

# 2019-2020

## Diagnostic Cardiac Sonography

### *Handbook and Catalog*



*Bellin College*



Welcome from the President



Dear Bellin College Student,

It is a pleasure to welcome you to Bellin College, which offers programs of study in both nursing and medical imaging. Since 1909, the College has provided a rich and stimulating environment that promotes learning in every student who enters our program. You'll learn and grow beyond your expectations. Personally, I have been a part of the College for over 25 years and truly enjoy all that Bellin College has to offer the students.

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

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

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

Positively,

*Dr. Connie J. Boerst*

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

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**July 2019** if discrepancies exist between official Bellin College Medical Imaging Guide Handbook & Catalog, printed materials, and electronic information, the most current digital copy of the Guide available on the College website shall have precedence unless other sources specifically state that they are the official source in lieu of the digital copy of the Guide.

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

# **The Bellin College Diagnostic Cardiac Sonography Guide Handbook & Catalog 2019-2020**

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## Introduction to Bellin College

### **Mission Statement**

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

### **Values**

Excellence – being the best

Integrity – honest and ethical behavior

Community – partnership and shared participation

Caring – empowering relationships based on empathy and respect

### **Vision**

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

### **College Purposes**

To provide excellent educational programs which are responsive to the community.

To create an intellectually stimulating environment for students, faculty, and staff.

To stimulate a climate of quality improvement.

### **Philosophy of Teaching and Learning**

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

### **Diagnostic Cardiac Sonography Philosophy**

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

### **Diagnostic Cardiac Sonography Program Goals**

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

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

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

diagnostic cardiac sonography will be maintained.

## **OBJECTIVES**

- To create and encourage an environment where professional and ethical issues are discussed and addressed.
- To help the individual diagnostic medical sonographer identify ethical issues.
- To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

## **PRINCIPLES**

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

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

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

- Obtain appropriate diagnostic cardiac sonography education and clinical skills to ensure competence.
- Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).
- Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

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

- Be truthful and promote appropriate communications with patients and colleagues.
- Respect the rights of patients, colleagues and yourself.
- Avoid conflicts of interest and situations that exploit others or misrepresent information.
- Accurately represent his/her experience, education and credentialing.
- Promote equitable access to care.
- Collaborate with professional colleagues to create an environment that promotes communication and respect.
- Communicate and collaborate with others to promote ethical practice.

- Engage in ethical billing practices.
- Engage only in legal arrangements in the medical industry.
- Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

## Directory of Faculty and Staff

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the full directory of faculty and staff. Click on About Bellin College, Directory.

## Directory of Board of Trustees

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the full listing of the Board. Click on About Bellin College, Governance.

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## College Information

### The Bellin College Diagnostic Cardiac Sonographer Handbook & Catalog Effective Dates

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

### Abbreviations

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

### Type of College

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

### Degrees Conferred

Diagnostic Cardiac Sonography (DCS) Certificate

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

### Accreditation

The College is accredited by the following agencies:

- **The Higher Learning Commission (HLC)**  
30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504  
Phone: (800) 621-7440, [www.hlcommission.org](http://www.hlcommission.org)
  - Bachelor of Science in Nursing
  - Master of Science in Nursing
  - Bachelor of Science in Radiologic Sciences
  - Bachelor of Science in Diagnostic cardiac sonography
  - Approved for Distance Education Courses and Programs
- **Commission on Collegiate Nursing Education (CCNE)**  
655 K Street NW, Suite 750, Washington, DC 20001  
Phone: (202) 887-6791, [www.ccneaccreditation.org](http://www.ccneaccreditation.org)
  - Bachelor of Science in Nursing
  - Master of Science in Nursing

- **Joint Review Committee on Education in Radiologic Technology (JRCERT)**  
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182  
Phone: (312) 804-5300, [www.jrcert.org](http://www.jrcert.org)
  - Bachelor of Science in Radiologic Sciences
- **Wisconsin Board of Nursing, Wisconsin Department of Safety and Professional Services**  
1400 East Washington Avenue, Madison, WI 53703  
Phone: (608) 266-2112, <http://dsps.wi.gov>
- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**  
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763  
Phone: (727) 210-2350, <https://www.caahep.org>
- **American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE)**  
1111 North Fairfax St., Alexandria, VA 22314-1488  
Phone: (703) 684-2782, <https://www.abptrfe.org>
- **American Academy of Orthopedic Manual Physical Therapists (AAOMPT)**  
8550 United Plaza Boulevard, Suite 1001, Baton Rouge, LA 70809  
Phone: (225) 360-3124, <https://www.aaompt.org>
- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**  
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763  
Phone: (727) 210-2350, [www.caahep.org](http://www.caahep.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](http://www.jrcdms.org)

## Memberships

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Health Sciences Education Consortium (AHSEC)
- American Registry of Radiologic Technologists (ARRT)
- American Registry for Diagnostic Medical Sonography (ARDMS)
- Joint Review Committee on Education in Radiology Technology (JRCERT)
- National Association of College Admissions Counselors
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- North Central Association of Colleges and Schools
- SARA (State Authorization Reciprocity Agreement) Distance Learning
- Society of Diagnostic Medical Sonographers (SDMS)
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)
- Wisconsin Association of Independent Colleges and Universities (WAICU)

## Affiliations

### Collegiate

Students may take some of the required general education courses at accredited two or four-year institutions. Bellin College does offer many general education courses.

### Clinical/Practicum

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

## Our History

Bellin College has a long, rich history and a distinguished reputation as an excellent educational institution. In 1909, the college began as a diploma school when it enrolled three students. The name was the Deaconess Sanitarium Training School for Nurses. Many changes occurred over time and though the commitment to providing an excellent education for healthcare providers continues. While the first students practiced in a small building that accommodated only 17 patients, the current students have many varied experiences in four large hospitals and more than 85 clinical agencies including nursing homes, home health, and a variety of community settings.

In 1925, 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 first graduates of the Cadet Nurses Corp graduated in 1944. Accreditation by the State of Wisconsin occurred in the 1930's 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 housed not only 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 upon 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, the accelerated transfer option (21month nursing program) 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 Masters of Science in Nursing 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 10 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 of their general education courses and receive their nursing degree in 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 100<sup>th</sup> year anniversary.

The Radiologic Sciences program had a long standing history at 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 granted approval 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 a RN to BSN program. The first class graduated in 2017 and now the program is open to the public. The curriculum is unique and supports 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, the operating room, critical care, as well as primary care exam rooms to meet the changing needs of simulation and inter-professional education.

In 2016, the Board of Trustees granted approval to begin offering a Bachelors of Science degree in Diagnostic cardiac sonography (BSDMS). 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 degree. The first class was admitted in fall of 2016. Additional space was completed in the HSRC area to accommodate a lab and two high end technology classrooms.

