Bellin College

Undergraduate 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 ACOMPTE, which stands for the Accreditation Council on Orthopeadic 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.

PYSICAL 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

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

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 Statue and are not to be placed in a medical record or personnel files. In general, printing of events is not allowed.

Safety and Security

Providing a safe learning environment is important and Bellin College is committed to the safety and security of all students, faculty, staff, and visitors.

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

When contacting security, students should be prepared to provide the following information:

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

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

Weapons on Campus

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

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

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

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

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

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

Inclement Weather/Class Cancellations

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

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

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

Website:
Check www.bellincollege.edu for cancellations.

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

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

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

Please note: Students are responsible for using personal judgment regarding their safety and travel to Bellin College during inclement weather. Students who attend clinical outside of the Northeast Wisconsin area should use their best judgment for inclement weather. The student(s) must communicate attendance decisions with the clinical site and Bellin College personnel.

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 a 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 (accomodations@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.encompassec.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) ill 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 (GDRP)

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 transcripted 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 l 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

Undergraduate Nursing Program Goals

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

Undergraduate Nursing Program Outcomes

At the completion of the program, the graduate will:

- Demonstrate clinical judgment in professional nursing practice.
- Possess a philosophy that encompasses the values and attributes of professional nursing.
- Synthesize general education and nursing knowledge into professional practice.
- Use effective communication in the provision of nursing care.
- Achieve quality health care outcomes by integrating the professional nursing roles into practice in various healthcare settings.
- Incorporate the principles of health promotion, disease and injury prevention, illness and injury management and a population-focused approach into nursing practice.

American Nurses Association Code of Ethics for Nurses

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

Bellin College does not discriminate due to race, color, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability when admitting students.

Bellin College conducts the admission decision process in an ethical, respectful, and professional way. The institution provides information to prospective students so that the student 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 BSN programs can be found in the Bellin College Nursing Guide, as well as the Bellin College website: www.bellincollege.edu. Students are to follow the policies and procedures documented in their specific Bellin College Guide in place when they began classes.

In addition to the other stated requirements below, all applicants must be beyond the age of compulsory school attendance in the State of Wisconsin (Wisconsin State Statute 118.15) and have earned a high school diploma or recognized equivalent or will have at the time enrollment at Bellin College begins. **Note:** WI Statute states that school attendance is required of a child ages six to 18 unless he or she:

- Is excused.
- Has graduated.
- Is enrolled in an alternative or home-based private, or other education program as permitted by law.

Programs – Undergraduate
Bachelor of Science in Nursing (BSN)

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

Upon receipt of all application materials, the Admissions Counselor will evaluate the applicant's file for completeness of program specific requirements (personal statement, video essay, activities resume, high school transcript, ACT/SAT score (optional), college transcripts (if applicable), credit evaluation(s), and other documents as applicable). All students will be scored on a rubric to determine admissions eligibility and scholarship award. Students with 12 or more transferable college credits will have a credit evaluation approved by the Registrar.

If information or requirements are not complete or satisfactory, it is documented on the rubric and then discussed with the applicant. Interviews are conducted via phone, Microsoft Teams, in-person or any method that is convenient for the prospective student for all medical imaging programs. A separate interview rubric is then scored. The score on the rubric indicates if a prospective student is accepted, denied, or needs further review.

If an applicant's file needs further review, the appropriate Academic Dean and Program Director will review all the applicant's file materials. The admission decision will be made collaboratively between the Admissions Director, Academic Dean and Program Director.

Program Options
Bachelor of Science in Nursing (BSN)

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

- Two-Year Option
- Traditional Three-Year Option
- 15-Month Option

General Admission Requirements – BSN

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

Personal Qualifications

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

Academic Qualifications

Applicants with fewer than 12 college credits, must have a cumulative GPA of 3.0 or higher, and applicants with 12 or more transferable college credits must have a transfer GPA of 3.0 or higher.

High School Graduate Transcripts (All Applicants)

All applicants must provide proof of high school graduation or its equivalent via official final high school transcripts or other approved documentation. See application materials section for more details.

Official Transcripts (For any college courses taken)

Official transcripts for all Colleges/universities attended must be submitted as part of the application process. If course(s) are in-progress (IP) at the time of the credit evaluation, an additional official transcript must be presented after the course(s) are completed. The 3.0 transfer GPA requirement and grades of C or above must be met to remain a viable applicant.

Program courses and general education courses are offered at Bellin College. Bellin College students are required to take general education courses if offered at Bellin College. General education courses are also accepted from accredited two or four-year institutions.

The credit evaluation, along with GPA calculation, will include any course taken that meets Bellin College education requirements. Receiving course credit is based on a comprehensive credit evaluation by the Admissions department and Registrar.

GPA calculation of transfer courses will be based on the actual grade from the transferring institution and will not be converted to the Bellin College grading scale.

Application Procedure
Application Materials

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

- Bellin College application.
- ACT/SAT scores (optional).
- Official high school transcript(s), if applicable.
- Official transcript(s) from all post-secondary (i.e., College or university) institutions attended, if applicable.

Transcripts must be sent directly to Bellin College undergraduate Admissions Department (electronically to admissions@bellincollege.edu or 3201 Eaton Rd., Green Bay, WI 54311) by the high school, college, or university to be considered official.

Applicants with Prior Nursing Courses

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

- A personal statement describing the circumstances surrounding the students desire to change from one nursing college to another. The statement should be 200 to 300 typed words.
- A prior nursing program reference form. This must be completed by the current/previous Nursing Program Director from the institution at which the student completed the courses.

BSN Traditional Option Admission Requirements

Complete applications are reviewed, and students are notified of admission decisions on a rolling basis.

Students in the Traditional Option take nursing courses, concurrently with general education courses, during the first year of enrollment.

The Traditional Option is designed for students with a high school diploma who want to earn a Bachelor of Science in Nursing (BSN) degree in three years.

Applicants with 12 or fewer transferable credits

Applicants to the BSN Traditional Option who have 12 or fewer transferable program required credits must have the following to apply:

- A high school cumulative grade point average (GPA) of 3.0 (or greater is preferred). GPA requirements need to be maintained on final high school transcripts to remain a viable candidate.
- A high school transcript is required if the applicant has graduated less than three years prior to application term, or has taken less than 12 transferrable credits at a post-secondary college.

Year(s)	High School Course Requirements:
1	Biology
1	Chemistry
1	Additional Science
4	English
3	Social Science
1	Algebra
2	Math

BSN Traditional Transfer Entry Admission Requirements

Complete applications are reviewed, and students are notified of admission decisions on a rolling basis.

A credit evaluation will determine eligibility for this option when transcripts are received. The credit evaluation and GPA calculation will include any eligible completed courses.

Applicants to the Traditional Transfer entry must have 12 or more transferable credits. All courses that meet a general education course and general elective course will be considered.

General education courses include:

- Anatomy and Physiology l
- Anatomy and Physiology ll
- Business
- Chemistry
- Communication or Speech
- Human Development
- Human Diversity

- College Algebra
- Microbiology
- Psychology
- Philosophy/Ethics
- Statistics
- Writing
- Student Success

General elective courses include:

- Humanities
- Social Science
- General
- Upper-Level electives

Students must have earned a C or higher in the courses listed above. Courses repeated more than once are reviewed on an individual basis. A (3.0) GPA in transfer courses is required.

The Academic Advisor will assist in outlining a plan to fulfill the remaining general education credits that are required.

BSN 15-Month Option Admission Requirements

Complete applications are reviewed and notified of the admission decisions on a rolling basis.

Students in the 15-Month Option complete their required general education and general elective credits before entering Bellin College.

The program is designed in eight-week sessions to be completed in seven consecutive terms. Students graduate after 15 academic months of coursework.

This program has two start dates, one in January with graduation in May of the following year and one at the end of May with graduation the following October. A credit evaluation will determine eligibility for this option.

Applicants to the 15-Month Option must have 56 credits of required general education and general elective courses. All courses that meet a general education course and general elective course will be considered.

Required general education courses prior to enrollment include:

- Anatomy and Physiology I with lab
- Anatomy and Physiology II with lab
- Chemistry with lab

- Microbiology with lab
- Business
- Communication or Speech
- Human Development
- Human Diversity
- College Algebra
- Psychology
- Philosophy/Ethics
- Statistics
- Writing
- Humanities
- Social Science
- General
- Upper-level elective

Students must have earned a grade of C or higher in the courses listed above. Courses repeated more than once are reviewed on an individual basis. A GPA of 3.0 in transfer courses is needed as a minimum requirement. Credits from non-semester schools will be converted.

**If a student has a prior bachelor's degree, the writing requirement is satisfied. Students will need to meet the minimum general education credit requirement to obtain a Bellin College degree.

Final Admission for All Stated Programs Above

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: your enrollment status may be dismissed based on final 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-Citizen applicants are encouraged to contact the Admissions department for more

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

- Proof of lawful permanent residency/citizenship in the US.
- Evidence of English proficiency via the TOEFL (Test of English as a Foreign Language). However, this requirement may be waived at the direction of Admissions, and/or the Program Director.
- Official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a university/college outside of the United States).
- ACT or SAT scores (if applicable).

College Credits – Earning, Evaluation and Transfer

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 C or above in each course must be met to remain a viable applicant.

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

Advanced Placement

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

Students who receive credit for a particular AP course and take the same course at Bellin College will not receive degree credit twice. However, only the grade in the Bellin College course will be included in the overall grade point average. Credits for AP courses will appear on the Bellin College transcript as transfer (T grade) and must satisfy specific requirements. For a list of the current accepted Advanced Placement (AP) or similar exam credit policies, refer to Bellin College website.

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.

College Level Examination Program

The College Level Examination Program (CLEP) allows students who have gained College-level knowledge outside the classroom to take examinations for possible College credit. For a list of the current CLEP credit policies, or similar exam credit policies, students should contact the Registrar's Office.

For a list of the currently accepted CLEP credits or similar exam credit policies, refer to Bellin College website.

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.

Transfer Credits – Post Admission BSN

Students with prior course work, examinations, or life experiences which they believe may fulfill requirements in the curriculum can request a review for credit.

Students who request to transfer credits to Bellin College after admission should consult the Academic Advisor prior to registration. The Registrar will verify course applicability.

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

- Course grades must be C or better. Transfer course grades are the actual grade from the transferring institution and will not be converted to the Bellin College grading scale. Content must be equivalent to the courses required at Bellin College.
- Courses listed as no degree credit (NDC) will not be accepted.
- Courses must be at least at an Associate Degree (100) level. Remedial courses will not be accepted.

Transfer of Nursing Credits
Traditional and 2 Year Transfer Options

Nursing credits completed within five years of application may be submitted for a credit evaluation if taken at a regionally accredited Associate or Baccalaureate program that is also accredited through the Commission of Collegiate Nursing Education (CCNE), Accreditation Commission for Education in Nursing (ACEN) or the National League for Nursing Accrediting Commission (NLNAC). Select nursing transfer courses may be acceptable for the nursing major requirements. Additionally, nursing courses may be transferrable to satisfy general education requirements.

15-Month Option

Students enrolled in the Bellin College 15-Month option are required to take the program in its entirety. Nursing credits earned at other Colleges are not eligible to satisfy nursing course requirements in the 15-Month option. An exception may be made for a pre-approved study abroad course. Additionally, nursing courses may be transferrable to satisfy general education requirements.

Transfer Credits – Credit Evaluation for Course Equivalency

Students who enter with prior course work from an appropriately accredited College or university may seek a course equivalency evaluation to determine if the coursework fulfills a required course. The student requesting this process must contact the Program Director for a review of prior course work. If granted, the course credits are applied toward the graduation requirements. Transfer students will receive a copy of the credit evaluation identifying the courses and credits that fulfill Bellin College requirements.

General Education Courses/Credits Transfer

- Courses must be transferred from accredited two and four-year institutions.

- Courses must be at the freshmen (100) level and above. (Remedial courses are not transferrable.)
- For the BSN program, please see specific BSN Traditional, 2 Year Nursing Transfer and 15-Month options for requirements and minimum and maximum number of transfer credits allowed.
- Courses must meet the Bellin College program requirements equivalency.
- Retroactive credits can fulfill general education elective requirements only.
- Retroactive credits may not be used to fulfill other degree requirements.
- Courses 10 years or older may not be accepted.
- Science courses taken beyond five years will be reviewed on an individual basis.
- Pass/fail grades will not be accepted.
- All College level courses that would meet general education course requirements for the requested option will be included on the credit evaluation to calculate the GPA for admissions.
- If the minimum cumulative GPA requirement of 3.0 in transfer courses is not met, additional coursework reflecting Bellin College required courses is required before re-applying. Contact the Admission Department for details.
- An acceptable applicant will obtain a grade of C or better in all courses that meet general education requirements for the requested option. A grade of C or better must be obtained in all science courses before final acceptance to the College.
- If multiple courses satisfy the same general education requirement, the course with the highest grade will be transferred.
- A required general education course should be repeated one time only. The applicant is not considered admissible if the repeated course grade is below a C. If this occurs, the applicant will be reviewed on an individual basis.
- Credits from Colleges using a non-semester system will be converted to semester credits and evaluated on an individual basis.
- Credits earned at a foreign university must be evaluated by Educational Credential Evaluators (ECE) or similar approved credit evaluation service. The applicant is responsible for the cost of this evaluation. The applicant must request the evaluation to be sent directly from ECE to Bellin College.

- An accepted applicant must report any transfer course or credit changes to the Bellin College Admissions Office. Changes in the applicant's transfer college or university enrollment from the time of the initial credit evaluation must be reported as soon as possible. Admissions personnel will approve any changes to assure that admission requirements remain intact. Failure to alert the Bellin College admissions office of changes may nullify admission to the College.

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

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

Student Submission of Transfer Course Grades

Students completing general education courses must submit proof of completion (official transcripts with final grades) at the end of each semester/session/term, including the summer semester. Students taking courses at other institutions are responsible for providing official transcripts to Bellin College. All applicants to Bellin College must provide official transcripts.

A Bellin College transcript cannot be completed until an official transcript from the transfer College/university has been received.

Official transcripts reflecting any completed general education courses must be submitted no later than four weeks after the last day of semester.

Failure to submit official transfer institution transcripts within required timeline:

Admitted applicants: An application decision was determined based on the successful completion of any course used to satisfy a degree requirement at Bellin College. A final grade for any in-progress transfer course used in this process must be submitted by specific deadlines, as noted in correspondence from the Admissions department. Failure to submit an official

transcript by an expected deadline will result in the student being contacted by the Registrar's office and the following actions taken:

- A registration hold will be placed on the student's record, preventing future registration and access to an official transcript.
- Student will be blocked from continued access to courses in the BC Learning Management System for current semester.
- Student will be dropped from courses in the subsequent semester if registration has been completed.

Newly admitted students unsuccessful in an in-progress transfer course may have their acceptance to Bellin College revoked. This decision will be determined on an individual basis. Continuously enrolled students are required to submit an official transcript noting the final grade in any transfer course being used to satisfy Bellin College degree requirements. The semester deadline is noted above. Failure to submit a transcript within this timeframe could result in similar actions (as listed for admitted applicants) being taken.

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

Students must discuss any changes in their academic plan with the Academic Advisor to ensure compliance with curriculum requirements. Students are responsible for all advising and registration requirements. It is the student's responsibility to inform the Academic Advisor of the general education courses they are enrolled in at local universities. Approval from the appropriate Program Director is required. Failure to do so may jeopardize their ability to complete their program within the usual length of time.

Credit Load
For financial aid purposes only, the combined credit load from Bellin College and any other institution are considered in computing full or part-time enrollment status. Refer to the table below for the definition of full-time, ¾-time and half-time enrollment status based on program and option.

Program/Option	Full-Time	¾-Time	½-Time
BSN Traditional, Sophomore Transfer, and Junior Transfer	12 or more credits	9 – 11.5 credits per semester	6 – 8.5 credits per semester

	per semester		
BSN 15-Month Option	8 or more credits per session	6 – 7.5 credits per session	4 – 5.5 credits per session

The recommended credit load is based on the academic plan, as arranged by the Academic Advisor. A student should not exceed 17 credits per semester.

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.

Undergraduate Portfolio

All pre-licensure undergraduate students are encouraged to complete a professional portfolio. Professional portfolio development resources are provided by the Center for Academic Success, Teaching, and Learning Excellence (CASTLE).

General Education Grading Scale

The following grading system is used to determine course achievement in classes:

Letter Grade	Grade Points Per Credit	Numeric Grade Equivalent
A	4 points	93-100
AB	3.5 points	88-92

B	3 points	83-87
BC	2.5 points	78-82
C	2 points	70-77
D	1 point	60-69
F	0 point	below 60

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.

