathize with patients in a healthcare setting in order to provide patient-centered care.

Credits 2

Prerequisites

None

NUR 830 : Genetics

This course focuses on the genetic basis of disease, genetic risk assessment and management, and clinical genetics. The course will serve as the basis for the advanced practice provider to formulate health promotion, disease prevention, and treatment strategies that integrate genetic and genomic knowledge for individuals and populations.

Credits 2

Prerequisites

None

NUR 842 : Population Health and Emerging Health Issues

In this course, students use epidemiological, biostatistical, and other scientific approaches to analyze and synthesize population health data to better understand health disparities, determinants of health and illness, health promotion and risk reduction strategies, and to evaluate the distribution of emerging population health issues. The role of federal, state, and local governments in relationship to the core functions of population health are explored. Students learn how to communicate results and identify best practices to implement effective interventions and recommend policy for the management of targeted populations.

Credits 3

Prerequisites

NUR 780 or similar course.

NUR 855 : Mental Health

In this course, students explore common mental health disorders seen in the primary and acute care settings. Students explore biopsychosocial theories, clinical practice guidelines, screening tools and evidenced based treatment approaches, including pharmacological and non-pharmacological interventions, to provide a foundation for the APRN to identify and manage mental health disorders within their scope of practice and setting.

Credits 2

Prerequisites

None

NUR 880 : Translational Research

This course builds on student's knowledge of scholarly inquiry, knowledge generation, research designs, methods, and research utilization as best practices in health care. Students learn the application of health care research to interpret, evaluate, and translate new knowledge about clinical phenomena, interventions, and issues into advanced nursing practice.

Credits 2

Prerequisites

NUR 635 or similar course.

NUR 882 : Health Care Informatics

This course focuses on the knowledge and skills necessary for using data from information systems to evaluate and improve health care. Legal, ethical, regulatory, and cultural considerations associated with information management and its use in health care will be explored. Students compare informatics tools for data extraction, organization, and interpretation, and examine how to evaluate information sources. Communication and dissemination of findings through various informatics tools are discussed.

Credits 2

Prerequisites

None

NUR 886 : Translational Leadership

This course provides students with the leadership principles and theoretical foundations to be transformative leaders in healthcare. Emphasis is placed on the strategies used for organizational assessment of system issues, interdisciplinary implementation and evaluation of effective interventions, programs, and policies, and the change processes required to sustain improvements.

Credits 2

Prerequisites

[NUR 882](#), [NUR 911](#), [NUR 912](#)

NUR 902 : MSN-DNP Practicum

MSN-DNP practicum is designed to provide the student with the opportunity to build upon advanced nursing practice competencies while under the supervision of clinical faculty and designated mentors. Students enhance their clinical practice, clinical reasoning, and practice expertise. Student placements are determined based on a gap analysis and prior clinical practice, practicum experiences, and professional development needs.

Credits 2

Prerequisites

Admission to the MSN-DNP Program

NUR 911 : DNP Project 1

The DNP Project is a synthesis project designed to bring together the practice, scholarship, and leadership components of the Doctor of Nursing Practice degree. The result is a data-driven, evidence-based, project that supports the advancement of quality care, patient safety, or professional practice. Project components are divided between four courses. In this first course, students work in collaboration with a practice setting to identify a practice issue, define the scope and the significance of the issue.

Credits 1

Prerequisites

[NUR 880](#) or Concurrent Enrollment.

NUR 912 : DNP Project 2

The DNP Project is a synthesis project designed to bring together the practice, scholarship, and leadership components of the Doctor of Nursing Practice degree. The result is a data-driven, evidence-based, project that supports the advancement of quality care, patient safety, and professional practice. In the second course, the student evaluates and synthesizes best practices to develop a practice change proposal.

Credits 1

Prerequisites

[NUR 911](#)

NUR 913 : MSN-DNP Project 3 (practicum)

The DNP Project is a synthesis project designed to bring together the practice, scholarship, and leadership components of the Doctor of Nursing Practice degree. The result is a data-driven, evidence-based, project that supports the advancement of quality care, patient safety, and professional practice. In the third course, students work with a practice partner to implement and evaluate the proposed change.

Credits 1

Hours 85

Prerequisites

[NUR 912: DNP Project 2](#)

NUR 912

NUR 914 : MSN-DNP Project 4 (practicum)

The DNP Project is a synthesis project designed to bring together the practice, scholarship, and leadership components of the Doctor of Nursing Practice degree. The result is a data-driven, evidence-based, project that supports the advancement of quality care, patient safety, and professional practice. In the final course students demonstrate advanced levels of clinical judgment, systems thinking, and accountability in assessing what is required to sustain the practice change initiative and disseminate the best practice results. Eight-five hours will be counted as practicum.

Credits 1

Hours 85

Prerequisites

NUR 913

NUR 921 : DNP Practicum 1

This is the initial clinical preceptorship course in a primary care setting for BSN-DNP students. Students begin to apply clinical decision-making skills in relation to health promotion, disease prevention, and health protection. Emphasis is placed on patient-centered care, evidence-based practice and information literacy as students develop relationships with interdisciplinary teams.

Credits 3

Prerequisites

[NUR 750](#), [NUR 760](#) and concurrent enrollment in [NUR 752](#) and [NUR 762](#)

NUR 922 : DNP Practicum 2

This is the second clinical preceptorship course, in a primary care setting in which BSN-DNP students continue development as competent family nurse practitioners. Emphasis is placed on the assessment, diagnosis, and management of acute and chronic health problems. Patient-centered care, evidence-based guidelines, interprofessional consultation and referrals form the basis for the provision of care.

Credits 3

Prerequisites

[NUR 752](#), [NUR 762](#), [NUR 921](#), and concurrent enrollment in [NUR 754](#), [NUR 764](#)

NUR 923 : DNP Practicum 3

This is the third clinical preceptorship in a primary care setting in which BSN-DNP students prepare to function as competent family practitioners. Emphasis is placed on the provision of comprehensive and complex care across the lifespan, including coordination of care. In addition to consultation and referral and interprofessional collaboration, complex family care; care of the older adult; end-of-life; and palliative care are additional areas of focus.

Credits 3

Prerequisites

[NUR 754](#), [NUR 764](#), and [NUR 922](#)