Growth continues for all programs as well as new initiatives. In 2016, the first nursing assistant program was offered to a local high school to support the needs for more opportunities for students within the healthcare field. The programs continue to be a popular option for high school students. Another method to attract and attain high school students for health professions in the Hands on Healthcare Initiative. This program is offered to high school students to spend a day at the college learning about the different options in healthcare. Students rotate through seven stations and gain knowledge through hands on experiences. In fall of 2017, this program was expanded by offering a mobile Hands on Healthcare unit via an ambulance, bringing this experience to students within their school.

In 2017, The Board of Trustees approved the exploration of offering a Doctor of Science in Physical Therapy. This program is being developed to help secure the educational faculty needed for physical therapy education.

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. Bellin College continues to grow and expand program offerings to meet the future needs of the communities it serves.

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## Campus Information

### **Bellin College Campus-Quick Reference**

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

#### **First Level**

- Academic Affairs
- Admissions
- BC Express Café and Vending Area
- Business and Finance
- Classrooms
- Conference Rooms
- Dean of Allied Health Sciences
- Dean of Nursing
- Dean of Student Services
- Information Technology
- Program Directors- BSN, BSRS, BSDMS, MSN, General Education
- Reception Desk (Student Concierge and Security)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Mailboxes
- Student Services- One Stop Shop (Registrar, Bursar, Advisor and Accommodations Coordinator, Director of Financial Aid, Information Technology and Student Services Coordinator)
- Vice President of Business and Finance

#### **Second Level**

- Board, Executive, Faculty Conference Rooms
- Student Success Center
- Development, Public Relations, and Alumni Offices
- College Assessment Program (CAP) director
- Faculty, Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)
- Presidential Suite
- Wellness Center

#### **Lower Level**

- |  |                                 |
|--|---------------------------------|
| • Advance Practice/Procedure Room                                | • High Tech Classrooms -Two (2) |
| • Bed Simulation Labs - Three (3)                                | • ICU/Pediatric/Emergency Suite |
| • Birthing Suite   | • Lactation Room                |
| • CT/MRI Simulator Classroom                                     | • Mammography Simulation Lab    |
| • Debriefing Room  | • Medication Rooms              |
| • Diagnostic Medical Sonography Lab                              | • Practice Lab                  |
| • Four (4) Exam Room   | • Radiology Labs                |
| • Health Assessment Labs   | • Simulation Control Rooms      |
| • Health Science Resource Center Coordinators                    | • Skills Lab                    |
| • Health Science Resource Center Director/Simulation Coordinator | • Staff Offices                 |
| • Health Sciences Resource Center Technology Specialist          | • Student Lounge                |
|  | • Surgical Suite                |

## 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 after 4:30 p.m. until closing.
- The College Main Entrance door is open to the public during regular business hours from 7:00a.m. – 4:30p.m. (M-F).
- Personal ID badge is always to be worn and is required to access back doors.
- Individual college department hours of operation are 8:00a.m. – 4:30p.m. (M-F). Students will not have access via ID swipe cards before or after regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

Find the latest building hours for students at the website below: <https://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 be worn at all times 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).
- Student ID badges must be worn at all times when on Bellin College property and during Bellin College clinical training.
- All students are responsible for safeguarding their own ID badge. Lost or stolen ID badges should be reported immediately to IT Services or Security to be disabled.
- Upon graduation, student ID badges are returned to and collected by the Student Services Department Assistant (room 106).
- The Academic Advisor is responsible for collecting student ID badges of students leaving the College due to withdrawal or dismissal, and giving them to the Student Services Department Assistant for deactivation and disposal.
- All badges are to be returned to the Student Services Department Assistant (room 106) for disposal.

### Replacement ID Badge:

Fees associated with replacement badges are defined below.

Lost, stolen or damaged badge	\$10 replacement fee
Name change	\$10 replacement fee

## Counseling and Support Services

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

The Student Assistance Program is staffed with master's-prepared counselors 24/7, including weekends and holidays. This program is designed to provide life and wellbeing resources related to personal issues before it affects the person's health, family life, or performance level. They can be contacted at: 800-634-6433. Please see the Dean of Student Services for more information.

## Bellin College Wellness Center

The Bellin College Campus has a Wellness Center accessible to students and college employees. The use of the exercise equipment and facilities are available at designated times. Showers and lockers are available. There is no membership cost associated with the use of the Bellin College Wellness Center.

## Smoke Free/Tobacco Free Campus

Bellin College is a smoke and tobacco free campus. All areas of the College are designated as non-smoking/non-vaping/non-tobacco areas. Additionally, smoking, vaping, or the use of any tobacco products 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, and chewing tobacco. Products that produce the illusion of tobacco use (i.e., e-cigarettes) are also prohibited as they do not promote a healthy lifestyle.

## **Food and Beverages**

Food and beverages are allowed throughout the building as long as the beverage container is covered.

Exceptions include the following areas:

- Library, where computers are located
- Student Success Center
- Health Sciences Resource Center (HSRC) Areas
- Beverages will not be allowed in the simulation rooms or medical imaging rooms.
- Food is not allowed in any lab training or practice area.

## **Student Lounge**

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

## **Emergency Student Contact**

### **Contacting students**

Students should inform their families that calls of an urgent or emergency nature are to be directed to the Bellin College Student Services – One Stop Shop Office at (920-433-6699). Office personnel will attempt to locate the student as soon as possible.

### **Emergency contact numbers**

It is important that student emergency contact information remain up-to-date. Students can update the emergency contact information via the “My BC” portal.

## **Emergency Procedures**

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

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

During any types of drills for all students and employees are expected to vacate the building. Student should familiarize themselves with the Bellin College campus emergency evacuation plans posted throughout the building.

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

## **Individual(s) Needing Medical Assistance**

Personnel on the Bellin College Campus must provide assistance to all persons experiencing a medical need on Bellin College premise.

1. If an individual is unresponsive, call 911 first.
2. Notify security of all persons requiring medical assistance.
  - a. Assess for pulse and breathing, perform basic life support (BLS) until EMS arrives.
  - b. Fill out Safety Zone report and Student Performance Notification.
3. Check the person for life-threatening conditions and give necessary care, by following these guidelines:
  - a. Do no further harm.

- b. Monitor the person's breathing and consciousness.
  - c. Help the person rest in the most comfortable position.
  - d. Keep the person from getting chilled or overheated.
  - e. Reassure the person.
  - f. Give any specific care as needed.
    - i. Basic first aid kits are available on each floor.
      - 1. Lower Level: Room L-12 Nurses desk.
      - 2. First floor: Concierge desk
      - 3. Second floor: Cabinet in back of Student Success Center.
    - ii. Automatic electronic defibrillator (AED) is located on the first floor at the Concierge desk.
  - a. Determine if there is a RN, NP, MD, DO, or PA available that can by licensure assess the individual and assist person as appropriate.
  - b. If the individual requires additional medical evaluation/intervention beyond basic first aid, recommend the individual obtain further medical evaluation.
    - i. If the individual refuses, complete documentation in Safety Zone noting refusal of further medical care.
    - ii. If the individual agrees to further medical evaluation, assist in arranging transportation to medical facility. Complete documentation in Safety Zone.
  - c. Security will notify administration, College President, and the Leader of Security as to the incident.
4. Security will:
- a. Assess the scene, contact needed community resources as needed, escort any further resources to the scene or delegate to another individual as needed.
  - b. Notify administration as appropriate to the incident.