Grading Policies – BSN

The following grading system is used to determine course achievement in classes in one's major program:

Letter Grade	Grade Points per Credit	Numeric Grade Equivalent
A	4.0 points	93-100
AB	3.5 points	90-92
B	3.0 points	85-89
BC	2.5 points	82-84
C BELLIN COLLEGE MINIMUM PROGRESSION REQUIREMENT	2.0 points	77-81
D	1.0 point	70-76
F	0.0 points	Below 70

General Education and Nursing Program Offerings

The grade calculation process will be consistent across the Bellin College curricula. For all program offerings within each course, individual assignments/projects/exams will be recorded to one decimal point without rounding up (for example, 92.37 will be recorded as 92.3.) The final composite course grade will not be rounded up (for example, a 92.8 will receive an AB.)

Each course is graded in its entirety. A student must be successful in all course components (i.e. class, lab and/or clinical) to receive a passing grade. The course outcomes are represented in all course components. It is the policy of Bellin College to not offer extra credit in undergraduate major courses.

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.

Repeated Courses

BSN students may repeat a Bellin College course in which they obtained a grade of C or better for the purpose of grade betterment. The repeated course grade is recorded on the transcript and is the only grade calculated into the GPA. Students can repeat a nursing course one time only.

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.

Immersion Clinical: Domestic Option

The Immersion Clinical: Domestic option is an opportunity for a community health clinical practicum. This encounter gives students the opportunity to engage in off-campus experiences serving in communities working with populations who experience disparities, as a way to become active citizens involved in their own communities now and in their future as professional leaders. The program offers students a chance to travel to local, regional, and national locations where they are challenged to provide service and to reflect on those experiences as a way to grow personally and professionally. Participants develop leadership skills, are exposed to new perspectives, and ultimately gain a broader understanding of the concepts of social justice, health inequities, and community partnership. Along the way, students are immersed in new cultures and have life-changing experiences that contribute to positive change within themselves and the world.

Student Achievement Tracking Tool

Assessment of Student Achievement is completed as part of the program evaluation plan for the BSN pre-licensure option. Criteria monitored within the plan reflect the achievement of overall program success, academic achievement, clinical practice, and professional engagement. Aggregate data is reviewed by faculty on a regular basis to determine opportunities for program improvement. Items that are included and monitored on the SATT include:

- NCLEX results.
- Final cumulative nursing grade point average.
- Standardized test content results for the Kaplan Diagnostic Exam.
- Evaluation of senior leadership or capstone clinical.
- Membership in professional organizations.

Benchmarks for achievement have been established for each of the areas. Results are monitored by the CAP Director and reported annually to the Dean of Nursing and faculty-of-the-whole.

Personal Assessment for Student Success (PASS) Plan

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

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

A student who is unable to follow the standard progression pattern for their course of study will be required to complete a PASS plan as a component of his or her special schedule status. The PASS plans will be coordinated through the NCLEX RN Coordinator in collaboration with the appropriate Program Director and Academic Advisor.

Procedure:

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

Failure to comply with the PASS plan may result in disciplinary actions and procedures under the direction of the respective Program Director.

Standardized Testing in the Undergraduate Programs

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

Standardized exams are integrated throughout the curricula to provide multiple exposures to standardized tests. Each exam provides benchmark data for student scores to indicate level of performance. Following the closure of exams, students receive a report from the testing agency outlining areas of strength as well as opportunities for content review.

PROCEDURE:

1. Standardized exams are coordinated through the nursing program office.
2. Exam schedules are posted on the timetable. Students requiring accommodations receive an individualized schedule to address their accommodation requirements.
3. Students will test using their own personal laptop/tablet devices.
   ◦ A limited number of College laptops are available for students who do not have a personal device. Students whose computers do not meet the testing requirements must request a college computer ahead of time.
4. Exam scores may be incorporated as part of the assessment measures in individual courses.
   ◦ Exams may be graded as a pass / fail component, indicating the student must complete the test as a course requirement, or a weighted percentage may be assigned as a course assignment.
   ◦ As a routine, standardized exams will not count as more than 5% of the course grade. Exceptions may be made for specific licensure preparation exams.
   ◦ When used as a graded component, the exam score is converted to a percentage to align with the College grading scale. When an exam is included as part of a course assessment, the grading conversion scale is to be included in the course syllabus.
5. Unless otherwise noted, all standardized exams must be completed on campus in a proctored testing environment. Exceptions may be made for specific licensure preparation tests. These exceptions will be communicated to students for those individual exams.
6. Completion of standardized exams is an expectation of the program. An alternate testing time may be accommodated for emergencies and with prior notice. Students who do not test as scheduled without making alternate arrangements may be subject to disciplinary processes.
7. Aggregate data from standardized tests will be reviewed by program faculty and the BSN Committee as appropriate.

Medication Calculation Competency Policy

Nurses use math every day in practice. The ability to accurately calculate medication dosages, IV rates, intake and output, determine percentages, etc. is an essential nursing competency critical to patient safety. This policy outlines a systematic plan for infusing math/medication calculations throughout the undergraduate nursing curriculum. This policy is designed to establish minimal levels of math proficiency required to progress through the nursing program as well as to promote continued development in math calculations as students' transition into professional practice.

The concepts of medication calculations and math used in nursing practice are introduced to all
students in the fundamental lab course. Medication calculations exams will be included in the course and a **benchmark of 90% must be reached to be considered successful**. Two attempts will be allowed to reach this benchmark, with remediation with faculty. If unsuccessful after Exam 2, the student will remediate with the BSN Program Director and take Exam 3. A student will also be placed on a Student Performance Notification for Medication Calculation Clinical Monitoring, which will remain in effect for one year from the time of the successful attempt. **A student may not administer medications in the first clinical course until the 90% benchmark is achieved.** Not passing after 4 attempts will affect being successful in the first clinical course. To help maintain competency, medication calculations on exams and medication calculation worksheets will be provided throughout the curriculum. To help support a student who is struggling at any point in the curriculum (exams or clinical), faculty may recommend a Student Performance Notification and PASS plan.

Precepted Clinicals

BSN precepted clinical experiences must be initiated and coordinated through the College, per the request of our clinical agency partners. Students with a specific interest or site request need to coordinate this with the BSN Program Director. Students are expected to work the schedule of their assigned preceptor, as arranged, during the timeframe of the clinical course.

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.

Nurse Externships

A nurse externship position is an employment opportunity with a healthcare agency where a senior level student is providing direct patient care. This is an employment opportunity; however, students can apply these hours towards senior level clinicals, with approval from the BSN Program Director, and if the nursing care that is provided by the student meets the outcomes of the clinical course. Any student wishing to apply clinical hours from a nurse externship position, for credit towards a senior level precepted clinical(s), should contact the BSN Program Director prior to this experience to discuss this option. Students will be billed for the credits of the clinical course(s).

When Externship Hours Are Completed	Semester The Course Credit Is Applied	When The Course Is Billed
Summer	Credit applied towards clinicals in fall or spring	Student is billed the same semester that the credit is applied.
Fall	Credit applied towards clinicals in fall or spring	Student is billed the same semester that the credit is applied.
Winter interim	Credit applied towards clinicals in the spring semester	Student is billed during the spring semester.
Spring	Credit applied towards clinicals in the spring semester	Student is billed during the spring semester.

Confidentiality of Protected Health Information

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

While students may write down essential information to prepare and care for 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.

Mandatory Undergraduate Nursing Attendance Policy

Attendance at all schedule undergraduate nursing orientations, labs, lab testing, clinicals,

simulations, computer training, and standardized testing is **mandatory**. Failure to attend may result in a Student Performance Notification for Professional Performance. Absences will be reviewed on an individual basis. Students who do not attend at the scheduled time are required to reschedule with the appropriate College personnel. Repeated absences for lab, clinical, or simulation may result in the student not being able to meet the expected course outcomes and may result in failure of the course.

NCLEX-RN® Examination Eligibility

The National Council Licensure Examination for Registered Nurses (NCLEX-RN®) is designed to assure safe nursing practice at the entry level. NCLEX-RN® examination results are an important component used by boards of nursing to make decisions about licensure. To take the NCLEX-RN® Examination, candidates must satisfy the following requirements:

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

Final eligibility determination is made by the Board of Nursing upon its receipt of a completed application and all supporting documents. In the State of Wisconsin, an applicant is eligible for the examination for registered nurses if he or she has:

- Graduated from a board-approved school of professional nursing.
- Graduated from high school or equivalent.
- No arrest or conviction record, subject to the Fair Employment Act.

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

- "Have you ever had a finding of abuse or misappropriation placed against you on the Wisconsin Nurse Aid Registry of the Department of Health and Social Services or any other state's registry?"
- "Have you ever surrendered, resigned, canceled, or been denied a professional license or other license in Wisconsin or any other jurisdiction?

- "Has any licensing agency ever taken any disciplinary action against you, including but not limited to, any reprimand, suspension, probation, limitation, revocation?"
- "Is disciplinary action pending against you in any jurisdiction?"
- "Do you have any felony or misdemeanor charges pending against you?"
- "Have you ever been convicted of a misdemeanor or a felony?"
- "Are you incarcerated, on probation or on parole for any conviction?"
- "Have any suits or claims ever been filed against you as a result of professional services?

Convictions and Pending Charges

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

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

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

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 - BSN

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time: or

At least an equivalent amount of work as required in paragraph (1) for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

To comply with the USDE criteria on credit hours, Bellin College defines credit hours as outlined below. A credit hour is defined as a required time in which all students are directly engaged with the instructor(s) of the course, synchronously or asynchronously, either in classroom, lab, or clinical settings or virtually through telepresence, web-conference, or other online platforms. Each classroom clock hour equates to 55 minutes out of a 60-minute time period. Instruction hours per credit are calculated as follows:

General Education:
- 1 student credit, classroom, or online = 15 hours
- 1 student credit, lab = 30 hours

Nursing - BSN:
- 1 student credit, classroom, or online = 15 hours
- 1 student credit, lab = 45 hours
- 1 student credit, clinical = 45 hours

The credit load assumes a minimum of at least 30 hours per credit of outside-of-class student work to include reading, assignments, and assessment over the course duration. Outside preparation is documented in the curricular materials and syllabi.

Should a course encounter any class falling on a date when the college is closed due to a holiday, make-up hours of in-class time are not scheduled. The faculty member needs to account for such instances in planning courses and make adjustments as needed using his or her discretion. Options to address missed face-

to-face course class time include, but are not limited to, online activities, readings, papers, outside course assignments, or projects.

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, papers, and outside course assignments and/or projects.

Grade Point Average

Undergraduate student's 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. 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 Honors

The Dean's List is composed of students who have earned a grade point average of 3.5 or better in Bellin College courses, are in good academic and/or disciplinary standing and carry at least six Bellin College credits graded on a 4.0 scale.

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

Semester honors are announced following the completion of fall, spring, and summer semesters.

Graduation Honors

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

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

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

Fall grades are used to calculate the honors listing for the May commencement ceremony. Summer grades are used to calculate the honors listing for the October and December commencement ceremonies. Graduation honors will be recorded on the final transcript. For undergraduate students to be eligible to graduate with honors, undergraduate pre-licensure nursing students must complete a minimum of 44 residency credits.

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

This date determines the implications for grade, tuition, adjustment, and/or possible refund. Students dropping general education courses taken at other institutions must comply with that college or university's procedure for add/drop but must also inform the Academic Advisor of the change. Students who drop all courses in a required semester are considered withdrawn from the College.

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

Incompletes

No more than two incompletes in nursing or general education 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.

Major Courses

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

Requests to Change Bellin College Program Options

Programs are specifically designed to provide a structured learning experience. Enrolled students desiring a change from one program option to another must receive approval from the appropriate Program Director. An updated degree audit must be completed. All students must complete all degree requirements for the program option. Additional courses may be required. A student's full-time/part-time status may change, which may impact financial aid. The anticipated graduation date may change. The student program change of option form must be completed.

Completion of a Minor

Minors must be completed by the conclusion of the major degree requirements. Enrollment for minor coursework cannot be extended beyond the completion of degree requirements.

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 the 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 Undergraduate Students

Students formerly enrolled at Bellin College, in the undergraduate program, who wish to resume undergraduate 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 who exits the College may re-apply but must be free of a hold status.

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.

Procedure of Re-Entry

1. Complete a Re-Entry Application Program form and provide supporting documentation as needed. Submit to the Admissions office. The re-entry application should include:
   ◦ A personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to success, etc.
   ◦ Contact information including address, home telephone and cell phone numbers and email address.
   ◦ Official transcripts from other institutions if additional course work completed.
   ◦ A grade of a C or better is required in general education courses.
2. The application for re-entry is reviewed by an Enrollment Review work group. The student will be notified of the work group decision by the appropriate Dean or

Program Director. All decisions are final. The work group will make one of the following decisions:
- ◦ Accept the re-entry application.
- ◦ Deny the re-entry application.
- ◦ Defer the re-entry application decision.

If the Enrollment Review Work Group denies re-entry, the student's opportunities for readmission are exhausted. If the Enrollment Review work group defers re-entry, the prospective student will be counseled as to the reason for deferral and provided the option of submitting the re-entry request at a later date.

Prior students re-entering the College must comply with current policies, procedures, and timelines.

The date of re-entry is determined by the work group based on classroom, lab and clinical resources. Students will be bound by the qualifications of the Bellin College Nursing Guide Handbook & Catalog in effect at the time of 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 "Admission", then "Tuition and Fees."
- Students have access to their account information via the MyBC portal and can also inquire at the Bursar's office.
- Charges reflect the College program option and year within the program and will vary depending on the curriculum schedule.
- Book costs are not included in the tuition and fees charges. See the website's Textbook and Supply List.

General Education Tuition
- The 2023-24 tuition charge for general education courses is $354 per credit.

BSN Tuition
- The 2023-24 tuition charge for undergraduate nursing courses is $1,029 per credit.

Non-Degree Seeking Tuition
- Non-degree seeking students pay full tuition at the per credit tuition rate plus $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 l® - Selected Reserve (MGIB-SR)

- Chap. 1607 Montgomery GI Bill® - Reserve Educational Assistance Program (REAP)
- VA Tutoring Program
- National Testing Fee Reimbursement

Additional Information:

- Visit [Federal Veteran's Benefits](#) for more information.
- Contact your local County VA Representatives.

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

A DD214, along with a letter from your branch of service, is required to certify tuition benefits. The letter can be obtained from the local county VA office.

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

Application Fee
There is no charge for online applications.

Enrollment Deposit
- Upon acceptance into the College, BSN students must pay a non-refundable enrollment deposit of $100. **BSN 15 Month students must pay a $500 non-refundable enrollment deposit.** The the enrollment deposit is credited on the 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.

Orientation Make-up Fees
Attendance at all parts of orientation is mandatory. Students who do not attend scheduled orientations are required to re-schedule with the appropriate College personnel and student may be placed on a SPN.

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

Challenge Exam Fee
BSN students who believe they have the prior knowledge to successfully complete a course without participating in the day-to-day activities of that course may elect to challenge the course via a challenge exam. Credit will be earned for challenged courses successfully completed via earning a C or better on the challenge exam. No challenge exam can be taken after a course failure. The fee for taking the challenge exam is $100 per course. The $100 challenge fee is nonrefundable and not applied to tuition for financial aid needs if the individual fails the challenge. Students electing to take the

challenge exam for MA 101: College Algebra must take the exam at least a month before the start of their incoming semester.

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)
- Room and board
- Student uniform (scrubs, lab coat and shoes)
- Transportation
- Miscellaneous expenses
- Skills lab supplies

National Exam and State Licensing Fees

There are a number of variable costs related to the National Council Licensure Examination for Registered Nurses (NCLEX-RN), the State Registered Nurse (RN) licensing application, that are not covered in fees. These fees are paid directly to the vendor and have varying costs. Exams and licensing information is provided to students in the semester prior to graduation. Please see the NCLEX –RN Coordinator or the Dean of Nursing for information.

Graduation Fee

The Graduation Fee is a one-time, non-refundable fee that is added to the student's account when the student applies to graduate. The fee is charged with the billing for the final semester of enrollment. Graduation fees are transferable to another term as a credit if a student must extend enrollment beyond an anticipated date to complete requirements for a chosen program of study. The graduation fee covers costs related to all graduation processes, including but not limited to, graduation materials and processes, program expenses, shipping fees, and record maintenance and

storage. The fee is charged regardless of whether the student intends to participate in the commencement ceremony. All qualified graduates are listed in the program at commencement.

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 Toll (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.

Merit Scholarship Program Guidelines

The below guidelines will apply to undergraduate students awarded a Bellin College Merit Scholarship for an initial enrollment period beginning before December 31, 2022. Merit scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. This scholarship program is based solely on academic performance.

Award Values

Merit scholarships are awarded as the total maximum dollar value allowed over the course of the student's expected enrollment at Bellin College. Awards are spread over the expected terms of enrollment. Merit scholarships do not extend beyond the original anticipated number of terms of enrollment:

Enrollment Track	Maximum Number of Terms to Receive a Merit Scholarship
Traditional Four-Year	4 years (8 semesters)
15-Month	7 sessions

Renewal of Merit Scholarships

Bellin College merit scholarships for students enrolling prior to December 31, 2022 is contingent on maintaining a 3.5 or higher cumulative GPA. Merit scholarship official review of the GPA will occur according to the recommended schedule above. All courses offered by Bellin College will be used to determine the GPA. (Transfer courses are not included in the Bellin College GPA.) The GPA will be reviewed, and the minimum 3.50 GPA must be attained for renewal of the Merit Scholarship. In addition to maintaining a cumulative GPA of 3.50, a Merit scholarship recipient must complete a minimum of 6 program credits each semester/term of enrollment beginning with the sophomore year. Both requirements must be met to continue to receive a merit scholarship.

Renewal of Merit Scholarships

- For the BSN 15-Month option, students will be re-reviewed for renewal after session 3 of the curriculum plan regardless of cohort. Both cohorts will again be re-reviewed for renewal after Session 5.
- For the BSN junior transfer option, students will be re-reviewed for renewal after their first year, fall semester 1; Year 1, spring semester 2 and year 2, fall semester 1.
- For Traditional BSN and Sophomore Transfer option, students will be re-reviewed for renewal after the first semester of each of their sophomore year, junior year, and senior year.

If a student does not meet the requirements for renewal of a Merit Scholarship, all pending disbursements of the award are forfeited. **Eligibility may not be regained**.

Students Re-Admitted to Bellin College

If a student received merit scholarship while enrolled, that award becomes null and void at the time of withdrawal.

Admission Scholarship Program Guidelines
For students enrolled after January 1, 2023

The following guidelines will apply to undergraduate students awarded an admission scholarship for an initial enrollment period after January 1, 2023. Bellin College admission scholarship funds are to be used to pay for educational costs incurred while enrolled at Bellin College. A student awarded any scholarship is expected to comply with and uphold the positive values and mission of Bellin College on and off campus. Behavior violations of any kind may result in the loss of scholarship.

Award Values

Admission scholarship funds are awarded over the course of the student's expected enrollment at Bellin College and will be paid incrementally over all anticipated terms of enrollment, as indicated in the student's admission scholarship award notification letter.

Anticipated Term of Enrollment

The award will be disbursed beginning with the student's initial term of enrollment at Bellin College, as indicated on the student's admission application and admission scholarship award notification letter. Failing to enroll at Bellin College, changing program tracks or withdrawal will result in forfeiture of admission scholarship funds. If the student applies for entry in a subsequent term, admission scholarship funds eligibility will be evaluated based on available credentials and admission scholarship guidelines in effect at the time of admission for that term of entry.

Eligibility

Admission scholarship reviews will begin when a student is accepted into the program. Eligibility is based on information collected as part of the admission application process; no additional application is required.

Please note: After admission scholarship eligibility is determined, Bellin College will only re-evaluate GPA if subsequent transcripts are sent by the applicant with a request in writing.

Scholarship Retention

For a student to retain eligibility of their admissions scholarship for the entirety of their enrollment at Bellin College, their cumulative Bellin College GPA must be a minimum of 3.00 at the end of each of the official review semesters indicated in their admissions scholarship award notification letter. Only courses taken at Bellin College will be used in determining the GPA. Failure to meet the minimum required GPA at the end of each review semester will result in forfeiture of all remaining semester allocations of the admissions scholarship.

An allocation of an admissions scholarship for a semester in which there are no tuition and fee charges will be carried over to the subsequent semester.

Should a student's enrollment plan extend beyond the number of semesters in their original anticipated terms of enrollment, as indicated in their admissions scholarship award notification letter, unspent admissions scholarship funds will be reallocated based on the anticipated extended enrollment terms, provided the student remains continuously enrolled at Bellin College or in an approved deferred progression status. The scholarship allocation will be prorated based on the number of credits to be enrolled in each remaining term. The original 3.0 GPA requirement and review schedule will remain intact, however, if the total enrollment extends beyond three academic years, an additional review semester will be added to ensure one review semester per academic year.

The Bellin College admissions scholarship semester allocation cannot exceed semester tuition and fees charges. Any excess admissions scholarship funds will be held on a student account and applied to the following enrolled semester if all other retention requirements are met.

Withdrawal or Termination

The scholarship becomes null and void at the time of withdrawal or termination from the College regardless of the circumstances surrounding the withdrawal. If the withdrawal occurs after the start of classes in a semester in which an admissions scholarship allocation is received, the scholarship portion received for that semester will be subject to the Bellin College withdrawal policy which mirrors that set by the US Department of Education. The admission scholarship allocation will be adjusted as follows:

Withdrawal during published Drop/Add Period: 100% of the scholarship will be canceled.

After the 60% point of the semester (based on full semester begin/end dates, not course begin/ end dates): There will be no reduction of the scholarship for that semester.

Withdrawal between Drop/Add and the 60% point will be calculated based on the percentage of the semester completed. For example, if 40% of the semester was completed, 40% of the scholarship will be retained on the account (60% will be canceled).

All unspent/unused semester disbursements will become void upon withdrawal/termination from Bellin College.

For students enrolled prior to December 31, 2022

The following guidelines will apply to undergraduate students awarded an admission scholarship for an initial enrollment period before December 31, 2022. A student awarded any scholarship is expected to comply with and uphold the positive values and mission of Bellin College on and off campus. Behavior violations of any kind may result in the loss of scholarship.

Award Values

Admission scholarship funds are awarded over the course of the student's expected enrollment at Bellin College and will be paid incrementally over all anticipated terms of enrollment, as indicated in the student's admission scholarship award notification letter. An allocation of an admissions scholarship for a semester in which there are no tuition and fee charges will be carried over to the subsequent semester.

Anticipated Term of Enrollment

The award will be disbursed beginning with the student's initial term of enrollment at Bellin College, as indicated on the student's admission application and admission scholarship award notification letter. Failing to enroll at Bellin College, changing program tracks or withdrawal will result in forfeiture of admission scholarship funds. If the student applies for entry in a subsequent term, admission scholarship funds eligibility will be evaluated based on available credentials and admission scholarship guidelines in effect at the time of admission for that term of entry.

Should a student's enrollment plan extend beyond the number of semesters in their original anticipated terms of enrollment, as indicated in their admissions scholarship award notification letter, unspent admissions scholarship funds will be reallocated based on the anticipated extended enrollment terms, provided the student remains continuously enrolled at Bellin College or in an approved deferred progression status. The scholarship allocation will be prorated based on the number of credits to be enrolled in each remaining term.

The Bellin College admissions scholarship semester allocation cannot exceed semester tuition and fees charges. Any excess admissions scholarship funds will be held on a student account and applied to the following enrolled semester.

Withdrawal or Termination

The scholarship becomes null and void at the time of withdrawal or termination from the College regardless of the circumstances surrounding the withdrawal. If the withdrawal occurs after the start of classes in a semester in which an admissions scholarship allocation is received, the scholarship portion received for that semester will be subject to the Bellin College withdrawal policy which mirrors that set by the US Department of Education. The admission scholarship allocation will be adjusted as follows:

Withdrawal during published Drop/Add Period: 100% of the scholarship will be canceled.

After the 60% point of the semester (based on full semester begin/end dates, not course begin/ end dates): There will be no reduction of the scholarship for that semester.

Withdrawal between Drop/Add and the 60% point will be calculated based on the percentage of the semester completed. For example, if 40% of the semester was completed, 40% of the scholarship will be retained on the account (60% will be canceled).

All unspent/unused semester disbursements will become void upon withdrawal/termination from Bellin College.

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.

Second Degree Students

It is very common for students who have bachelor's degrees to enroll in a second-degree program in order to change careers. Students who are admitted with prior degrees may have many of the required courses needed to fulfill degree requirements at Bellin College. An official credit evaluation completed by the Bellin College Admission Department and approved by the Registrar determines how many transfer courses/credits are applicable to the Bellin College degree program at the time of admission to Bellin College. 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. See General Guidelines for more information related to transfer courses. This applies to all students with prior degrees, including those who may have previously received a degree from Bellin College.

Completion Rate

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

- **Undergraduate students**: All undergraduate students will be expected to maintain a minimum cumulative Bellin GPA of 2.0 throughout the program in order to meet satisfactory academic progress standards. This standard mirrors the College's minimum GPA requirement for graduation in an undergraduate 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
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 ÷ 15 = 3.03333). Pass/Fail courses are not used in the GPA calculation.

Maximum Time 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
All Undergraduate	120	180

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.

Withdrawal and Financial Aid

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

Number of calendar days completed in the term /
Total number of calendar days in the term

Sample:

36% =

45 days completed /
125 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

For all Bellin College programs, the summer term is considered a trailer to the current academic year which started with the fall semester. Federal aid eligibility for a summer term will be determined based upon enrollment status (half-time, etc.) and remaining annual eligibility in applicable programs, such as federal student loans, Pell Grants, etc. Summer aid through the State of WI (HEAB) is not available regardless of enrollment status.

Summer Enrollment Status

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

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 six credits in a summer term. Interested students should consult with the financial aid director to determine how much private loan may be borrowed. Information on lenders/loan programs is available from the financial aid office at https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/.

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://nsldsfap.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 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.

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
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 Coodinator.

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.

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 Coorddinator.

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.

Minimal Technical Criteria: BSN

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-solve 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.

Fitness for Class, Lab and Clinical

All students must report to class, lab and clinical free of impairment from the use of alcohol and/or drugs, and are thereby judged as fit for class, lab and clinical. The following procedural steps will be followed when there is reasonable suspicion of impairment.

- If any member of the College community suspects a student may be unfit for class, lab, and clinical, the student should report observations to the person supervising the student. That person must document the observed behaviors prior to leaving class, lab, and clinical that day.
- Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor will be asked to undergo a drug and

alcohol test by a faculty member or appropriate College administrator at the time of the observed behavior.

- The student will be removed from class, lab or clinical with assistance of the faculty member and/or the administrator. Students will not be allowed to leave unescorted.
- A voluntary signature will be obtained on a consent and release form prior to any specimen collection. Refusal to sign the consent to release information form and/or undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test).

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

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

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

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. 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.

Lab Precautions for Working with Bodily Fluids Policy

Bellin College adopts the following universal precautions for working with bodily fluids:

Universal Precautions for Students Working with Blood

1. Disinfect work area prior to the procedure and place clean paper towels in the center of the work area.
2. Wash hands thoroughly and prepare finger to be punctured by cleaning it with an alcohol swab.
3. Students must wear gloves and safety goggles and may only handle their own body fluids.
4. Appropriately dispose of materials in the biohazard containers found in the lab.
5. Wipe down the work area and any area that may have been exposed to blood with disinfectant immediately after contamination occurs and at the end of the lab.
6. Wash hands thoroughly and immediately after the exercise is complete.

Universal Precautions for Students Working with Urine or Saliva

1. Before lab, wash hands thoroughly and line the work area with clean paper towels.
2. Students must wear gloves and safety goggles and may only handle their own body fluids.
3. Rinse and dispose of all supplies that may have come into contact with urine or saliva in the appropriate biohazard container.
4. Dispose of urine in the bathroom toilet and saliva in the sink.
5. After lab, wipe down work area with disinfectant and wash hands thoroughly.

Disposal Policies

1. Dispose of broken glassware in the marked cardboard box container. Broken glass containers are ONLY to be used for broken glass. Always use a broom and dustpan if asked to clean up broken glassware.
2. Dispose of used slides in the glass container labeled "Used Slides."
3. As needed, scalpel blades must be disposed of only by instructors.
4. Uncontaminated gloves can be disposed of in the regular trash. Contaminated gloves must be disposed of in a biohazard waste container. Examination gloves used in dissections are not considered to be biohazard waste and can be disposed of in the regular trash.
5. Biohazardous wastes must be disposed in a biohazard waste container. Preserved materials (e.g., cat tissues) are NOT considered biohazardous waste and can be disposed in the regular trash. Your instructor will inform you which disposal containers are to be used with which type of biohazardous waste (i.e., metal sharps, glass, and non-sharps).
6. Dispose of lancets immediately after use in the appropriate sharps biohazard container. Never reuse a lancet.
7. Dispose of all supplies that may have come into contact with blood in the appropriate biohazard container.
8. Rinse and dispose of all supplies that may have come into contact with urine or saliva in the appropriate biohazard container.
9. Dispose of urine in the bathroom toilet and saliva in the sink.

For details pertaining to a specific lab or procedure, please consult the Human Anatomy & Physiology Lab Manual. This provides guidance as to the universal precautions to working with bodily fluids. This pertains to all students, faculty, staff working in the Anatomy and Physiology lab.

Lab Maintenance and Personal Protective Equipment Policy

This is provide direction as to the maintenance of the science labs and the personal protective equipment (PPE) used in them.

Laboratory maintenance occurs at regular intervals by students, faculty, and staff. All required personal protective equipment related to the laboratory for students and faculty is provided by Bellin College. This includes, but is not limited to: safety goggles, gloves, lab coats, sanitizing sprays, and biohazard disposal containers. Some items (e.g., chemistry goggles) may need to be brought to the laboratory each week by the student. Students are responsible for maintaining the sanitation of such items.

Dress Code Policy

Dress Code Policy for Undergraduate Nursing Students

Dress Code Policy for Undergraduate 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.

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.

BSN Uniform

- Royal blue scrub top and bottom with Bellin College logo.
- White lab coat with Bellin College logo.
- White closed-toe and closed-heel shoes.
- Visible Bellin College ID badge.

BSN Optional Uniform Pieces

- Sleeveless, short sleeved, or long-sleeved white shirt may be worn under scrub top
- If wearing a short-sleeved t-shirt, the sleeves must not extend below the sleeves of the scrub top
- White shirts must be plain, without lace, and logo free
- White shirts must be tucked in
- Student may wear jogger scrub pants in the same color as the program uniform
- Cotton snap front scrub jacket with Bellin College logo in the same color as the program uniform

BSN General Clinical Guidelines

ID Badge:

- No alterations to the badge are allowed.
- The badge must be clipped at the top of the scrub top or lab coat.
- The badge must always be visible.

Uniform:

- Uniforms are required to be clean and wrinkle-free.
- The uniform must be of appropriate size. Tops and pants too small, too large, too long or too short are not acceptable. Tops must cover skin at all times.
- Pants are to be worn at waist level.
- Undergarments lines should not be noticeable when bending or reaching.
- Variations in any dress code requirements (for psychiatric centers, community/public health, etc.) will be reviewed by faculty prior to clinical.

Hair, Nails and 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.

Shoes and Socks:

- Students must have a pair of shoes that are for patient care only.
- White clean shoes in good repair are required. The shoes must be closed-toe and closed-heel.
- Socks must be worn, and should be in a solid neutral color (black, white, or gray).

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 are expected to practice good hygiene.
- Students should not wear scents.
- No gum is allowed.

Clinical Sites during Clinical Preparation

A professional appearance is expected at all times.

- Students will wear a Bellin College lab coat, student ID badge, and business-casual clothing.

- Socks are mandatory
- Footwear must be worn at all times and be closed-toe, closed-heel, clean and in good repair.
- Examples of unacceptable attire include, but not limited to:
    ◦ Midriff tops.
    ◦ Low-cut shirts with exposed cleavage.
    ◦ T-shirts with words, pictures, or graphics.
    ◦ Denim, metallic, leather, suede, mesh, sheer or clinging fabrics, or low-rise pants.
    ◦ Sweatshirts, sweatpants, and lounge pants.
    ◦ Capri pants.
    ◦ Shorts.
    ◦ Heels higher than 1.5 inches.
    ◦ Hats or caps.

Consequences and Exceptions

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

Exceptions may be made on a case-by-case basis for religious, cultural, or medical reasons. Exceptions must be obtained from the appropriate program director prior to attending clinical.

Student Performance Remediation and Due Process

Student Performance Remediation and Due Process

Student Performance Notification (SPN)

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

SPNs are completed by faculty or staff in consultation with the Program Director for academic issues or Director of Student Affairs and DEI (or designees) for non-academic concerns.