## **Campus Safety and Security**

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

Security is provided during regular hours of operation that the students have access. During the school year, security personnel patrol the campus after regular business hours, and will have a primary desk area in the main floor atrium. The campus is defined as the College building, grounds, and parking lots. During regular business hours safety concerns and/or suspicious activity should be reported to the Bellin Security Officer onsite (920-433-4301) or the Student Services One Stop Shop Office by calling (920-433- 6699).

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

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

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

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

Bellin College is required to publish campus crime and security information on a yearly basis. The 2016-2017 Security Report showed zero arrests, violations, or criminal incidents on campus.

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

## **Weapons on Campus**

The College campus is also 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 a firearm, taser, billy club, or other weapons of any kind 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.

As required by law, in Wisconsin, persons with a license to lawfully carry a weapon may have a licensed weapon in their personal vehicle, whether in the company parking lot or while engaging in work related travel off premises, however, students lawfully carrying a weapon in their personal vehicle must ensure that the weapon is stored safely and securely 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 searching book bags, purses, briefcases, personal vehicles, jackets, and apparel, or other items or areas in which a weapon may be hidden. Searches may be conducted by Bellin College leadership, leadership appointees, security or local authorities. To the extent Bellin College leadership requests the search and the student is present, the student may refuse the search; however, such refusal can result in dismissal of student for refusal to cooperate.

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. 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 you become aware of anyone violating this policy, or if you 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.

Please see the Bellin College website at <https://www.bellincollege.edu/campus-life/safety-and-security> for the full report.

## **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.

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

### **Website:**

Check [www.bellincollege.edu](http://www.bellincollege.edu) for cancellations.

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## **College and Academic Resource**

### **Library Resources/Photocopying and Printing**

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

### **Phone:**

(920) 433-6659 Email: [library@bellincollege.edu](mailto:library@bellincollege.edu)

### Research Assistance

Library staff is available to assist with locating information, using electronic and print resources, and operating library equipment.

### Photocopying/Printing

The copyright law of the United States (Title 17, United States) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the Internet. Please keep this in mind when using electronic and print resources.

### How to Access the Library Web Site?

The library website can be accessed two ways:

Canvas course page (recommended access)

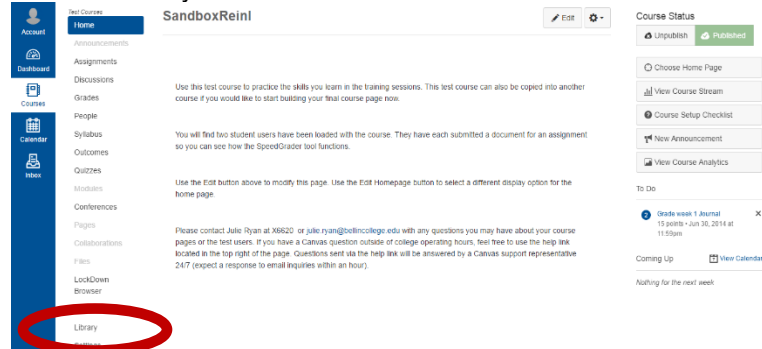
Bellin College website under *Quick Links*

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

### How to Access the Library Web Site Via Canvas?

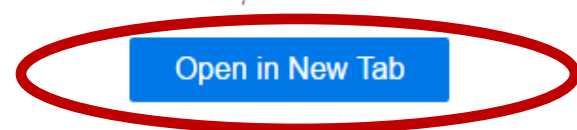
Log into your course page

Click on Library



Click on Open in New Tab

To visit the URL, click the button below.

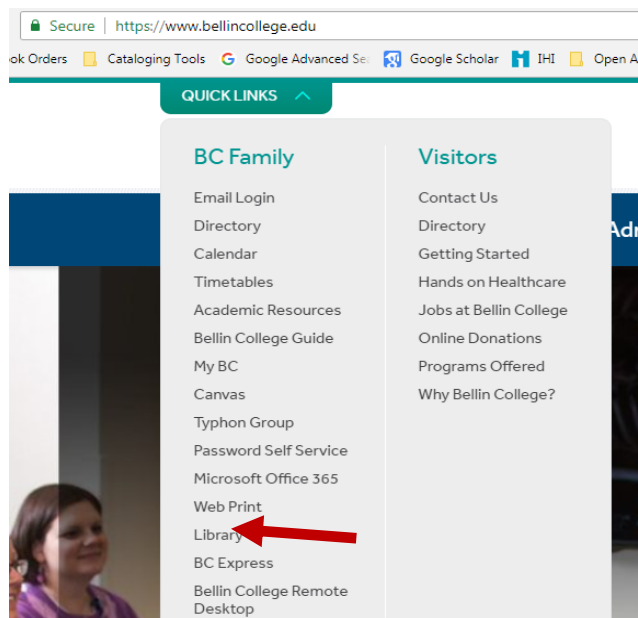


### How to Access the Library Web Site Via the Bellin College Home Page?

Go to the Bellin College home page: <https://www.bellincollege.edu>

Click on Quick Links

Scroll down and click on Library



## Library Web Site

Watch [Hendrickson Library: Introduction to the Library Website](#) for an overview of the library web page and its contents.

Hendrickson Library: HOME

HOME SERVICES HELP SHEETS / TUTORIALS POLICIES ABOUT THE LIBRARY

**CONTACT US**  
PHONE: 920-433-6659  
FAX: 920-433-1939  
E-MAIL: [library@bellincollege.edu](mailto:library@bellincollege.edu)

**HOURS**  
[Bellin College Students/Faculty/Staff](#)  
Spring/Fall sessions  
Monday – Friday 7:30 a.m. – 8:00 p.m.  
**Breaks**  
Monday – Friday 8:00 a.m. – 4:30 p.m.  
**Visitors**  
Monday – Friday 8:00 a.m. – 4:30 p.m.

**IN SEARCH OF...**

Discovery Search Books Databases Journals Videos

Find articles, books, videos, and more using a single search box:

Keyword

Limit Your Results:  
☐ Full Text ☐ Peer Reviewed ☒ Catalog Only

Are you unsure as to where to begin your research? Do you need resources readily available through the library? If yes, the Discovery Search tab may be your answer. The Discovery Search is a tool that allows you to search *many* of the library's resources in a single search.

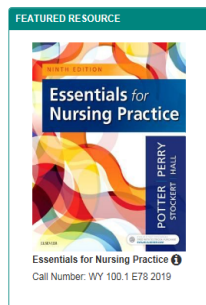
The Discovery Search option does not search every resource the library has to offer. It is recommended to search an individual database if you need to do a comprehensive literature search or if you would like to take advantage of a database's unique search features.