Examples of SPN categories include, but are not limited to:

- **Academic Performance**
    ◦ Failure to meet course outcomes.
- **Professional Performance** (inappropriate or unsatisfactory professional performance). Examples include, but are not limited to:
    ◦ Unsafe practices
    ◦ Late work
    ◦ Tardiness or absence from lab/clinical
    ◦ Violations of the Dress Code Policy
- **Conduct** (violations of the Bellin College Student Foundational Behaviors or Code of Conduct). Examples include, but are not limited to:
    ◦ Student Behaviors
    ◦ Violations of the Dress Code Policy
    ◦ Unethical or Illegal Behavior
    ◦ Unprofessional Communication/ Behavior
    ◦ Repeated Infractions of College Policies

SPN Category

SPNs are leveled based on pattern and/or severity of the issue, resulting in either Monitoring or Probation.

Students are required to review and sign the SPN. Failure to sign may result in an academic hold placed on the student's account, thus limiting access to courses, registration, campus resources, etc.

Classroom, Lab, and Clinical Monitoring

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

- Classroom monitoring may occur when student behaviors are not conducive to classroom outcomes and student success.
- Lab or clinical monitoring may occur when student behaviors lead to a negative outcome or injury (incident) or when skills, behaviors and actions are not conducive to course outcomes and success.

Failure to meet the terms of classroom/lab/clinical monitoring will result in probationary status. Each situation is evaluated on a case-by-case basis.

Probations – Overview

A student may be placed on academic and/or disciplinary probation. A student may be placed on probation as a progression of monitoring or may be placed directly on probation depending on the severity of the infraction.

Probations are typically a period of one year

- The student is expected to fulfill the terms of the probationary status as outlined in the Student Performance Notification (SPN).
- A student on probation (academic and/or disciplinary) is not eligible for Dean's List status.
- A student who does not meet the terms of probation as defined on the SPN is subject to dismissal from the program.

Academic Probation

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

- Failure to maintain a 2.0 grade point average (GPA) each semester/session in major coursework as well as any Bellin College general education courses.
- Failure to attain a C or better in major coursework.
- Failure to attain a C or better in a required general education course.
- Receipt of an unsatisfactory final clinical evaluation.
- Failure to attain a P in any pass/fail major course.

- Failure to meet the terms or expected outcomes of classroom/lab, and/or clinical monitoring.

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

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

Students are required to sign the SPN form when placed on clinical monitoring or academic probation. The form provides written evidence of present status, recommendations for improvement, expected outcomes, timelines, and consequences. The signed form becomes part of the student's official file. A copy of the signed SPN is provided to the student.

Progression Policy

Students who fail a major or general education course should be aware that:

- A student may be allowed to continue in their program while on probation.
- A student's curriculum plan may be altered and likely extend the student's graduation date.
- Any failed course may be repeated one time only.
- Placement in any repeated course is subject to space availability.
- If a space is not available or the course is not offered the student may be required to exit from the College until the failed course can be repeated.
- Each student's situation will be reviewed on an individual basis by the Program Director and the appropriate academic dean.

The student will be notified in writing of their individual situation and must complete the requirements outlined in their Student Performance Notification (SPN) to avoid dismissal from the program.

An incomplete status must be addressed in order for students to progress in the curriculum. (See Incomplete Policy).

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The student will be notified in writing of their individual situation and must complete the requirements outlined in their Student Performance Notification (SPN) to avoid dismissal from the program.

An incomplete status must be addressed in order for students to progress in the curriculum. (See Incomplete Policy).

Progression Deferment

A progression deferment is defined as a temporary:

- Voluntary suspension of enrollment in a degree program for not more than one year. It is allowed for undergraduate 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 the last semester of enrollment.

- Involuntary suspension of enrollment in a degree program for no more than one year due to inability to progress because of course scheduling.
  - Students returning will be placed on academic probation.
- Return to Bellin College is dependent on space availability.

Students must meet with the appropriate 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 appropriate Academic Advisor will assist the student in completing the undergraduate exit form.
- A student must request a voluntary 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 pending availability, otherwise, the students will be changed to withdrawn and will need to follow the readmit procedure.

General Education Progression Requirements

While enrolled at Bellin College, a student who is unsuccessful in three total courses (whether general education or program-level), will be dismissed. All general education courses taken to complete a program requirement are subject to this policy, which is separate from the progression policy as it relates to program-level, i.e., major, courses.

- A student can repeat a single general education course once without dismissal from Bellin College
- The lack of success in general education courses may lead to the extension of the length of time for degree completion and/or a special enrollment schedule in one or more semesters, as well as potential placement in another cohort.

Repeating an unsuccessful Bellin College general education equivalent course at another institution is allowed, if given permission by the Director of General Education but subject to same repeat conditions.

- Students who are unsuccessful in a course designed to meet a general education requirement may enroll in a different course that fulfills the general education requirement. This is subject to the General Education course requirement repeat policy.
- The repeat/progression policy begins with enrollment at Bellin College.

Academic Misconduct – Overview

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

Academic misconduct includes but is not limited to:

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

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

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

Academic Misconduct – Due Process Procedures

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

Step 1: Faculty and Student Meeting

The suspecting faculty member discusses the situation with the student within three working days of the incident or becoming aware of the incident. Then:

- The faculty may conclude the suspicion of academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the appropriate Program Director.

Proceed to Step 2.

Step 2: Program Director Notification

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

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

- The Program Director may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.

- The Program Director may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the Dean of Nursing.

Proceed to Step 3.

Step 3: Dean of Students and Allied Health Sciences Notification

Within three working days of receiving the information from the Program Director, the following may occur.

- The Dean of Students and Allied Health Sciences may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Dean of Students and Allied Health Sciences may conclude there is sufficient evidence to support the claim of academic misconduct and render consequences.

If the student acknowledges the behavior, and/or academic misconduct is determined by the Program Director and the Dean of Students and Allied Health Sciences, who will determine the consequences.

Furthermore, the Dean of Students and Allied Health Sciences will:

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

The decision of the Dean of Students and Allied Health Sciences is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the College President/CEO. Appeals must be received within 10 working days of termination. All applicable documentation from the case of misconduct becomes part of the student's official file.

Non-Academic Misconduct – Overview

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

For students, behaviors inconsistent with this premise are considered non-academic misconduct. Non-Academic misconduct includes but is not limited to:

- Behaviors that constitute harassment, discrimination and/or intimidation.
- Conduct which constitutes actual or threatened serious danger to one's own personal health, safety, the health and safety of any member, visitor, or guest of the College.
- Unauthorized possession, storage or use of any weapon or explosive.
- Unlawful possession, use, distribution, or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcoholic beverages in contradiction of State of Wisconsin law and/or College policy.
- Forgery, counterfeiting, alterations, misuse of any College record, logo, document, or ID card.
- Attempts or actual stealing, destroying or defacing materials or property belonging to the College or College members, visitors, or guests.
- Unauthorized entry into or alteration of, any Bellin College computer records or the violation of the College Informational Technology policies and procedures.
- Failure to comply with the lawful directives of College employees or College security.
- Signing into a computer, class, clinical or test for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching and/or learning.
- Conduct that violates the American Nurses Association Code of Ethics for nurses.
- Failure to notify the College of ineligibility to practice as a licensed RN in good standing.

- Violations of policies/procedures as stated in The Bellin College Nursing Guide Handbook & Catalog and other College resources.
- Behaviors inconsistent with the College values, mission and/or procedures

Non-Academic Misconduct – Due Process Procedures

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

Step 1: Faculty and Student Meeting

If the incident occurred in a classroom/lab/clinical setting and involves a faculty or staff member, the involved faculty or staff member will discuss the situation with the student within three working days of the incident or becoming aware of the incident. Then:

- The faculty or staff member may conclude that the suspicion of non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty or staff member may conclude that there is sufficient evidence to support a claim of non-academic misconduct and reports the information to the appropriate Program Director.

Proceed to Step 2.

Step 2: Program Director and Student Meeting

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

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

- The Program Director concludes that non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Program Director concludes that there is sufficient evidence to support the claim and reports the information to the Director of Student Affairs and DEI within three working days.

Proceed to Step 3.

Step 3: Director of Student Affairs and DEI Notification

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

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

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

Furthermore, the Director of Student Affairs and DEI will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Communicate with the student, as necessary. If student does not choose to meet with the Director of Student Affairs and DEI, the process will continue with the information available.
- Ask the faculty member, staff member, student and/or other parties to provide further information.
- Consult with the Bellin College president.

The decision of the Director of Student Affairs and DEI is final. However, if the consequence

imposed is dismissal from the College, the student has the right to appeal in writing to the Dean of Students and Allied Health Sciences. Appeals must be received within 10 working days of termination.

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

Causes for Dismissal from Bellin College

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

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

- Failure to fulfill or resolve academic or disciplinary probation requirements via breech 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's 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	Director of Student Affairs and DEI
Reasons outlined in "Dismissal from Bellin College"	Dean of Students & Allied Health Sciences

Student Grievance Procedure

A grievance is an individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. A student has a right to express a grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible. If there is more than one student involved, each student must file a separate grievance. A grievance submitted by a group of students will not be accepted.

To provide students with a direction to voice their concerns, a four (4) step grievance procedure has been established for an individual student to express problems, concerns, or disagreements relative to their experiences at the College. If resolution is obtained in any given step, that resolution is considered final. The procedural steps outlined below need to be completed sequentially within the timeframes outlined in each step. Before filing an official grievance, the college community highly recommends first having a conversation with the Director of Student and Affairs and DEI or the designated Dean or Director to resolve the issue a hand.

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

Procedure
Step 1: Informal Grievance Process

The student speaks to the College employee (faculty or staff member) to whom they have the concern with about the believed infringement of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. The concern must be articulated in a manner that is specific to the infringement and/or unaccepted treatment.

Possible following outcome:

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

Step 2: Informal Grievance Process

The student meets with the Director of Student Affairs and DEI (or designee). This is to occur within 2 business days following Step 1.

The Director of Student Affairs and DEI (or designee) to:

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

Possible following outcome:

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

Step 3: Formal Grievance Process

If the student is not satisfied with the outcome of the informal grievance process, the student may begin a formal grievance process by documenting their grievance and the steps that have been taken to resolve the situation. The student completes the Student Grievance Procedure Step 3 Form located in the Director of Student Affairs and DEI office.

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

The documented Student Grievance Form is submitted to the Director of Student Affairs and DEI (or designee) who will supply copies to the employee and employee's immediate supervisor within three (3) business days of Step 2. The College employee has three (3) business days to respond in writing to the student. A copy of the response will be provided to:

- Employee's immediate supervisor.
- Director of Student Affairs and DEI
- Appropriate cabinet member

Possible following outcome:

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

Step 4: Formal Grievance Proceeds

If the formal grievance proceeds to Step 4 the Director of Student Affairs and DEI (or designee) then meets with the College employee and student separately within three (3) business days to inform them that the grievance has progressed to the final step.

The Director of Student Affairs and DEI (or designee) convenes and meets with the Student Grievance Ad Hoc Committee within three (3) business days of meeting with the student. This Committee is chaired by the Director of Student Affairs and DEI (or designee) and members include: the appropriate Academic Dean,

appropriate Program Director, a staff member, a student representative chosen from the Student Senate. If any member(s) of the Committee feels they are unable to be impartial they will be recused and replaced with another member.

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

The Student Grievance Ad Hoc Committee may determine:

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

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

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

An official record of the process and all steps taken to resolve the grievance will be documented and kept in a sealed file in a fireproof cabinet. Additionally, the grievance will be recorded on a separate document of all grievances in the President/CEO office.

Appeals Process

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

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

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

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

The President/CEO will respond, in writing, within 15 business days of receipt of the appeal. The decision of the President/CEO is final and not appealable.

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

General Education Offerings

Overview of General Education Offerings

Bellin College offers General Education (Gen Ed) courses to current Bellin College students or those enrolling as a Non-Degree Seeking Student. Bellin College students are required to

take particular general education courses if offered at Bellin College. Exceptions may be made on a limited basis. For details of class schedules and offerings see the [Bellin College](#) website.

General Education Program Goals

- To provide students with broad knowledge and intellectual concepts to complement their health care specialization.
- To provide students with intellectual stimulation that encourages lifelong learning.

General Education Program Outcomes

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

- Students will communicate effectively through writing and speaking.
- Students will identify and apply mathematical and scientific reasoning skills in problem solving.
- Students will demonstrate critical thinking skills.
- Students will exhibit an understanding of the processes of the natural world and the human interaction with it.
- Students will display an understanding of honest and ethical behavior and an appreciation for diverse perspectives.

General Education Core Courses

Course	Credits
Communication	3
Diversity	3
Philosophy/Ethics	3
Writing	3
Anatomy and Physiology I	4
Anatomy and Physiology II	4
Chemistry	4
Algebra	3
Psychology	3
Credits total	30

General Education Courses

Enrolled students must complete general education requirements at Bellin College. Exceptions to this rule occur only when the course is not offered at Bellin College in the time frame in which the class is needed. Students must consult with the Academic Advisor. All requested exceptions are reviewed by the director of general education and either approved or denied. If approved, the credits for the course taken may be used to determine enrollment status for financial aid purposes at Bellin College. Students must initiate the Financial Aid Consortium Agreement Form (download at https://www.bellincollege.edu/admissions/financial-aid-and-scholarships/applying-for-financial-aid/) and submit to the BC Financial Aid Office. The student is required to submit an official transcript to BC immediately upon completion of the course to have the credit satisfy a requirement.

BSN Academic Planning

BSN Bellin College Residency Requirement

A student who transfers into one of the traditional nursing curriculum options must complete a minimum of 44 credits at Bellin College. Of the 44 credits, at least 33 credits must be within the Nursing major. Of these 33 credits, at least 24 credits must be upper-level credits.

A 15-Month student must complete all 64 credits at Bellin College. An exception may be made for a travel course completed at another institution.

BSN Graduation Requirements – (Fall 2015 Entry and Forward)

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

- Completed a minimum of 120 credits including 56 in general education and 64 in nursing. See the general education course

requirements under "Admission Requirements" or the "Academic Plans" for credits required to graduate for each specific option.
- ◦ A student who transfers into the Traditional, Sophomore Transfer, or Junior Transfer Options must complete a minimum of 44 credits (to include at least 33 nursing, of which 24 must be upper level) at Bellin College.
- ◦ A student in the 15 Month option must complete the 64 credits in nursing at Bellin College with the exception of a pre-approved travel abroad course.
- Completed all required courses with a grade of C or higher.
- Fulfilled the student standardized assessment test requirements.
- Successfully completed all curriculum requirements no later than six years after initial entrance into the program.
- It is mandatory for all graduates to have a professional photo taken or submitted. There is no cost to the student if the photo is taken by the vendor chosen by the College. If a photo is submitted, there may be costs incurred. This photo is used at the commencement ceremony and is also included in a collage of graduates.

BSN Academic Plan General Information
- Curriculum is subject to change.
- Freshman and sophomore courses are offered sequentially as listed.

- Courses with the prefix NUR and NR are Bellin College nursing courses; all other course numbers reflect general education.
- Each course is graded in its entirety. A student must be successful in all course components (i.e., class, lab and/or clinical) to receive a passing grade. Course outcomes are represented in all course components.
- Nursing courses are taken at Bellin College.
- Students take the required general education courses at Bellin College. Bellin College students are required to take particular general education courses if offered at Bellin College.

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

BSN Sophomore Transfer (Class of 2023+)
Degree Type
Bachelor of Science in Nursing (BSN)

The Sophomore Transfer Option (STO) is designed for students who have completed a minimum of 29 prior general education credits. Students admitted will take two nursing courses online in the summer and complete the Bachelor of Science in Nursing (BSN) degree in three years.