**SUBJECT GUIDES**

- [Copyright](#)
- [Nursing Theory and Theorists](#)
- [Writing and Citing](#)

Search this Guide Search

**LIBRARY NEWS & ANNOUNCEMENTS**  
• [What's New–May/June 2018](#)



## EZproxy

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



## EZProxy Access to Electronic Resources

For Bellin College faculty, staff, and students:

1. Enter your Bellin College username and password in the appropriate fields below and click the Login button.
2. If you are having difficulty with this process, you can contact the helpdesk via email at [helpdesk@bellincollege.edu](mailto:helpdesk@bellincollege.edu)

Please enter your Bellin College username:

Please enter your Bellin College password:

### Availability of a Particular Journal

To determine whether or not the Hendrickson Library has access to a particular journal title follow these steps.

Click on the **Journals** tab on the library home page.

Click on the [Publication Finder](#) link.

Type the journal title in the search box. Click on **Search**.

The screenshot shows the 'Full Text Finder' interface. At the top, it says 'Searching: Library Publications'. Below this is a search box with the placeholder text 'Enter title, subject or ISSN/ISBN' and a 'Search' button. A checkbox labeled 'Keep search limiters' is checked. On the left side, there is a 'Refine Results' section with a 'Current Search' box containing 'Find all my search terms: British Journal of Sports Medicine'. Below this is a 'Limit your results' section with a checkbox for 'Peer Reviewed Journals'. The main search results area shows 'Search Results: 1 - 1 of 1' for the 'British Journal of Sports Medicine'. It lists the ISSN as 0306-3674, 1473-0480, the subject as Sports Medicine, and the resource type as Journal. Below this is a 'Search within Publication' box. A red rectangle highlights a section titled 'Full Text Access' which lists four options: 'Ballin Health Print Collection 2013-2018', 'EBSCO Open Access Medical and Health Collection 01/01/1970 - 12/31/2005', 'Free Access Journals (HighWire) 01/01/1984 - 12/31/2005', and 'Journals@Ovid 02/01/2000 - present'.

Sample Entry: The **British Journal of Sports Medicine** is available in both print and electronic formats. Please read the dates carefully for availability.

For more detailed information on how to use the Publication Finder search option, watch [Search for Journal Titles](#).

### Requesting Articles

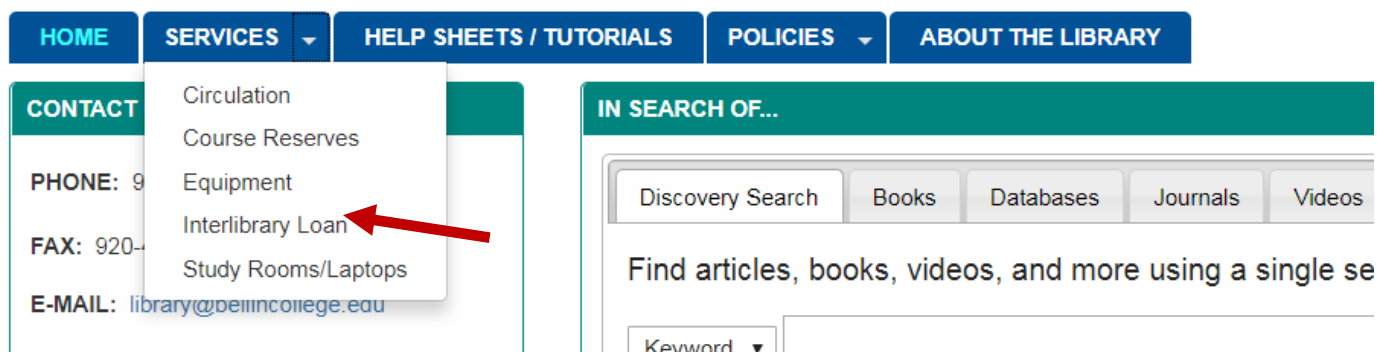
How do I request articles?

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 with an \* 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** tab on the Hendrickson Library home page (see below).

# Hendrickson Library: HOME



## 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 whether or not the Hendrickson Library has access to a particular book follow these steps.

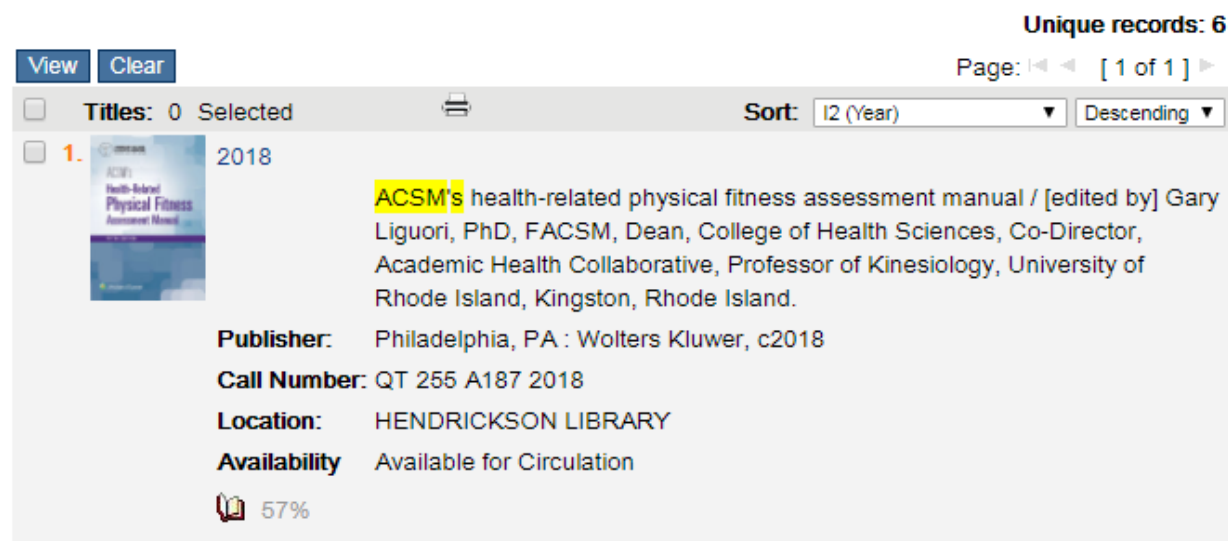
Click on the Books tab on the library home page.

Select **Title** or **Author** from the Field box.

Type the book title or author's name in the search box. Click on **Go**.

Sample Entry:

The **ACSM's Health-Related Physical Fitness Assessment Manual** is available in the Hendrickson



Library's print collection. It can be checked out and mailed to off-site students.

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

## Requesting Books

### What books may be requested?

Books held in the Hendrickson Library print collection with the exception of books designated as non-circulating.

Books 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.

**What happens after I submit my request?**

Books will be mailed out via U.S. Mail. Students/Faculty will be responsible for returning the books insured via U.S. Mail or UPS.

**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 whether or not a book can be renewed.

**Student Success Center**

All computers have access to the Internet and Microsoft Office.

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

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

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

**Writing Resources – APA Style**

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

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

The APA Manual provides examples of citations of references and answers to frequently asked questions. Students are to submit papers using APA style. Paper submission format (electronic, hard copy, single-sided, double sided) will be at the discretion of the course faculty. Information pertaining to such requirements will be communicated to students verbally at the start of each semester and will also be published in paper/project guidelines and/or the course syllabi. Students are encouraged to consult with the faculty for clarifications or seek assistance from the writing mentor.

**Information Technology – Student Technology Requirements**

Microsoft Office 2013 along with Microsoft Office 365 are the current versions of Office used by Bellin College. All submitted documentation for courses must be submitted in a Microsoft Office format.

Microsoft Office is available to download and install for all students for the duration of their enrollment at Bellin College. Once that enrollment has ended, the student will lose access to the software, and need to either uninstall Microsoft Office, or purchase their own license.

# Information Technology – Acceptable Use Policy

## Introduction

The College provides technology resources for the primary purpose of supporting the academic, administrative, business, and communications needs of the College. All users of technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws regarding their use. This policy defines the acceptable use of these technology resources.

“Technology Resources” refers to all computers, servers, switches, firewalls, software, wiring, network components, devices, and services managed, whether owned or leased, by the College.

## Scope

This policy applies to all users of Bellin College technology resources. A “user” is defined as any individual who logs into, uses, or attempts to log into our 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 student 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 system under their use accept full responsibility for maintaining compliance with copyright laws. The use of technology resources for personal purposes is allowed as long as the following occurs:

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

## User Responsibilities

User responsibilities and expectations include but are not limited to:

- All student work is to be submitted using a Microsoft Office compatible format.
- Abide by applicable laws, College policies, contracts and license.
- Use only those technology resources and date for which you have authorization for and only in the manner and to the extent authorized.
- Respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Use technology resources only for their intended purpose.
- Protect the access and integrity of technology resources.
- Maintain privacy and security by keeping all passwords confidential.
- Respect the privacy and personal rights of others.
- Delete old and unused email and files on a regular basis.
- Maintain the accuracy of personal email distribution lists.
- Develop adequate proficiency in the tools and technologies appropriate to his/her needs.

## Inappropriate Network Usage

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

- Misuse, abuse or otherwise cause damage to technology resources.

- Employ the use of software or hardware designed to disrupt or circumvent the security of any technology resource.
- Engage in any activities designed to spy on network traffic or to access passwords, user IDs, files or programs of other users.
- Impersonate another network user.
- Access, or attempt to access, College business or another individual's data or information without proper authorization, even if not securely protected.
- Use College technology resources for non-College related activities beyond that of which the above policy states.
- Install or use any software or network hardware not approved by the Director of Technology.
- Engage in software privacy or copyright infringement. **Please note:** All software installed on College computers must be used in conformance with the license granted by the developer. Unlicensed products will be removed immediately from College computers.
- Provide access to Bellin College technology resources to individuals, groups or business outside the College community, except as authorized in writing by the President, a Dean or Vice President, or 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 attaches, 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 of the College.

### **The results of such referral may include but is not limited to:**

- Files and/or programs may be deleted.
- User accounts may be disabled.
- User access privileges may be withdrawn.
- Users may be suspended, expelled or terminated from College employment.

### **Administrative Systems**

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

## **Information Technology – Electronic Mail Policy**

### **Introduction**

Electronic Mail (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. The purpose of this policy is to ensure the proper use of the College's email system by its students.

**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 noticed and should be treated as such by the student.

## **Acceptable Use**

Reference the Acceptable Use Policy for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally. Sensitive information such as social security numbers, addresses, age, gender, etc. must not be forwarded to any party outside of the College without the prior knowledge or approval of that particular individual.

## **User Responsibility**

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

Sharing of passwords is strictly prohibited. Each user is responsible for his/her account, including the safeguarding access to the account. All 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 actually 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 be prepared to say publicly. The following practices should be following when using email:

- Use meaningful subject line when sending a message.
- Be concise and to the point.
- User proper spelling, grammar, and punctuation.
- Avoid abbreviations that the reader may not be familiar with.
- Do not attach unnecessary files.
- Use proper layout and structure.
- Do not overuse the high priority option.
- Use upper and lower case letters in your message. Messages typed in all upper case give the impression of shouting.
- Be selective about recipients to avoid wasting people's time. Use of distribution lists or 'reply to all' features of email should be carefully considered and only used for legitimate purposes.
- 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 or abuse incidents, or 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 with a need-to-know or as required by law.

### **Mailbox Size Limits**

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 with appropriate. Mailbox quotas are set at 2GB for all users.

### **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 signature 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.

### **Supported Mail Clients**

Microsoft Outlook and Outlook Web Access (through Internet Explorer) are the officially supported methods for accessing email. Use of an alternate method, such as the Outlook Express or OWA via Chrome or other Internet browser is not supported by the College.

### **SPAM and Virus Protection**

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

- **Barracuda SPAM and Virus Firewall-** used to block known SPAM sources by domain or address and also scan incoming messages to identify and quarantine virus-infected messages. A spam quarantine summary is sent to all users receiving spam on a daily basis. Users can whitelist, deliver, and delete legitimate emails from their summary.
- **AVG virus protection software-** installed on Microsoft Exchange server to prevent the introduction of viruses on the email system. Users should use proper care and actions to prevent the spread of viruses. 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 Help desk if any doubts exist; [helpdesk@bellincollege.edu](mailto:helpdesk@bellincollege.edu); (920-433-6666).

### **Information Technology – Online Verification**

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

All coursework submitted (be it online, in person, or by mail) must be an original representation of the student's work. The student who registers for Bellin College courses must be the same person who participates in, completes, and receives the academic credit. Any violation will be subject to the College Academic Misconduct policies.

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## Student Services and College Policies

### Accommodations Request for Students with Disabilities

Bellin College is in compliance with the Americans with Disabilities Act (ADA) to provide all students with the appropriate, necessary, reasonable, and affordable accommodations for those with documented disabilities. If a student anticipates requiring an auxiliary aids or services, he/she should contact the Advisor and Accommodations Coordinator, who acts as the College's Accommodations Specialist. Prior to the beginning of each academic year to discuss their needs and what documentation is required. Prior accommodations will be re-evaluated before the beginning of each academic year to determine if alterations are needed.

Accommodations are determined as a result of self-disclosure by the student of their disability. This is completed confidentially with the Advisor and Accommodations Coordinator. This is followed up with a comprehensive individualized assessment and review of the required documentation from a licensed medical professional.

The following are the written documentation requirements:

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

### College Logo

Bellin College logo is the property of Bellin College. Anyone wishing to use the logo must obtain written permission from the Marketing Director in the Development and Public Relations 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:** Logo is available in multiple file formats as well as single color versions. Please contact the Development and Public Relations department for more information.