Summer Session

Item #	Title	Credits
NUR 103	Professional Foundations	1
NUR 105	Nutrition and Wellness for Nursing	2

Sophomore Year | Semester 1

Item #	Title	Credits
BI 352	Microbiology	4
MA 230	Statistics	3
NUR 202	Health Assessment	3
NUR 203	Pathophysiology I	2
NUR 209	Fundamentals of Nursing Care	4

Sophomore Year | Semester 2

Item #	Title	Credits
	Humanities Elective (3 credits)	3
	Diversity Requirement (3 credits)	3
CM 100	Health Communication	3
NUR 204	Pathophysiology II	2
NUR 205	Pharmacology	3
NUR 210C	Fundamentals Clinical	2

Junior Year | Semester 1

Item #	Title	Credits
	Ethics/Philosophy Requirement (3 credits)	3
NUR 310	Adult Health and Illness I	4
NUR 314C	Adult Clinical I	3
NUR 318	Nursing Care of the Child-Bearing Family	2
NUR 322	Psychiatric Mental Health Nursing	2

Junior Year | Semester 2

Item #	Title	Credits
	Social Science Elective (3 credits)	3
	Business Elective (3 credits)	3
NUR 312	Adult Health and Illness II	4
NUR 316C	Adult Clinical II	3
NUR 320	Nursing Research	3

Senior Year | Semester 1

Item #	Title	Credits
	General Elective (3 Credits)	3
NUR 408	Advanced Concepts Theory	4
NUR 410	Gerontological Nursing	3
NUR 412	Pediatric Nursing Theory	2
NUR 414C	Specialty Clinical	1
NUR 416C	Specialty Clinical II	2

Senior Year | Semester 2

Item #	Title	Credits
	Upper Division Elective (3 credits)	3
NUR 418	Nursing Leadership	3
NUR 420	Community and Public Health Nursing	4
NUR 422C	Community and Public Health Clinical	2
NUR 424C	Leadership Clinical	2
NUR 426	Nursing Synthesis Theory	1
	Total Credits	**95**

BSN Traditional (Class of 2024+)

Degree Type
Bachelor of Science in Nursing (BSN)

The Traditional Option is designed for students with a high school diploma seeking a Bachelor of Science in Nursing (BSN) degree in four years.

Freshman Year | Semester 1

Item #	Title	Credits
BI 156	Anatomy & Physiology I	4
EN 115	Composition and Professional Writing	3
MA 101	College Algebra	3
PS 105	Introduction to Psychology	3
SS 100	Student Success	1
NUR 103	Professional Foundations	1

Freshman Year | Semester 2

Item #	Title	Credits
CH 122	General Chemistry	4
PS 110	Developmental Psychology	3
NUR 105	Nutrition and Wellness for Nursing	2

Sophomore Year | Semester 1

Item #	Title	Credits
BI 352	Microbiology	4
MA 230	Statistics	3
NUR 202	Health Assessment	3
NUR 203	Pathophysiology I	2
NUR 209	Fundamentals of Nursing Care	4

Sophomore Year | Semester 2

Item #	Title	Credits
	Humanities Elective (3 credits)	3
	Diversity Requirement (3 credits)	3
CM 100	Health Communication	3
NUR 204	Pathophysiology II	2
NUR 205	Pharmacology	3
NUR 210C	Fundamentals Clinical	2

Junior Year | Semester 1

Item #	Title	Credits
	Ethics/Philosophy Requirement (3 credits)	3
NUR 310	Adult Health and Illness I	4
NUR 314C	Adult Clinical I	3
NUR 318	Nursing Care of the Child-Bearing Family	2
NUR 322	Psychiatric Mental Health Nursing	2

Junior Year | Semester 2

Item #	Title	Credits
	Social Science Elective (3 credits)	3
	Business Elective (3 credits)	3
NUR 312	Adult Health and Illness II	4
NUR 316C	Adult Clinical II	3
NUR 320	Nursing Research	3

Senior Year | Semester 1

Item #	Title	Credits
	General Elective (3 Credits)	3
NUR 408	Advanced Concepts Theory	4
NUR 410	Gerontological Nursing	3
NUR 412	Pediatric Nursing Theory	2
NUR 414C	Specialty Clinical	1
NUR 416C	Specialty Clinical II	2

Senior Year | Semester 2

Item #	Title	Credits
	Upper Division Elective (3 credits)	3
NUR 418	Nursing Leadership	3
NUR 420	Community and Public Health Nursing	4
NUR 422C	Community and Public Health Clinical	2
NUR 424C	Leadership Clinical	2
NUR 426	Nursing Synthesis Theory	1
	Total Credits	**120**

BSN Junior Transfer

Degree Type
Bachelor of Science in Nursing (BSN)

The Junior Transfer Option (JTO) is designed for students who have completed a majority of the 56 required general education credits. All science courses must be completed by the time of entry. Completion of a 3 credit statistics course is required prior to the start of the Sophomore Fall semester. Students will take two nursing courses online in the summer and complete the Bachelor of Science in Nursing (BSN) degree in two years.

Freshman | Summer Session

Item #	Title	Credits
NUR 103	Professional Foundations	1
NUR 105	Nutrition and Wellness for Nursing	2

Sophomore | Fall Semester

Item #	Title	Credits
NUR 202	Health Assessment	3
NUR 203	Pathophysiology I	2
NUR 204	Pathophysiology II	2
NUR 205	Pharmacology	3
NUR 209	Fundamentals of Nursing Care	4

Sophomore | Winter Interim

Item #	Title	Credits
NUR 210C	Fundamentals Clinical	2

Junior | Spring Semester

Item #	Title	Credits
NUR 312	Adult Health and Illness II	4
NUR 314C	Adult Clinical I	3
NUR 320	Nursing Research	3
NUR 322	Psychiatric Mental Health Nursing	2

Junior | Summer Session

Item #	Title	Credits
NUR 310	Adult Health and Illness I	4
NUR 316C	Adult Clinical II	3
NUR 318	Nursing Care of the Child-Bearing Family	2

Senior | Fall Semester

Item #	Title	Credits
NUR 408	Advanced Concepts Theory	4
NUR 410	Gerontological Nursing	3
NUR 412	Pediatric Nursing Theory	2
NUR 414C	Specialty Clinical	1
NUR 416C	Specialty Clinical II	2

Senior | Spring Semester

Item #	Title	Credits
NUR 418	Nursing Leadership	3
NUR 420	Community and Public Health Nursing	4
NUR 422C	Community and Public Health Clinical	2
NUR 424C	Leadership Clinical	2
NUR 426	Nursing Synthesis Theory	1
	Total Credits	**64**

BSN 15 Month Academic Plan (Class of 2024 January Start)

Degree Type
Bachelor of Science in Nursing (BSN)

The 15 Month Option is designed for students who have completed the required 56 general education credits. The program consists of seven consecutive 8-week sessions. Students begin the program in either January or June and complete the Bachelor of Science in Nursing (BSN) degree in May or October of the following year.

Cohort A Spring Session 1 (Jan-Mar) / Cohort B Summer (Jun-Jul)

Item #	Title	Credits
NR 352	Pathophysiology	3
NR 310	Introduction to Nursing & Nutrition	2
NR 356	Pharmacology I	2
NR 364	Health Assessment	3

Cohort A Spring Session 2 (Mar-May) / Cohort B Fall Session 1 (Aug-Oct)

Item #	Title	Credits
NR 335	Evidence-Based Practice	3
NR 363	Pharmacology II	2
NR 320	Fundamentals of Nursing I	3
NR 415	Health in Senior Adults	1

Cohort A Summer (Jun-Jul) / Cohort B Fall Session 2 (Oct-Dec)

Item #	Title	Credits
NR 370	Psychosocial Nursing	2
NR 322	Fundamentals of Nursing II	2
NR 420C	Foundations Clinical	2
NR 379	Adult Health I	3

Cohort A Fall Session 1 (Aug-Oct) / Cohort B Spring Session 1 (Jan-Mar)

Item #	Title	Credits
NR 383	Adult Health II	3
NR 375	Maternity	2
NR 441C	Adult Nursing Care Clinical I	2
NR 434	Nursing Care of the Older Adult	2

Cohort A Fall Session 2 (Oct-Dec) / Cohort B Spring Session 2 (Mar-May)

Item #	Title	Credits
NR 391	Adult Health III	3
NR 442C	Adult Nursing Care Clinical II	2
NR 455	Pediatrics	2
NR 429	Health Equity and Diversity	2

Cohort A Spring Session 1 (Jan-Mar) / Cohort B Summer (Jun-Jul)

Item #	Title	Credits
NR 435	Simulations for Specialty Populations	2
NR 474	Critical Care Nursing	3
NR 481	Public & Community Health Nursing	3
NR 469C	Specialty Nursing Clinical	1
NR 495	Preparation for Practice	2

Cohort A Spring Session 2 (Mar-May) / Cohort B Fall Session 1 (Aug-Oct)

Item #	Title	Credits
NR 454	Nursing Leadership	3
NR 482C	Public/Community Health Practicum	2
NR 483C	Capstone Clinical Practicum	2
NR 495	Preparation for Practice	2

* Cohort A completes NR 495 across the spring semester.

** Cohort B completed NR 495 in the 7th session

	Total Credits	64

Credit Hour Ratio

1 credit theory = 15 hours, 1 credit lab = 45 hours, 1 credit clinical = 45 hours

BSN 15 Month Academic Plan (Class of 2017 - October +)

Degree Type
Bachelor of Science in Nursing (BSN)

The 15 Month Option is designed for students who have completed the required 56 general education credits. The program consists of seven consecutive 8-week sessions. Students begin the program in either January or June and complete the Bachelor of Science in Nursing (BSN) degree in May or October of the following year.

COHORT A = January Start / May Graduation
COHORT B = June Start / October Graduation

Cohort A Spring Session 1 (Jan-Mar) / Cohort B Summer (Jun-Jul)

Item #	Title	Credits
NR 352	Pathophysiology	3
NR 355	Introduction to Professional Nursing	2
NR 356	Pharmacology I	2
NR 358	Health Assessment in Nursing	4

Cohort A Spring Session 2 (Mar-May) / Cohort B Fall Session 1 (Aug-Oct)

Item #	Title	Credits
NR 350	Nutrition for Health Promotion and Disease Prevention	2
NR 363	Pharmacology II	2
NR 366	Fundamentals of Nursing	4
NR 370	Psychosocial Nursing	2

Cohort A Summer (Jun-Jul) / Cohort B Fall Session 2 (Oct-Dec)

Item #	Title	Credits
NR 353	Nursing Research	3
NR 372C	Fundamentals Clinical Practicum	2
NR 375	Maternity	2
NR 379	Adult Health I	3

Cohort A Fall Session 1 (Aug-Oct) / Cohort B Spring Session 1 (Jan-Mar)

Item #	Title	Credits
NR 383	Adult Health II	3
NR 452C	Adult Acute Care Clinical Practicum	3
NR 453	Nursing Synthesis	1
NR 455	Pediatrics	2

Cohort A Fall Session 2 (Oct-Dec) / Cohort B (Spring Session 2 (Mar-May)

Item #	Title	Credits
NR 456	Adult Health III	2
NR 458C	Specialty Clinical Practicum	1
NR 461	Gerontological Nursing	3
NR 464C	Adult Acute Care Clinical Practicum II	2

Cohort A Spring Session 1 (Jan-Mar) / Cohort B Summer (Jun-Jul)

Item #	Title	Credits
NR 454	Nursing Leadership	3
NR 468C	Specialty Nursing Simulation Practicum	2
NR 474	Critical Care Nursing	3

Cohort A Spring Session 2 (Mar-May) / Cohort B Fall Session 1 (Aug-Oct)

Item #	Title	Credits
NR 481	Public & Community Health Nursing	3
NR 482C	Public/Community Health Practicum	2
NR 483C	Capstone Clinical Practicum	2
NR 485	Advanced Nursing Synthesis	1
	Total Credits	**64**

Credit Hour Ratio

1 credit theory = 15 hours, 1 credit lab = 45 hours, 1 credit clinical = 45 hours

BSN Traditional Academic Plan (Class of 2025+)

Degree Type
Bachelor of Science in Nursing (BSN)

The Traditional Option is designed for students with a high school diploma seeking a Bachelor of Science in Nursing (BSN) degree in three years.

Year 1 Semester 1 Fall

Item #	Title	Credits
BI 156	Anatomy & Physiology I	4
EN 115	Composition and Professional Writing	3
MA 101	College Algebra	3
PS 105	Introduction to Psychology	3
SS 100	Student Success	1
HC 105	Medical Terminology	2
NUR 111	Nursing Foundations I	1

Year 1 Semester 2 Spring

Item #	Title	Credits
BI 256	Anatomy & Physiology II	4
CH 122	General Chemistry	4
PS 110	Developmental Psychology	3
	Diversity Requirement (3 credits)	3
	General Elective (1 Credit)	1
NUR 125	Nutrition	1

Year 1 Summer Session

Item #	Title	Credits
	General Elective (3 Credits)	3
	Social Science Elective (3 credits)	3
	Philosophy/Ethics Requirement (3 Credits)	3
MA 230	Statistics	3

Year 2 Semester 1 Fall

Item #	Title	Credits
BI 352	Microbiology	4
NUR 215	Health Assessment in Nursing	3
NUR 222	Pathophysiology	3
NUR 231	Pharmacology I	2
NUR 212	Nursing Foundations II	3
NUR 252	Healthy Aging	1

Year 2 Semester 2 Spring

Item #	Title	Credits
CM 100	Health Communication	3
NUR 213	Nursing Foundations III	2
NUR 232	Pharmacology II	2
NUR 331	Adult Nursing Care I	3
NUR 220C	Foundations Clinical	2
NUR 362	Mental Health Nursing	2
NUR 332	Adult Nursing Care II	3

Year 2 Summer Session

Item #	Title	Credits
	Business Elective (3 credits)	3
NUR 333	Adult Nursing Care III	3
NUR 357	Evidence-Based Practice Concepts	3
NUR 434	Gerontological Nursing	2

Year 3 Semester 1 Fall

Item #	Title	Credits
	Humanities Elective (3 credits)	3
NUR 440	Critical Care Nursing	3
NUR 429	Equity and Diversity in Nursing	2
NUR 446	Maternity	2
NUR 431C	Adult Clinical I	2
NUR 432C	Adult Clinical II	2
NUR 443	Pediatrics	2

Year 3 Semester 2 Spring

Item #	Title	Credits
NUR 460	Transition in Nursing Practice	2
NUR 464	Public & Community Health Nursing	3
NUR 468C	Population Health Clinical	2
NUR 461	Specialty Nursing Simulation	2
NUR 448	Nursing Leadership	3
NUR 485C	Capstone Clinical	2
NUR 462C	Specialty Clinical	1
	Total Credits	**120**

Credit Hour Ratio

1 credit theory = 15 hrs, 1 credit lab (science) = 30 hrs, 1 credit lab (program) = 45 hrs, 1 credit clinical = 45 hrs

Previous Years
BSN Traditional (Class of 2022+)
BSN Traditional (Class of 2024+)

BSN Transfer - Fall Start (Class of 2025+)

Degree Type
Bachelor of Science in Nursing (BSN)

The Traditional Fall Transfer Option is designed for students with a minimum of 47 general education credits completed. The BSN degree is completed in two years, including one summer session.

Year 1 Semester 1 Fall

Item #	Title	Credits
	General Elective (3 Credits)	3
NUR 111	Nursing Foundations I	1
NUR 215	Health Assessment in Nursing	3
NUR 222	Pathophysiology	3
NUR 231	Pharmacology I	2
NUR 212	Nursing Foundations II	3
NUR 252	Healthy Aging	1

Year 1 Semester 2 Spring

Item #	Title	Credits
NUR 125	Nutrition	1
NUR 213	Nursing Foundations III	2
NUR 232	Pharmacology II	2
NUR 331	Adult Nursing Care I	3
NUR 220C	Foundations Clinical	2
NUR 332	Adult Nursing Care II	3
NUR 362	Mental Health Nursing	2

Year 1 Summer Session

Item #	Title	Credits
	General Elective (3 Credits)	3
NUR 333	Adult Nursing Care III	3
NUR 357	Evidence-Based Practice Concepts	3
NUR 434	Gerontological Nursing	2

Year 2 Semester 1 Fall

Item #	Title	Credits
	General Elective (3 Credits)	3
NUR 440	Critical Care Nursing	3
NUR 429	Equity and Diversity in Nursing	2
NUR 446	Maternity	2
NUR 431C	Adult Clinical I	2
NUR 432C	Adult Clinical II	2
NUR 443	Pediatrics	2

Year 2 Semester 2 Spring

Item #	Title	Credits
NUR 460	Transition in Nursing Practice	2
NUR 464	Public & Community Health Nursing	3
NUR 468C	Population Health Clinical	2
NUR 461	Specialty Nursing Simulation	2
NUR 448	Nursing Leadership	3
NUR 485C	Capstone Clinical	2
NUR 462C	Specialty Clinical	1
	Total Credits	**73**

BSN Transfer - Spring Start (2022)
Degree Type
Bachelor of Science in Nursing (BSN)

The Traditional January Transfer Option is designed for students with a minimum of 41 general education credits completed. The BSN degree is completed in 2 year, including two summer sessions.