Primary Bellin College Logo



### Social Networks Advisement

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

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

## **Title IX**

Title IX of the Education Amendments of 1972 Implementing Regulations at: 20 U.S.C & 1681 & 34 Part 106, is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities. Sex discrimination encompasses all forms of sexual violence and sexual harassment by employees, students, or third parties against students, employees, or third parties. For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/title-ix/>

All students must complete the Title IX training course(s) assigned by the Dean of Student Services. Failure to complete this mandatory training by the designated deadline will result in a “Hold” status on the student’s record. This “Hold” status will not allow the student to register for classes, receive a reference, or transcript until the training course(s) are completed and the “Hold” is removed.

## **Sexual Violence, Harassment, and Discrimination**

Bellin College’s policies and procedures are intended to afford a prompt response to reports of 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 violence, discrimination, and/or harassment.

Bellin College believes that each individual should be treated with respect and dignity and that any form of sexual violence, harassment and/or discrimination is a violation of human dignity. The College condemns sexual violence, harassment and discrimination and maintains a “zero-tolerance” for sexual violence, harassment and/or discrimination. Students, faculty, and staff have the right to work and learn free of sexual violence, harassment and discrimination. The College will take all reasonable efforts to prevent and promptly correct instances of sexual violence, harassment 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. For more information visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>

## **Complaint Process**

Bellin College seeks to resolve all student concerns in a timely and effective manner. To that end, this complaint process serves as an ongoing means for students 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 you may have. For more information 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 because of race, color, creed, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability in the admission of students, in student programs, and in the employment of College faculty and staff.

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 Dean of Student Services. 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 including sexual harassment and non-sexual harassment. Unwelcome, gender-based verbal or physical conduct which is sufficiently serious that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the institution's educational program. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation.

The Bellin College environment should be one of the positivity, civility and collaboration. Bullying/harassment in any of its forms 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.

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

- Verbal, mental and/or physical abuse.
- Threatening, humiliating, or intimidating conduct towards another person.
- Sabotage or interference that prevents completion or performance of one's academic or work responsibilities.
- Exploitation of a known psychological or physical vulnerability.
- Belittlement of others.
- Asserting superiority over others.
- Excluding others.
- Making condescending remarks to others.

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

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

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

## **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 violation 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 shows behavior which is undesirable or has a detrimental influence on other students, clients, and/or the values of the College which violate College policies will be disciplined based upon the severity of the offense.

The student has an obligation to conduct herself/himself in a manner compatible with the College's values. Therefore, the student has the following responsibilities.

### **Responsibilities Related to Persons**

Students shall:

- Never act in a manner that would pose a threat to the health (physical and/or mental) or safety of a member or members of the College community.
- Never conducts self in a disorderly, lewd, indecent, obscene manner on College controlled property or at College sponsored or supervised functions.
- Always conducts self 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 a College employee and a student is deemed unprofessional and is therefore prohibited, unless the two persons are married. A violation of this policy may result in disciplinary action including dismissal for unprofessional conduct.

### **Responsibilities Related to Classroom/Coursework**

All coursework submitted must be an original representation of the student's work. Plagiarism, unauthorized collaboration, and/or submission of another person's work are not permitted. The student who registers for Bellin College courses be the same person who participates in and completes and receives the academic credit.

### **Responsibilities Related to Persons**

Students shall:

- Never act in a manner that would pose a threat to the health (physical and/or mental) or safety of a member or members of the College community.
- Never conducts self in a disorderly, lewd, indecent, or obscene manner on College controlled property or at College sponsored or supervised functions.
- Always conducts self appropriately to reflect a professional 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 persons are married. A violation of this policy may result in disciplinary action including dismissal for unprofessional conduct.

### **Responsibilities Related to Operation of the College**

Students shall:

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

### **Responsibilities Related to Welfare, Health and Safety**

Students shall:

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

Students not in compliance with these responsibilities are subject to disciplinary action including: monitoring, probation, or dismissal. An immediate suspension may result when the student's behavior threatens the health or safety of others. This suspension will be in effect until the incident has been investigated by the President's Cabinet and results in the student's return to good standing, probation or dismissal.

### **Student Bill of Rights**

- Students have a right to engage in a sustained and independent search for truth, utilizing good judgement.
- Because freedom to teach and the freedom to learn are inseparable facets of academic freedom, students should exercise their right to learn and to teach in a responsible manner.
- Students have the 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 judgement about matters of opinion.
- Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
- Students have the assurance that information about their views, beliefs, and political associations which instructors acquire in the course of their work is considered confidential and is not released without their knowledge or consent and should not be used as a basis of evaluation.
- Students have a right to a responsible voice in the determination of the curriculum.
- Students have a right to examine their permanent education records and be aware of the conditions governing its disclosure, according to the established school policy.
- Students and ac are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
- Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.
- The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.
- Students have a right to be informed of standards of behavior guidelines set by the institution which it considers essential to its educational mission and its community life.
- Students have the right to belong or refuse to belong to any organization of their choice.
- Students have a right to a voice in the establishment of the dress code.
- Students have a right to periodically review grading systems with faculty for clarification and better student-faculty understanding.
- Students have the right to participate in an educational environment at Bellin College free of harassment or intimidation.

### **Dress Code Policy for Students**

The purpose of this policy is to provide direction for appropriate appearance/professional image in the lab on setting.

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

#### **Hair, Nails, and Make-Up:**

- Hair should be neatly styled, clean and drawn back from the face.
- Barrettes, hair clips, and headbands must be plain and without ornamentation. Hair ribbons are not allowed.
- Headscarves (worn as a symbol of religious faith) may be worn but must be contained when working in patient care areas.
- Hair cannot be extreme in color or style.
- Beards, sideburns, and mustaches must be neatly trimmed.

- Make-up should be conservative in color, style or 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.

#### Jewelry, Body Piercings, Tattoos:

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

#### General Considerations:

- Students are expected to practice good hygiene.
- No scents should be worn.
- No gum is allowed.
- Discretion must be used if wearing uniforms in other public area.
- Undergarments which are not visible need to be worn under all light-colored attire.
- Hats/caps are not to be worn in any clinical setting or in an exam situation.
- Religious headwear is exempt.

### 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. Approval for exceptions must be obtained from the appropriate Medical Imaging Program Director prior to attending clinical.

### Alcohol and Drug Policy

Bellin College is 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.

Students in the medical imaging programs, must follow procedures related to the national board examination offered by the American Registry of Radiologic Technologists (ARRT) or by the American Registry for Diagnostic Medical Sonographers (ARDMS) in order to determine eligibility for state licensure.

The College does not oversee the personal lives of College community members on or off campus. However, everyone is expected to be responsible for his/her own conduct and abide by all state laws and follow College policies and guidelines. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance or alcohol is prohibited within the Bellin College building, on the campus grounds or in other settings in which the faculty, staff, or students may be carrying on the business of the College. Any exceptions to the College policy of not serving alcoholic beverages at College-sponsored events must be approved through the President's Office. Consumption of alcohol at such events must be in moderation.

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

### Leave of Absence

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

Requests for Leave of Absence must be approved prior to departure on leave, with the exception of bereavement and certain personal necessity leaves. Supporting documentation must accompany the

request for leave (i.e. military orders, medical documentation, jury duty notification, etc.) Leave of Absences are not allowed for students to attend another institution.

Students should contact the Bellin College Academic Office when requesting to return from a leave of absence. Students must provide supporting documentation will differ for each situation (i.e. medical release from a licensed healthcare professional, medical release, etc.), before permission to return from a leave of absence is granted. The official return date and course program of study will be discussed prior to the return date.

## **Family Educational Rights and Privacy Act (FERPA)**

Bellin College complies with the Family Education Rights and Privacy Act (FERPA). Once enrolled, all students have a right to inspect and review most of their educational records maintained about them by Bellin College under FERPA of 1974 (as amended). Under most circumstances, no personally 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 control and supervision of the Registrar of Bellin College. Exceptions for record release under FERPA include the following: Release of directory information (Please see below for what is considered directory information.) Instances when state or federal agencies request information essential to fulfill legal requirements for accreditation.

- Requests from agencies or organizations from which students have received financial aid.
- Requests in accordance with a lawful subpoena or court order.
- Requests from College officials with legitimate educational interests if the need to review an education record is in order to fulfill his/her professional responsibility. (Please see below for the definition of a College official).

A College official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such 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 his/her records prior to January 1, 1975.
- Dates of attendance, year in college, and enrollment status.
- Academic honors
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

**Please note:** Students wishing to keep confidential some or all of the “directory information” must complete a form available in the Student Services – One Stop Shop Office. Students must be aware that placing a FERPA “Hold” on all records includes limiting the College’s ability to provide reference request. Within our student information visible to other students.

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

Students may not have access to:

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

### **Student and Exchange Visitor Information System**

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

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

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

- Submit a written request to the Registrar identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day they receive a request for access, Bellin College will usually be able to make arrangements for access within 10 business days. The Registrar will notify the student of the time and place where the records may be inspected.
- Allow a College official (Registrar or Dean of Student Services) to be present when the record is reviewed.
- Sign a required waiver of responsibility of the College for further confidentiality if copies of any information are made and given to the student.

Students have the right to seek deletion or modification of information contained in their education records that they believe is inaccurate or misleading. Academic or clinical grades given in individual units and/or courses are an exception. Students should write the College official responsible for the record. In the communication, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failure by Bellin College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 2020-4605

For more information visit:

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

### **General Data Protection Regulation (GDPR)**

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

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## Student Health and Safety Policies

### **Fitness for Class, Lab, and Clinical**

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

- When a student/faculty member/College staff suspects that a student may be unfit for class/lab/clinical, she/he should report their observations to the person supervising the student. Observed behaviors must be documented by supervising person and witnesses prior to leaving class/lab/clinical that day.
- Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor will be requested to undergo a drug and alcohol test by their faculty member or appropriate Administrative member of the College at the time of the observed behavior.
- The student will be removed from class, lab, or clinical with assistance from the faculty and/or Administrative member. Students will not be allowed to leave unescorted.
- A voluntary signature will be obtained on a consent and release from 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 possible dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test).
- Transportation home of the student involved in a reasonable cause circumstance, whether tested or not, will be arranged by the faculty member or appropriate Administrator to prevent the student from attempting to operate her/his own vehicle while under the possible influence of drugs and/or alcohol. These efforts may include contacting law enforcement officials if necessary.
- Any faculty member or other person who has reasonable cause to suspect that a student is under the influence of drugs and/or alcohol will submit a written statement of all observations made.
- When a student's drug/alcohol screening is positive and an 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. Signed return to school contract, as coordinated by the Dean of Student Services which may include additional drug and/or alcohol testing prior to return to class or clinical, as well as additional drug and/or alcohol tests, without notice, at anytime, within 24 months from the date.
  3. Successful completion of the 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.

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

## **Student Pregnancy**

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

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

It is the responsibility of the student who thinks or knows she is pregnant to inform the appropriate Program Director and complete the required paperwork. During that meeting, potential implications to the academic plan will be discussed. The Program Director will inform course faculty so that reasonable steps are taken to plan client care assignments that will help protect the student's health and the pregnancy.

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

### **Student Supervision in Clinical Setting**

Students are required to adhere to the Student Supervision in Clinical Setting Policy. Students may scan patients without direct supervision as long as an appropriately credentialed registered sonographer back scans the student to ensure the images were adequate and no pathology was missed. The back scanning can take place prior to or after student scanning. If competency has not been shown in the specific exam, the sonographer must be present for the history taking and exam explanation.

## **Injury Reporting**

If injured or underwent surgery, the student should inform his/her course faculty. 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 his/her faculty member. Basic first aid will be provided by the College. If further medical care is warranted, the student will be referred to his/her healthcare provider or taken to the Emergency Department. The cost for care will be billed to his/her health insurance.

Student 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 the Bellin College incident report form. Any significant exposure must be reported immediately to the faculty member. If the injury occurs at Bellin Hospital, the student reports to EHS, or in their absence, reports 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 statement to the Academic Office indicating any restrictions and/or if the student is able to resume classroom, lab, and/or clinical activities.

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

## **Malpractice Insurance**

Malpractice insurance is not required as students evaluate the malpractice issue and obtain coverage prior to their first clinical course if they choose. The College liability only covers students during College-sponsored activities. Malpractice insurance coverage is available through professional insurance agencies.

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## Tuition and Fees – 2019 – 2020

### 2019-2020 Tuition

#### Tuition Costs

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

#### Tuition

The 2019-2020 tuition charge for sonography is \$998 per credit.

#### Out-of-State Tuition

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

#### Veteran Applicants Tuition

##### Federal Veteran Benefits

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

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

Please refer to the [Department of Veterans Affairs](#) website for further clarification on eligibility for the following programs:

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

Additional Information:

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

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

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

For more information on Federal Veteran's Benefits, visit [www.va.gov](http://www.va.gov).

### **Application Fee**

There is no charge for online applications to any of the Bellin College programs. A non-refundable \$50 fee is charged for hardcopy applications to Bellin College.

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

### **Reservation Fee**

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

### **Mandatory Fees**

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

- Technology Fee includes the support for computers, media supplies, and web-based features.
- Lab Fee covers the cost of lab supplies associated with given course curriculum.

### **Course Audit Fee**

The tuition for auditing a course is one-third regular charge for that course.

### **National Exam and State Licensing Fee**

There are a number of variable costs related to the American Registry for Diagnostic Medical Sonographers (ARDMS) that are not covered in fees paid to Bellin College. These fees are paid directly to the vendor and have varying costs. Information for the exams and licensing is provided to students in the semester prior to graduation. Please see the respective Program Director for current information on hand.