Year 1 Spring Semester 1

Item #	Title	Credits
NUR 111	Nursing Foundations I	1
NUR 125	Nutrition	1
NUR 215	Health Assessment in Nursing	3
NUR 222	Pathophysiology	3
NUR 231	Pharmacology I	2
NUR 212	Nursing Foundations II	3
NUR 252	Healthy Aging	1

Year 1 Summer

Item #	Title	Credits
	General Elective (3 Credits)	3
NUR 213	Nursing Foundations III	2
NUR 232	Pharmacology II	2
NUR 331	Adult Nursing Care I	3

Year 1 Fall Semester 2

Item #	Title	Credits
NUR 220C	Foundations Clinical	2
NUR 362	Mental Health Nursing	2
NUR 332	Adult Nursing Care II	3
NUR 333	Adult Nursing Care III	3
NUR 357	Evidence-Based Practice Concepts	3
NUR 434	Gerontological Nursing	2

Year 2 Spring Semester 1

Item #	Title	Credits
	General Elective (3 Credits)	3
NUR 429	Equity and Diversity in Nursing	2
NUR 446	Maternity	2
NUR 443	Pediatrics	2
NUR 431C	Adult Clinical I	2
NUR 432C	Adult Clinical II	2
NUR 464	Public & Community Health Nursing	3

Year 2 Summer

Item #	Title	Credits
	General Elective (3 Credits)	3
	General Elective (3 Credits)	3
	General Elective (3 Credits)	3

Year 2 Fall Semester 2

Item #	Title	Credits
NUR 440	Critical Care Nursing	3
NUR 460	Transition in Nursing Practice	2
NUR 468C	Population Health Clinical	2
NUR 461	Specialty Nursing Simulation	2
NUR 448	Nursing Leadership	3
NUR 485C	Capstone Clinical	2
NUR 462C	Specialty Clinical	1
	Total Credits	**79**

Courses

General Education

BI 156 : Anatomy & Physiology I
The first of a two-course sequence, this course provides a lecture and laboratory study of the structure and function of human cells, tissues, and organs and body systems as they relate to human health and biology. The course stresses homeostatic control systems and coordinated body functions with an emphasis on the integumentary, skeletal, muscular, nervous, and endocrine systems.
Discipline NS, CR, GE
Credits 4
Theory Hours 3
Lab Hours 1
Prerequisites
None.

BI 256 : Anatomy & Physiology II
The second of a two-course sequence, this course provides a lecture and laboratory study of the structure and function of human cells, tissues, organs, and body systems as they relate to human health and biology. The course stresses homeostatic control systems and coordinated body functions with an emphasis on the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.
Discipline CR, NS, GE
Credits 4
Theory Hours 3
Lab Hours 1
Prerequisites
None.

BI 352 : Microbiology
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology, biotechnology, and immunology, with emphasis on identification and characterization, disease transmission and clinical pathogenicity of microorganisms organized by organ system. Upon completion, students will be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.
Discipline NS, UL, GE
Credits 4
Theory Hours 3
Lab Hours 1
Prerequisites
BI152 Principles of Biology & BI252 Anatomy and Physiology or consent of instructor.

BU 221 : Healthcare Economics
Healthcare spending has been rising immensely for decades, now accounting for a significant portion of the US economy and federal budget. Health economics is an increasing field and is a significant part of public policy in all countries throughout the world. The choice on how to pay and provide healthcare has direct effects on the wellbeing of consumers and producers of healthcare nationwide, while also playing a key role in national economic performance. In this course the students will cover a number of topics including basic economic concepts essential to healthcare, aspects of healthcare in the US, as well as healthcare reform. The students will apply economic principles to a range of important healthcare policy questions.
Discipline BU, SS, GE
Credits 3
Prerequisites
None.

BU 320 : Foundations of Healthcare Management

This course expands the student's knowledge of the organization and function of healthcare systems and their interrelationships. Concepts of planning, organizing, team building, staffing, and controlling will be discussed as they relate to the mission, values, and strategic initiatives of the system/organization. Quality improvement and the utilization of resources to deliver optimum healthcare at a reasonable cost will be addressed.
Discipline BU, UL, GE
Credits 3
Prerequisites
None.

CH 122 : General Chemistry

This course provides the opportunity for the learner to develop the knowledge and the skills process in the understanding of general chemistry. Topics covered are: metric system, problem-solving, periodic relationships, chemical reactions, equilibrium, properties of water, acids, bases, salts and gas laws as well as an introduction to organic chemistry. Students focus on skill development, communication and problem solving. Critical thinking skills are developed as students learn to collect and analyze data and work out the correct solutions.
Discipline NS, CR, GE
Credits 4
Theory Hours 3
Lab Hours 1
Prerequisites
MA 101: College Algebra

CM 100 : Health Communication

This course is an introduction to one of the fastest growing areas of the communication discipline: health communication. The course surveys current issues, theory, and research surrounding health communication, and focuses on a variety of issues, such as perceptions of health, provider–patient relationships, health organizations, health campaigns, intercultural issues, and the use of new communication technologies in healthcare. Students gain practical experience with communication in healthcare in a variety of simulated contexts.
Discipline HU, CM, CR, GE
Credits 3
Prerequisites
None.

CM 110 : Customer Service in Healthcare

This course shows students the importance of customer service in various healthcare settings while also understanding the rules and regulations that apply in those settings pertaining to issues like Electronic Health Records, HIPAA, and others. Students reflect on how respecting patient confidentiality, practicing professionalism, and acting ethically are linked to excellent customer service by both practicing customer service communication in hypothetical scenarios and thinking through the theories that guide communication in those contexts.
Discipline HU, SS, GE
Credits 3
Prerequisites
None

DI 202 : Diversity Issues in Healthcare

This course uses a multi-disciplinary approach to introduce the student to the historical, sociological, anthropological, and cultural resources for understanding the issues of diversity in healthcare in the America experience. It introduces the student to the ongoing issues of diversity which continue to be part of the practice of healthcare today.
Discipline DI, SS, CR, GE
Credits 3
Prerequisites
None.

DI 212 : World Religions

World Religions provides a survey of the major religions of the world. Students gain an introduction to the history, beliefs, practices, and sacred texts of primal religions, Judaism, Christianity, Islam, Hinduism, Buddhism, Daoism, and Confucianism, and others. Key historical and contemporary religious leaders are discussed in detail.
Discipline DI, HU, GE
Credits 3
Prerequisites
None.

DI 326 : The Immigrant Experience in Modern American and Its Implications for Healthcare

This course brings to light the often-untold stories of refugees and immigrants seeking to make a home in America by focusing on the modern immigrant and refugee experience of various different groups, all relevant to either or both Northeast Wisconsin and America in general. Students explore how and why these populations of immigrants and refugees come to America and the immense challenges they face in a new country with a special eye towards implications in the context of healthcare.
Discipline DI, HU, SS, GE, UL
Credits 3
Prerequisites
None

EN 115 : Composition and Professional Writing

This course provides students with college-level writing skills and principles of description, narration, comparison analysis, research, persuasion, and APA formatting. The course also includes elements of professional and technical writing.
Discipline WR, HU, CR, GE
Credits 3
Prerequisites
None.

EN 204 : Gender, Equity, and Health

This course explores the impact of intersectionality and gender in the healthcare experiences of both caregiver and patient, specifically focusing on issues of gender, gender identity, race, and socio-economic status. By bringing together personal accounts of caregivers and patients (in memoirs, books, and film) with scientific research and institutional norms, this course helps students more fully understand how different people experience and navigate the healthcare system.
Discipline HU, DI, GE
Credits 3
Prerequisites
None

EN 310 : Empathetic Listening, Identity, and Illness

This course brings together the personal, human, and intimate experiences of health and illness as told through personal accounts, fiction, memoirs, essays, poetry, and film with theoretical, scientific, and institutional understandings to create more holistic knowledge of patients' health, illness and, most importantly, identity.
Discipline CM, HU, UL, GE
Credits 3
Prerequisites
EN 115 (or transfer equivalent)

HC 105 : Medical Terminology

This course introduces students to the language of medical terminology and the importance of proper medical term usage. Focus is placed on accurate spelling and pronunciation of terms; building knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots; combining word forms; and developing a comprehension of medical terminology related to each system of the body.
Discipline GE
Credits 2
Prerequisites
None.

HD 300 : Adulthood and Aging

This course is designed to give students an accurate understanding of the psychological changes that individual's experience as they grow across the adult life span: young adult, middle adulthood, and older adults. Students will examine the life span from an inter-professional perspective, stressing the interaction of physiological, psychological, cultural, and social aspects of human development while examining the dynamic forces that underlie and produce changes. The course will emphasize the need for identifying the ever-changing relationships between the individual and society that help to shape the experience of aging and emphasizing the topical areas in which psychological change occurs.
Discipline SS, UL, GE
Credits 3
Prerequisites
None.

HS 204 : History of Healthcare in the United States

This course focuses on the history of healthcare in the United States, from bloodletting to the baccalaureate degrees, house calls to health maintenance organizations, exams to x-rays, and many topics in between. Students will explore the effects of major social and political milestones on the evolution of healthcare. Pharmacological advances, education, disease eradication, technology, the impact of war, and care delivery will be addressed.
Discipline HU, GE
Credits 3
Prerequisites
None.

HS 210 : 20th Century American History and Its Impact on Health

Examining the Progressive Era through the Cold War, this course considers the circumstances around some of the major public health and healthcare events of the 20th century in the United States by framing them through the history that made them possible. Particularly, the course examines how the social history of 20th Century America was often tied to the health of the nation's citizens through public health initiatives, personal choices, and government responses. Covered healthcare topics include, but are not limited to, vaccinations, food and drug reform, healthcare access, and women's health.
Discipline HU, GE
Credits 3
Prerequisites
None

HS 308 : Nemesis: Disease and the Battle to Defeat It

This course focuses on several diseases that have been the scourge of mankind throughout history. It will examine the details of major diseases from the Black Death to Ebola. Students will look at the major characteristics of specific diseases and the social, political, and economic impact on human populations in the United States and throughout the world. Students will also study the battle to prevent, conquer, or cure these diseases, and identify the primary personalities who fought these battles.
Discipline HU, SS, UL, GE
Credits 3
Prerequisites
None.

MA 101 : College Algebra

The course is a study of basic algebraic techniques, including the study of the properties of elementary functions, such as polynomial, absolute value, radical, rational, exponential, and logarithmic functions. Topics include equations, inequalities, functions, and their graphs. Students interpret, analyze, solve, and formulate mathematical and real-world problems.
Discipline MA, CR, GE
Credits 3
Prerequisites
None.

MA 230 : Statistics

This course introduces students to descriptive statistics, both graphical and numerical, elementary probability, general and sampling distributions, and the fundamentals of statistical inference, including hypothesis testing, correlation, and T-testing. Statistical concept in healthcare highlighted included the difference between correlation and causation, mortality and morbidity, and efficacy and effectiveness.
Discipline MA, SS, GE
Credits 3
Prerequisites
None.

PH 202 : Introduction to Medical Ethics

The medical field is comprised of an almost inexhaustible array of ethical issues. In this class, we will lay the groundwork of ethical theory and then quickly analyze ethical issues in clinical practice and social justice issues in the medical field. We will then turn to particular ethical issues, such as organ transplantation, stem cell research, euthanasia, abortion, and genetic enhancement.
Discipline HU, CR, PH, GE
Credits 3
Prerequisites
None.

PH 360 : Contemporary Issues in Healthcare

This course focuses on important issues currently facing the medical community and society at large. Topics may include cultural approaches to healthcare, disability and aging, the history of nursing homes and assisted living facilities, end of life decisions, the use of technology and electronic health records, social and political approaches to healthcare and the cost of healthcare, ethics surrounding pregnancy, vaccine ethics, medical errors, and overtreatment, among others.
Discipline HU, PH, SS, UL, GE
Credits 3
Prerequisites
None.

PH 370 : Environmental Philosophy

With the onset of climate change and issues of resource depletion, experts have warned that we are in the midst of an environmental crisis. This course will analyze the environmental crisis from both a conceptual and an ethical point of view. The students will look at the empirical elements of the current crisis, the conceptual roots of the crisis and the ways to change our understanding of the human relation to the environment by examining different ways in which to expand the realm of moral consideration to include animals, plantstand even the land as such. The students will then look at particular ethical issues that are related to the environment, which may include population and consumption, anthropogenic climate change, environmental justice and issues related to environmental health ethics, including food ethics, pollution and wasteland health effects related to climate change.
Discipline HU, PH, UL, GE
Credits 3
Prerequisites
None.

PS 105 : Introduction to Psychology

Students gain an introduction to the study of human behavior and cognitive processes. Topics include biological foundations of psychological processes, lifespan development, learning theory, personality theory, perception, memory, states of consciousness, stress and emotions and social psychology, among others.
Discipline SS, PS, CR, GE
Credits 3
Prerequisites
None.

PS 107 : Social Deviance

This course discusses the intricacies of social behavior and perception. How does social stigma and deviance factor into an individual's mental health and wellbeing? Parallels will be drawn between social treatment and interactions with stereotyped individuals and their long-term mental health levels. As much as psychological stability is based on the nuances of brain activity and capacity, there is a strong correlation between the treatment of those with prosocial behavior versus seemingly antisocial behavior and their mental stability. Students will strive to make and understand those connections in this class.
Discipline SS, GE
Credits 1

PS 110 : Developmental Psychology

Developmental Psychology studies human growth and development across the entire lifespan. Students learn the characteristics of development from conception to death and the various influences on the development of human beings. Topics include the biological, physical, cognitive, and socioemotional aspects of human development.
Discipline SS, PS, GE
Credits 3
Prerequisites
None.

SO 105 : Introduction to Sociology

This course provides an introduction to basic concepts and theoretical perspectives of sociology, which can be defined as the study of social and group behavior. This course provides a survey of major sociological thinkers and key topics, including the social context, the sociological perspective, and the ways in which social interactions, social institutions, social structures, and social changes affect ourselves and our world.
Discipline SS, GE
Credits 3
Prerequisites
None.

SP 150 : Spanish for Health Professionals

This course provides both future and current health professionals an introduction to the Spanish language and the cultures of Spanish-speaking persons. Students will gain familiarity with basic written and oral vocabulary to prepare them for interactions with Spanish-speaking patients in a variety of settings. No previous experience with the Spanish language is required.
Discipline HU, SS, DI, GE
Credits 3
Prerequisites
None.

SS 100 : Student Success

This course is designed to help students learn and improve skills and strategies that are essential to academic success. Topics include professionalism, time management, study skills, note-taking, test-taking strategies, stress management, reading strategies, and paper writing, among others.
Discipline GE
Credits 1
Prerequisites
None

WL 101 : Yoga

In this course, students practice foundational yoga poses to improve strength, flexibility, and balance in the body. Emphasis is placed on bringing awareness and mindfulness to the body through practicing a series of poses and breathing techniques to promote a mind body connection.
Discipline GE
Credits 1
Prerequisites
None.

WL 103 : Fitness and Nutrition for You

Fitness and Nutrition for You will explore both emerging and established topics pertaining to fitness and nutrition. This course covers fitness and nutrition principles as applied to one's own food and exercise choices to build a foundation of health for one's future.
Discipline GE
Credits 1
Prerequisites
None

Nursing (15-month Option)

NR 322 : Fundamentals of Nursing II

This course introduces students to advanced concepts and skills related to professional nursing practice. Nursing process and clinical judgment are utilized to design care for patients with common health alterations. Emphasis is placed on therapeutic communication and competencies related to quality and safety in the provision of patient care. These concepts and skills are presented in the classroom and applied in the lab setting.
Credits 2
Theory Hours 15
Lab Hours 45
Prerequisites
Health Assessment; Fundamentals of Nursing I

NR 335 : Evidence-Based Practice

This course introduces students to evidence-based practice (EBP) and quality improvement processes. Emphasis is placed on the appraisal of evidence to prepare students for the provision of care based on current knowledge, theory, and research.
Credits 3
Prerequisites
Admission to the 15-month program

NR 350 : Nutrition for Health Promotion and Disease Prevention

This course introduces students to the interrelationships among nutrition, food and the environment that have an impact on health. Topics include the basics of good nutrition throughout the lifespan with a focus on the practical application of nutritional principles related to the nurse's role in health promotion, disease and injury prevention, and illness and injury management.
Credits 2
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 352 : Pathophysiology

This course provides students the foundation to achieve an understanding of pathophysiology associated with diminished health states. Prior knowledge of anatomy and physiology is integrated into the principles of health alterations for selected disease and injury processes. Students begin to acquire critical thinking and clinical reasoning skills as a basis for developing clinical judgment in the care of adult patients with diverse healthcare needs.

Credits 3

Prerequisites

Admission to the 15-month program.

NR 353 : Nursing Research

This course introduces students to the research process and how current evidence is translated into practice. Emphasis is placed on the critique of research and other forms of evidence to prepare students for the provision of care based on current knowledge, theory, and research.

Credits 3

Prerequisites

All previously required and concurrent courses per the academic plan or consent of faculty.

NR 355 : Introduction to Professional Nursing

This course introduces students to the foundation for professional practice. Strategies for success in the profession are reviewed. Students define their philosophical beliefs about nursing while exploring the nurse's role within the context of the healthcare delivery system. Legal and ethical aspects of healthcare are presented. This knowledge enables students to begin the process of socialization into nursing.

Credits 2

Prerequisites

None.

NR 356 : Pharmacology I

This course introduces students to the scope of pharmacology in nursing practice and the nurse's role and responsibilities in relation to medication administration. Legal, ethical, and lifespan considerations are discussed. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of patient health. Students develop foundational knowledge about major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching.

Credits 2

Prerequisites

Admission to the 15-month program.

NR 358 : Health Assessment in Nursing

This course provides students with a framework for conducting systematic history and physical assessments of adults. Students focus on skill development, diversity, and communication. Critical thinking skills are developed as students learn to collect, organize, analyze and document subjective and objective findings. This course includes a lab component.

Credits 4

Theory Hours 3

Lab Hours 1

Prerequisites

Anatomy & Physiology and Introduction to Human Development.

NR 363 : Pharmacology II

This course continues to build on the application of pharmacology in nursing practice. Emphasis is placed on the nurse's role and responsibilities in relation to medication administration. Students develop foundational knowledge about major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic and pharmacodynamic factors in drug therapy are examined in relation to the major body systems and management of patient health. Legal, ethical, and lifespan considerations are discussed.

Credits 2

Prerequisites

Pharmacology I

NR 364 : Health Assessment

This course provides students with a framework for conducting comprehensive history and physical assessments of the healthy adult. Emphasis is placed on developing health assessment skills and communication strategies. Students will be introduced to variations related to different ethnicities. Critical thinking skills are developed as students learn to collect, organize, analyze, and document subjective and objective findings.

Credits 3
Prerequisites
Admission to the 15-Month option

NR 366 : Fundamentals of Nursing

This course introduces students to concepts and skills fundamental to professional nursing practice. These concepts and skills are presented in the classroom and applied in lab settings. The nursing process is introduced and used to design care for client with common health alterations. Emphasis is placed on competencies related to quality and safety in the provision of client care. This course includes a lab component.

Credits 4
Theory Hours 3
Lab Hours 1
Prerequisites
NR 352, NR 356, NR 358, or consent of the faculty.

NR 370 : Psychosocial Nursing

This course prepares students to provide safe, effective, and holistic nursing care to clients with psychiatric and mental health disorders across the lifespan and throughout diverse health care settings. Student learning focuses on the use of therapeutic communication techniques, motivational interviewing methods, therapeutic use of self when providing nursing care, and collaboration with the intra- and interprofessional health care teams and partnerships.

Credits 2
Prerequisites
Pharmacology II

NR 372C : Fundamentals Clinical Practicum

This clinical course focuses on the professional nursing roles as the student develops foundational health assessment and nursing skills in the clinical setting. Emphasis is placed on competencies related to quality and safety in the provision of patient care. This course is the clinical application of NR 358 Health Assessment in Nursing and NR 366 Fundamentals of Nursing.

Credits 2
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 375 : Maternity

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through the postpartum period. Emphasis is placed on promoting wellness through teaching and family-centered care.

Credits 2
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 379 : Adult Health I

This course provides students with the foundation for nursing care of adults with respiratory, cardiovascular, renal disorders, and related fluid and electrolyte imbalances. Concepts in basic electrocardiogram (ECG) interpretations and nursing implications are discussed. Clinical reasoning and judgment are integrated into the principles of health promotion, disease and injury prevention, and illness and injury management of adult patients in diverse healthcare settings.

Credits 3
Prerequisites
Fundamentals of Nursing I; Pharmacology II; concurrent with Fundamentals of Nursing II.

NR 383 : Adult Health II

This course provides students with the foundation for nursing care of adults with endocrine, immune, musculoskeletal, neurological disorders, and related fluid and electrolyte imbalances. Clinical reasoning and judgment are integrated into the principles of health promotion, disease and injury prevention, and illness and injury management of adult patients in diverse healthcare settings.

Credits 3
Prerequisites
Adult Health I, Fundamentals of Nursing II, Pharmacology II.

NR 391 : Adult Health III

This course provides students with the foundation for nursing care of adults with gastrointestinal, cancer, reproductive, eyes/ears/nose/throat, skin disorders, and related fluid and electrolyte imbalances. Concepts of perioperative nursing care are discussed. Clinical reasoning and judgment are integrated into the principles of health promotion, disease and injury prevention, and illness and injury management of adult patients in diverse healthcare settings.
Credits 3
Prerequisites
Adult Health II

NR 415 : Health in Senior Adults

This course prepares students to understand nursing practice in caring for healthy older adults. Emphasis is placed on exploring the expected physical, psychological, and social changes of aging. Students will apply best care practices in promoting optimal health and holistic care to prevent illness and maximize function.
Credits 1
Prerequisites
Health Assessment, Pathophysiology

NR 420C : Foundations Clinical

This clinical course focuses on the development of professional nursing roles with an emphasis on effective communication, health assessment, health promotion and maintenance, quality and safety in the provision of client care. Students will develop foundational nursing skills in a clinical and/or community setting.
Credits 2
Prerequisites
Health Assessment, Fundamentals of Nursing I, Health in Senior Adults, Pharmacology I, Pharmacology II (or taking concurrently).

NR 429 : Health Equity and Diversity

This course focuses on the issues of diversity, equity, and inclusion in healthcare. Issues of health disparities, social determinants of health, and population needs are explored. Implications for nursing practice and health policy are analyzed.
Credits 2
Prerequisites
All 300 level courses.

NR 434 : Nursing Care of the Older Adult

This course identifies the complexities of aging providing students with an understanding of evidence-based gerontological nursing care. Chronic physical, mental, and neurodegenerative disorders common in later life, changes in living environments, family issues, and death and dying are explored. While physical health issues are addressed, facilitating the process for clients to maintain the highest quality of life is a major emphasis.
Credits 2
Prerequisites
Adult Health II or concurrent.

NR 435 : Simulations for Specialty Populations

This course provides students with opportunities to apply their knowledge, skills and abilities related to specialty nursing practice areas in a simulated clinical environment. Students enhance their communication, teamwork, and inter-disciplinary collaboration skills while developing clinical judgment and their ability to deliver quality care.
Credits 2
Prerequisites
Adult Health III, Adult Nursing Care Clinical II, Pediatrics, Maternity, Psychosocial Nursing, Nursing Care of the Older Adult, and concurrent Critical Care Nursing.

NR 441C : Adult Nursing Care Clinical I

This course provides students opportunities to apply nursing knowledge and skills while caring for adult patients in the clinical setting. Emphasis is placed on clinical judgment in the delivery of evidence-based person-centered care, effective communication, and patient education.
Credits 2
Prerequisites
Fundamentals of Nursing II, Fundamentals Clinical, Adult Nursing Care I.

NR 442C : Adult Nursing Care Clinical II

This course provides students opportunities to apply nursing knowledge and skills while caring for adult patients in the clinical setting. Emphasis is placed on clinical judgment, time management, and delegation in the delivery of evidence-based person-centered care.
Credits 2
Prerequisites
Adult Nursing Care Clinical I.

NR 452C : Adult Acute Care Clinical Practicum

This clinical course provides students with opportunities in an adult acute care setting where concepts of illness and disease management are applied. Health promotion and maintenance, disease prevention and health protection are integrated into the care of diverse populations. Students enhance critical thinking and professional communication skills. Evidence-based clinical decisions are made in the provision of patient care.
Credits 3
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 453 : Nursing Synthesis

This course promotes and develops clinical judgement with emphasis on the use of the nursing process. Students engage in the process of assimilating information, analyzing data, and making decisions regarding client care.
Credits 1
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 454 : Nursing Leadership

This course focuses on the changing roles of the professional nurse in complex and diverse healthcare systems. Theories of leadership, management, as well as social, political, and economic forces are examined. Emphasis is on interprofessional partnerships, quality, safety, and the legal and ethical implications of the role of the professional nurse. Current healthcare trends and issues are analyzed.
Credits 3
Prerequisites
All previously required courses per academic plan.

NR 455 : Pediatrics

This course provides students with the basis for the collaborative care of clients from infancy through adolescence and their families. The nurse's role in health promotion, disease and injury prevention, and illness and injury management and a population health focused approach is explored.
Credits 2
Prerequisites
All previously required courses per curriculum plan or consent of faculty.

NR 456 : Adult Health III

This course provides students with the foundation for the nursing care of adult clients experiencing gastrointestinal (GI) disorders, cancer and the care of the client and family during the organ donation process. Students enhance clinical judgment skills as they integrate evidence-based findings with the principles of health promotion, disease and injury prevention, and illness and injury management.
Credits 2
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 458C : Specialty Clinical Practicum

This clinical course provides students with the opportunity to care for clients within specialty populations while working with intra- and interdisciplinary teams. Emphasis is placed on the diverse healthcare needs of the population of interest.
Credits 1
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 461 : Gerontological Nursing

This course prepares students to deliver competent and humanistic care to older adults. Students apply best care practices for the older adult in health promotion and maintenance, disease prevention, and illness management including atypical presentations and end-of-life care. Emphasis is placed on the assessment of an older adult's functional status and health expectations during life transitions.
Credits 3
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 464C : Adult Acute Care Clinical Practicum II

This clinical course provides students with opportunities to enhance care for clients with increasingly complex healthcare needs in an adult acute care setting. Students develop time management, organization, delegation, and prioritization skills while integrating clinical judgment, professional nursing roles, general education, effective communication, and health promotion into the care of diverse clients.
Credits 2
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 468C : Specialty Nursing Simulation Practicum

This course provides students with opportunities to apply their knowledge, skills and abilities related to specialty nursing practice areas in a simulated clinical environment. Students enhance their communication, teamwork and inter-disciplinary collaboration skills while developing clinical judgment and their ability to deliver quality care.
Credits 2
Prerequisites
Successful completion of all 300 level nursing courses. In addition, NR 452, NR 453, NR 455, NR 456, NR 461, NR 464, and concurrent enrollment in NR 474.

NR 469C : Specialty Nursing Clinical

This clinical course provides students with the opportunity to care for patients within specialty populations while working with intra- and interdisciplinary health care teams. Students further develop clinical judgment and professional communication skills. Emphasis is placed on the diverse health care needs of specialty populations.
Credits 1
Prerequisites
Adult Health III, Adult Nursing Care Clinical II, Maternity, Pediatrics, Psychosocial Nursing, Nursing Care of the Older Adult, or consent of faculty.

NR 474 : Critical Care Nursing

This course provides students with the basis for the collaborative care of clients and their families encountering complex health issues. Students enhance clinical judgment skills as they apply to the management of critically ill clients.
Credits 3
Prerequisites
Adult Nursing Care III

NR 481 : Public & Community Health Nursing

The focus of this course is on individuals, families, communities, and systems. The nursing role is expanded with emphasis on health promotion, disease and injury prevention, illness and injury management, facilitated by health teaching and appropriate use of community resources. Students will further develop knowledge about vulnerable populations, health equity and the social determinants of health. Students explore the economic and political factors that affect health care. Critical thinking is used to address current evidence-based practice and epidemiological processes.
Credits 3
Prerequisites
Health Equity & Diversity

NR 482C : Public/Community Health Practicum

This clinical course provides students with the opportunity to care for clients within community and public health settings. Students work with an intra- and interdisciplinary team to address the unique health care needs of individuals, families, communities, and vulnerable populations. Students practice health promotion, disease and injury prevention, and illness and injury management.
Credits 2
Prerequisites
All previously required courses per the academic plan or consent of faculty.

NR 483C : Capstone Clinical Practicum

This clinical will include experiences similar to those that students will encounter as a newly prepared professional nurse. Students will work with a nurse preceptor in diverse clinical settings, allowing them the opportunity to synthesize professional nursing concepts, engage in collaboration, delegation, and coordination of care as part of the intra- and interdisciplinary team.
Credits 2
Prerequisites
All previously required courses per the academic plan.

NR 485 : Advanced Nursing Synthesis

This course enhances transition to professional nursing practice and assists with preparation for the national licensure examination for registered nurses. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex clients.
Credits 1
Prerequisites
All previously required and concurrent courses per the academic plan or consent of faculty.

NR 495 : Preparation for Practice

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to professional nursing practice and assists with preparation for the national licensure examination for registered nurses. Concepts related to the role of the nurse as a member of the profession, provider of patient-centered care, patient advocate, and member of the healthcare team will be explored. Emphasis is placed on clinical judgment when caring for complex clients.
Credits 2
Prerequisites
All previously required course per academic plan.

Nursing (Traditional Option)

NUR 103 : Professional Foundations

This course introduces students to concepts basic to nursing practice. Issues and processes related to the professional roles are explored. Self-awareness of personal wellness and the concept of professional wellness are introduced. Students explore individual philosophical beliefs about nursing. This knowledge enables students to begin the process of socialization into professional nursing.
Credits 1
Prerequisites
None

NUR 105 : Nutrition and Wellness for Nursing

This course provides a foundation for nursing care and the basic principles of nutrition. The nursing process and the development of critical thinking skills are introduced. Students develop therapeutic communication skills and teaching strategies with sensitivity to the cultural needs of the patient. This course explores concepts of nutrition and integrative therapies related to health promotion and maintenance, disease prevention and illness management across the lifespan.
Credits 2
Prerequisites
None

NUR 111 : Nursing Foundations I

This course introduces students to the foundation for professional practice. Students define their philosophical beliefs about nursing while examining the nurses' role within the context of the health care delivery system. The beginning concepts of professional communication, legal and ethical aspects of health care, nursing process, clinical judgment, and safety are explored. This knowledge enables students to begin the process of socialization into nursing.
Credits 1
Prerequisites
None

NUR 125 : Nutrition

This course provides a foundation of the basic principles of nutrition. Introduced within the course will be the interrelationship amongst nutrition, food, and the environment and the related impact this has on health. Topics include the basics of nutrition, macronutrients, micronutrients, phytonutrients, and wellness along with the impact they have on health promotion and maintenance, disease and injury prevention, and illness management.
Credits 1
Prerequisites
None

NUR 202 : Health Assessment

This course provides students with a framework for conducting systematic history and physical assessments of adults. Students focus on skill development, diversity, and communication. Critical thinking skills are developed as students learn to collect, organize, analyze and document subjective and objective findings. This course includes a lab component.

Credits 3
Prerequisites
Anatomy & Physiology; Introduction to Human Development; sophomore standing in nursing, or consent of the faculty.

NUR 203 : Pathophysiology I

This course assists students to achieve an understanding of the pathophysiology associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations related to cellular biology, genetics, musculoskeletal disorders, mechanisms of cellular defense, fluid and electrolytes, digestive, and neurologic function.

Credits 2
Prerequisites
All previously required support courses; sophomore standing in nursing or consent of the faculty.

NUR 204 : Pathophysiology II

This course assists students to achieve an understanding of the pathophysiology associated with diminished health states within an individual. Prior knowledge of anatomy and physiology will be integrated into the principles of health alterations related to cardiac, acid-base balance, renal, hematologic, stress, cancer, pulmonary and endocrine function.

Credits 2
Prerequisites
All previously required support courses: General Chemistry, Anatomy & Physiology, Microbiology, sophomore standing in nursing or consent of faculty.

NUR 205 : Pharmacology

This course assists students to develop a foundation of pharmacotherapeutics, principles of pharmacology, drug classifications and nursing implications. Students develop knowledge of the nurse's role and responsibilities in drug therapy. Legal, ethical and lifespan considerations will be discussed as they apply to the nurse's role. The student will study major classifications of drugs using a structured, systematic approach that includes general principles of drug actions, therapeutic effects, adverse reactions, and nursing considerations.

Credits 3
Prerequisites
General Chemistry, Anatomy & Physiology, and Microbiology, sophomore standing in nursing or consent of the faculty.

NUR 209 : Fundamentals of Nursing Care

This course introduces students to the nursing process and the nursing care of clients with common health alterations. Fundamental nursing concepts and skills are presented in the classroom and applied in lab settings. Emphasis is placed on competencies related to quality and safety in the provision of client care. This course includes a lab component.

Credits 4
Prerequisites
All previously required support courses; sophomore standing in nursing or consent of the faculty.

NUR 210C : Fundamentals Clinical

This clinical course focuses on the professional nursing roles as the student develops foundational health assessment and nursing skills in the clinical setting. Emphasis is placed on competencies related to quality and safety in the provision of client care. This course is the clinical application of NUR 209 Fundamentals of Nursing and NUR 202 Health Assessment.

Credits 2
Prerequisites
All previously required support courses; sophomore standing in nursing or consent of the faculty.

NUR 212 : Nursing Foundations II

This course introduces students to fundamental concepts and skills related to professional nursing practice. Nursing process and clinical judgment are utilized to design care for patients with common health alterations. Emphasis is placed on therapeutic communication and competencies related to quality and safety in the provision of patient care. These concepts and skills are presented in the classroom and applied in the lab setting.

Credits 3

Prerequisites

All previously required courses per academic plan.

NUR 213 : Nursing Foundations III

This course introduces students to advanced concepts and skills related to professional nursing practice. Nursing process and clinical judgment are utilized to design care for patients with common health alterations. Emphasis is placed on therapeutic communication and competencies related to quality and safety in the provision of patient care. These concepts and skills are presented in the classroom and applied in the lab setting.

Credits 2

Prerequisites

All previously required courses per academic plan.

NUR 215 : Health Assessment in Nursing

This course provides students with a framework for conducting comprehensive history and physical assessments of the healthy adult. Emphasis is placed on developing health assessment skills and communication strategies. Students will be introduced to variations related to different ethnicities. Critical thinking skills are developed as students learn to collect, organize, analyze, and document subjective and objective findings.

Credits 3

Prerequisites

Anatomy & Physiology I & II, Medical Terminology, or consent of the faculty.

NUR 220C : Foundations Clinical

This clinical course focuses on the development of professional nursing roles with an emphasis on effective communication, health assessment, health promotion and maintenance, quality, and safety in the provision of client care. Students will develop foundational nursing skills in a clinical and/or community setting.

Credits 2

Prerequisites

Health Assessment in Nursing, Nursing Foundations II, Healthy Aging, Pharmacology I, Pharmacology II (or taking concurrently

NUR 222 : Pathophysiology

This course provides students the foundation to achieve an understanding of pathophysiology associated with diminished health states. Prior knowledge of anatomy and physiology is integrated into the principles of health alterations for selected disease and injury processes. Students begin to acquire critical thinking and clinical reasoning skills as a basis for developing clinical judgment in the care of adult patients with diverse healthcare needs.

Credits 3

Prerequisites

Anatomy & Physiology I & II, Medical Terminology, Chemistry, or consent from faculty.

NUR 231 : Pharmacology I

This course introduces students to the basic principles of pharmacology in nursing practice. Emphasis is placed on the nurse's role and responsibilities in relation to medication administration. Students develop foundational knowledge about major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic and pharmacodynamic factors in drug therapy are examined in relation to the major body systems and management of patient health. Legal, ethical, and lifespan considerations are discussed.

Credits 2

Prerequisites

Anatomy & Physiology I & II, Pathophysiology, Chemistry

NUR 232 : Pharmacology II

This course continues to build on the application of pharmacology in nursing practice. Emphasis is placed on the nurse's role and responsibilities in relation to medication administration. Students develop foundational knowledge about major drug classifications using a structured, systematic approach that includes general principles of drug activity, major actions, therapeutic effects, adverse reactions, nursing implications, evaluation, and patient teaching. Pharmacokinetic and pharmacodynamic factors in drug therapy are examined in relation to the major body systems and management of patient health. Legal, ethical, and lifespan considerations are discussed.

Credits 2
Prerequisites
Pharmacology I

NUR 252 : Healthy Aging

This course prepares students to understand nursing practice in caring for healthy older adults. Emphasis is placed on exploring the expected physical, psychological, and social changes of aging. Students will apply best care practices in promoting optimal health and holistic care to prevent illness and maximize function.

Credits 1
Prerequisites
Anatomy & Physiology I & II, Health Assessment in Nursing, Pathophysiology

NUR 310 : Adult Health and Illness I

This course provides students with the basis for the nursing care of adults with cancer, alterations in immune responses, endocrine, gastrointestinal, hematologic, and musculoskeletal disorders. Evidence-based practice guidelines will be integrated into the course content. This course prepares students to incorporate pharmacological therapies into professional nursing practice. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention and illness management.

Credits 4
Prerequisites
All previously required support courses; junior standing in nursing or consent of the faculty.

NUR 312 : Adult Health and Illness II

This course provides students with the basis for the nursing care of adults with respiratory, cardiovascular, neurological, reproductive, and urinary disorders. Evidence-based practice guidelines will be integrated into the course content. This course prepares students to incorporate pharmacological therapies into professional nursing practice. Students enhance critical thinking skills as they integrate the principles of health promotion and maintenance, disease prevention and illness management.

Credits 4
Prerequisites
All previously required support courses; junior standing in nursing or consent of the faculty.

NUR 314C : Adult Clinical I

This clinical course provides students with opportunities in an adult acute care setting. Students will demonstrate advanced skills in the lab and apply them in the clinical setting. Health promotion and maintenance, disease prevention and illness management will be integrated into the care of diverse client. Emphasis is placed on critical thinking, pharmacology, professional communication, and professional nursing roles. Evidence-based clinical decisions will be applied to the provision of client-centered care.

Credits 3
Prerequisites
All previously required support courses; junior standing in nursing or consent of the faculty.

NUR 316C : Adult Clinical II

This clinical course provides students with increasingly complex opportunities in an adult acute care setting. Health promotion and maintenance, disease prevention and illness management will be integrated into the care of diverse clients. Emphasis is placed on critical thinking, pharmacology, professional communication, and professional nursing roles. Evidence-based clinical decisions will be analyzed in the provision of client-centered care.

Credits 3
Prerequisites
All previously required support courses; junior standing in nursing.

NUR 318 : Nursing Care of the Child-Bearing Family

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through the postpartum period. Emphasis is placed on promoting wellness through teaching and family-centered care.
Credits 2
Prerequisites
All previously required support courses; junior standing in nursing or consent of the faculty.

NUR 320 : Nursing Research

This course introduces students to the research process and how current evidence is translated into practice. Emphasis is placed on the critique of research and other forms of evidence to prepare students for the provision of care based on current knowledge, theory, and research.
Credits 3
Prerequisites
All previously required support courses; junior standing in nursing or consent of the faculty.

NUR 322 : Psychiatric Mental Health Nursing

This course prepares students to provide safe, effective, and holistic nursing care to psychologically compromised clients across the lifespan and throughout diverse healthcare settings. Student learning focuses on the use of therapeutic communication techniques, therapeutic use of self when providing nursing care and collaboration with intra- and inter-professional healthcare teams.
Credits 2
Prerequisites
All previously required support courses; junior standing in nursing or consent of the faculty.

NUR 331 : Adult Nursing Care I

This course provides students with the foundation for nursing care of adults with respiratory, cardiovascular, renal disorders, and related fluid and electrolyte imbalances. Concepts in basic electrocardiogram (ECG) interpretations and nursing implications are discussed. Clinical reasoning and judgment are integrated into the principles of health promotion, disease and injury prevention, and illness and injury management of adult patients in diverse healthcare settings.
Credits 3
Prerequisites
Nursing Foundations II; concurrent Nursing Foundations III and Pharmacology II

NUR 332 : Adult Nursing Care II

This course provides students with the foundation for nursing care of adults with endocrine, immune, musculoskeletal, neurological disorders, and related fluid and electrolyte imbalances. Clinical reasoning and judgment are integrated into the principles of health promotion, disease and injury prevention, and illness and injury management of adult patients in diverse healthcare settings.
Credits 3
Prerequisites
Adult Nursing Care I, Nursing Foundations III, Pharmacology II

NUR 333 : Adult Nursing Care III

This course provides students with the foundation for nursing care of adults with gastrointestinal, cancer, reproductive, eyes/ears/nose/throat, skin disorders, and related fluid and electrolyte imbalances. Concepts of perioperative nursing care are discussed. Clinical reasoning and judgment are integrated into the principles of health promotion, disease and injury prevention, and illness and injury management of adult patients in diverse healthcare settings.
Credits 3
Prerequisites
Adult Nursing Care II

NUR 357 : Evidence-Based Practice Concepts

This course introduces students to evidence-based practice (EBP) and quality improvement processes. Emphasis is placed on the appraisal of evidence to prepare students for the provision of care based on current knowledge, theory, and research.
Credits 3
Prerequisites
Statistics

NUR 362 : Mental Health Nursing

This course prepares students to provide safe, effective, and holistic nursing care to clients with psychiatric and mental health disorders across the lifespan and throughout diverse health care settings. Student learning focuses on the use of therapeutic communication techniques, motivational interviewing methods, therapeutic use of self when providing nursing care, and collaboration with the intra- and interprofessional health care teams and partnerships.
Credits 2
Prerequisites
Introduction to Psychology, Developmental Psychology, Pharmacology II, Nursing Foundations III

NUR 408 : Advanced Concepts Theory

This course provides students with the basis for the collaborative care of clients and their families encountering complex health issues. Students enhance clinical judgment skills as they apply to the management of critically ill clients. Concepts in basic EKG interpretation and nursing implications are discussed.

Credits 4

Prerequisites

All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 410 : Gerontological Nursing

This course prepares students to deliver competent and humanistic care to older adults. Students will apply best care practices for the older adult in health promotion, disease and injury prevention, and illness and injury management including atypical presentations and end-of-life care. Emphasis is placed on the assessment of an older adult's functional status and health expectations during life transitions.

Credits 3

Prerequisites

All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 412 : Pediatric Nursing Theory

This course provides students with the basis for the collaborative care of clients and their families from infancy through adolescence. The nurse's role in health promotion, disease and injury prevention, illness and injury management, and a population focused approach is explored.

Credits 2

Prerequisites

All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 414C : Specialty Clinical

This clinical course provides students with the opportunity to care for clients within specialty populations while working with intra- and inter-professional healthcare teams. Students further develop clinical judgment and professional communication skills. Emphasis is placed on the diverse healthcare needs of the population of interest.

Credits 1

Prerequisites

All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 416C : Specialty Clinical II

This clinical course provides students with opportunities to care for clients within specialty populations. Students enhance their evidence-based nursing practice as it relates to health care outcomes. Emphasis is placed on the diverse healthcare needs of the population of interest.

Credits 2

Prerequisites

All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 418 : Nursing Leadership

This course integrates leadership and management principles in preparing students for professional roles within diverse healthcare settings. The legal, ethical, and political responsibilities of the nurse are analyzed. Students critically examine emerging trends, issues, and their implications for collaborative professional practice.

Credits 3

Prerequisites

All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 420 : Community and Public Health Nursing

This course prepares students for entry level practice in community and public health settings. The focus of care is on individuals, families, communities, and vulnerable populations. Students explore the social determinants of health, as well economic and political factors that affect healthcare. The nursing role is developed with emphasis on health promotion, disease, injury prevention, and illness and injury management facilitated by health teaching and appropriate use of community resources. Critical reasoning is used to address current evidence-based practice and epidemiological processes.

Credits 4

Prerequisites

All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 422C : Community and Public Health Clinical

This clinical course provides students with the opportunity to care for clients within community and public health settings. Students work with an intra- and interdisciplinary team to address the unique healthcare needs of individuals, families, communities, and vulnerable populations. Students practice health promotion, disease and injury prevention, and illness and injury management.
Credits 2
Prerequisites
All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 424C : Leadership Clinical

This clinical course focuses on the integration of the roles of a professional nurse in clinical practice. Emphasis is placed on collaboration, delegation, and coordination of the intra- and inter-professional teams in providing care to diverse populations within the healthcare setting. Students are provided opportunities to participate in the change process to ensure safety and quality in healthcare.
Credits 2
Prerequisites
All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 426 : Nursing Synthesis Theory

This course enhances the transition of students into professional nursing practice and assists with preparation for the national licensure examination for registered nurses. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex clients.
Credits 1
Prerequisites
All previously required support courses; senior standing in nursing or consent of the faculty.

NUR 429 : Equity and Diversity in Nursing

This course focuses on the issues of diversity, equity, and inclusion in healthcare. Issues of health disparities, social determinants of health, and population needs are explored. Implications for nursing practice and health policy are analyzed.
Credits 2
Prerequisites
All 200 and 300 level courses.

NUR 431C : Adult Clinical I

This course provides students opportunities to apply nursing knowledge and skills while caring for adult patients in the clinical setting. Emphasis is placed on clinical judgment in the delivery of evidence-based person-centered care, effective communication, and patient education.
Credits 2
Prerequisites
Foundations Clinical, Adult Nursing Care III

NUR 432C : Adult Clinical II

This course provides students opportunities to apply nursing knowledge and skills while caring for adult patients in the clinical setting. Emphasis is placed on clinical judgment, time management, and delegation in the delivery of evidence-based person-centered care.
Credits 2
Prerequisites
Adult Clinical I

NUR 434 : Gerontological Nursing

This course identifies the complexities of aging providing students with an understanding of evidence-based gerontological nursing care. Chronic physical, mental, and neurodegenerative disorders common in later life, changes in living environments, family issues, and death and dying are explored. While physical health issues are addressed, facilitating the process for clients to maintain the highest quality of life is a major emphasis.
Credits 2
Prerequisites
Adult Nursing Care II or concurrent.

NUR 440 : Critical Care Nursing

This course provides students with the basis for collaborative care of patients and their families encountering complex health issues. Students will enhance clinical judgment skills specific to the management of critically ill patients.
Credits 3
Prerequisites
Adult Nursing Care III

NUR 443 : Pediatrics

This course provides students with the basis for the collaborative care of patients and their families from infancy through adolescence. The nurse's role in health promotion, disease and injury prevention, and illness and injury management is explored. A population focused approach is integrated throughout the course.
Credits 2
Prerequisites
Developmental Psychology, Adult Nursing Care III

NUR 446 : Maternity

This course provides students with the basis for the collaborative care of women, infants, and their families from preconception through postpartum. Emphasis is placed on promoting wellness through teaching and family-centered care.
Credits 2
Prerequisites
Adult Nursing Care III

NUR 448 : Nursing Leadership

This course focuses on the changing roles of the professional nurse in complex and diverse healthcare systems. Theories of leadership, management, as well as social, political, and economic forces are examined. Emphasis is on interprofessional partnerships, quality, safety, and the legal and ethical implications of the role of the professional nurse. Current healthcare trends and issues are analyzed.
Credits 3
Prerequisites
All courses prior to the final semester of the program.

NUR 460 : Transition in Nursing Practice

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to professional nursing practice and assists with preparation for the national licensure examination for registered nurses. Concepts related to the role of the nurse as a member of the profession, provider of patient-centered care, patient advocate, and member of the healthcare team will be explored. Emphasis is placed on clinical judgment when caring for complex clients.
Credits 2
Prerequisites
All courses prior to the final semester of the program.

NUR 461 : Specialty Nursing Simulation

This course provides students with opportunities to apply their knowledge, skills and abilities related to specialty nursing practice areas in a simulated environment. Students enhance their communication, teamwork, and inter-disciplinary collaboration skills while developing clinical judgment and their ability to deliver quality care.
Credits 2
Prerequisites
Adult Nursing Care III, Adult Clinical II, Critical Care Nursing, Pediatrics, Maternity, Mental Health Nursing, Gerontological Nursing

NUR 462C : Specialty Clinical

This clinical course provides students with the opportunity to care for patients within specialty populations while working with intra- and interdisciplinary health care teams. Students further develop clinical judgment and professional communication skills. Emphasis is placed on the diverse health care needs of specialty populations.
Credits 1
Prerequisites
Adult Nursing Care III, Adult Clinical II, Critical Care Nursing, Pediatrics, Maternity, Mental Health Nursing, Gerontological Nursing

NUR 464 : Public & Community Health Nursing

The focus of this course is on individuals, families, communities, and systems. The nursing role is expanded with emphasis on health promotion, disease and injury prevention, illness, and injury management, facilitated by health teaching and appropriate use of community resources. Students will further develop knowledge about vulnerable populations, health equity and the social determinants of health. Students explore the economic and political factors that affect health care. Critical thinking is used to address current evidence-based practice and epidemiological processes.
Credits 3
Prerequisites
All courses prior to the final semester of the program.

NUR 468C : Population Health Clinical

This clinical course provides students with the opportunity to care for clients within community and public health settings. Students work with an interprofessional team to address the unique health care needs of individuals, families, communities, and vulnerable populations. Students practice health promotion, disease and injury prevention, and illness and injury management.

Credits 2
Prerequisites
All courses prior to the final semester of the program.

NUR 485C : Capstone Clinical

This clinical will include experiences similar to those that students will encounter as a newly prepared professional nurse. Students will work with a nurse preceptor in diverse clinical settings, allowing them the opportunity to synthesize professional nursing concepts, engage in collaboration, delegation, and coordination of care as part of the intra- and interdisciplinary team.

Credits 2
Prerequisites
All courses prior to the final semester of the program.