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## **Payment Policies and Procedures**

### **Billing Statements**

Billing (tuition and fees) statements are available in the student information system before the enrollment term. Billing statements are also mailed to all students. Payment in full or partial payment with the selection of the installment payment plan must be made by the due date specified on the bill. Failure to do so may result in a \$25 late fee and class attendance restrictions will be placed on the student until satisfactory payment arrangements have been made.

### **Payment Methods**

Payments are due by the date specified in the billing statement, unless a payment arrangement has been initiated with the Bursar. Payment due dates are specified on the College website in the academic calendar. Payment(s) to Bellin College may be made via cash, personal check, certified check, or money order. MasterCard, Visa, Discover, and American Express will be accepted with an additional charge of 2.45% of transaction.

### **Overpayment of Account**

If you are utilizing financial aid and have borrowed excess funds, your account balance will show brackets (100). When an account is overpaid, the Bursar will immediately apply to the Bellin Health System for a check made payable to the student account. Refund checks are available for pick up in the Bursar's office no later than 14 days from the date of the overpayment. In most cases, these checks are available within a three (3) day period. Checks can also be mailed to the students billing address upon request. The Bursar

notifies each student when the check is available to be picked up or mailed via Bellin College email. In some cases students elect to leave all overpayments are a result of financial aid loans and grants, all students wishing to leave funds on their account will notify the Bursar of their intent via Bellin College email.

### **Installment Payment Plan**

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

### **Institutional Withdrawal Due to Nonpayment of Tuition and Fees**

If a student fails to make payment or initiate the installment payment plan by the tuition due date, the student may be institutionally withdrawn from the Bellin College program. If a student has not made adequate payment arrangements they will not be allowed to attend any classes and a "HOLD" will be placed on all records. The student will be notified of the withdrawal via certified letter.

The student may appeal this decision five (5) working days of the receipt date of the certified letter. To appeal, the student must make a written request to the Vice President of Business and Finance for reinstatement.

Satisfactory payment arrangement must be agreed upon before the student will be allowed to return to Bellin College classes. Tuition and fees charges will be based upon the tuition and fee schedule for semester charges plus the applicable late fee(s) and deferred payment fee. Institutional withdrawal decisions will be made in a fair and equitable manner by the Vice President of Business and Finance in conjunction with the Registrar, Bursar, Financial Aid Director, and other applicable College personnel.

### **Installment Plan Extension for Time**

Extension of payment due dates may be granted for extremely unusually circumstances. To request an extension of time or for an installment payment plan, please contact the Bursar before 4:00 p.m. on the day payment is originally due. If granted, extensions will be for a specified length of time. If the payment or installment payments are not made by the due date, the student may be charged a \$25 late fee and the student will be subject to the [institutional withdrawal policy](#).

Students who have previously demonstrated a tendency for late payments may not be granted exceptions and will be charged the applicable late fee(s).

### **NSF Checks (Non-Sufficient Funds)**

If any Bellin College charges are paid (e.g. tuition and fees) via a personal check from the student or the student's parent(s) and the check is returned because there are not adequate funds on deposit in that account to cover the amount of the check, Bellin College will complete the following:

- Notify the student, in writing, of the return NSF check via certified mail.
- Assess the student a \$25 NSF penalty fee.
- Require the student/parent to submit payment in full by the date designated in the certified letter. Please note: Failure to make this payment by this date will result in a late payment fee and student may be subjected to the institutional withdrawal policy.
- Require the student/parent to make all current and future payments to Bellin College by cashier's check or certified check/money order. Personal checks from any party will not be accepted.
- If payment arrangements are not met, a collection agency will be utilized. This may result in a notation on the student's credit record. All students' College records will remain on "hold" until the situation is fully resolved.

## **Tax Benefits**

If you pay for both college tuition and taxes in the same year, you may qualify for federal and state education tax benefits. While Bellin College does not provide individual tax advice, information may be obtained through a licensed tax professional or you can request information via the following website: [IRS Publication 970](#).

This IRS publication provides a comprehensive explanation of the federal education tax benefits available to you. Such programs may include Hope Credit, Lifetime Learning Credit and/or Student Loan Interest Deduction. You can access this publication online at [www.irs.gov](http://www.irs.gov).

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## **Financial Aid Policies and Procedures**

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

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## **Admissions Policies and Procedures**

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

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

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

### **Admission Decision Process**

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

Upon receipt of all application materials, an Admissions Counselor (AC) will evaluate the applicant's file for completeness of program specific requirements (, resume, credit evaluation(s), and other documents as applicable). A rubric is completed indicating all requirements have been met.

If information or requirements are not complete or satisfactory, it is documented on the rubric and then discussed during the applicant's interview. Interviews are conducted online. The interview portion of the rubric is 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 Vice President of Strategic Engagement & Public Relations is notified. The Vice President of Strategic Engagement & Public Relations, the appropriate Academic Dean, and Program Director will review all of the applicant's file materials. The admission decision will be made collaboratively between the Dean of Student Services and the Academic Program Director/Dean.

## Diagnostic Cardiac Sonography Certificate

Bellin College offers one (1) entry to students. The option is:  
Traditional 2 semester option (Fall start date)

## General Admission Requirements – Medical Imaging

Please reference the Bellin College website for the most up-to-date information. All applications are reviewed on an individual basis. Bellin College recognizes unusual circumstances may occur. This may require additional information in order to make an admission decision. For any questions contact the Bellin College Admissions Department at 920-433-6650.

### Personal Qualifications:

The applicant must demonstrate motivation, initiative, work ethic, leadership and integrity. The applicant must provide a personal resume and a copy of their ARDMS card showing vascular technology certification. Applicants must also supply the date the Sonographic Principles and Instrumentation (SPI) board exam was taken.

## Application Procedure – Medical Imaging

### Application Materials

Online applications can be found on the Bellin College website: [www.bellincollege.edu](http://www.bellincollege.edu). To apply, please submit the following:

- Bellin College application is FREE online.
- Copy of ARDMS certification card
- Date that SPI exam was successfully completed
- Personal resume
- Interview conducted for qualified applicants.

## Non-United States Citizens

Non-US citizens are encouraged to contact the Admissions Department for details. The application process remains the same per program of interest. However, the following additional documents are required:

- Proof of immigration status.
- Providing evidence of English proficiency via the TOEFL (Test of English as a Foreign Language). May be required at discretion of Program Director.
- Providing official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States).
- Taking the ACT or SAT and providing scores (if applicable).

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## Registrar Policies and Procedures

### Credit Hours Equivalency

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

Courses are reported in credits according to the following values:

Classroom: 1 credit = 15 hours

Clinical: 1 credit = 150 hours

### Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed on the basis of credits earned and grades achieved. Only grades for courses taken at Bellin College are used to

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

### **Academic Calendar**

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) under Campus Life. Click on calendar for the full academic calendar.

### **Add/Drop Dates**

Please see the Bellin College website at [www.bellincollege.edu](http://www.bellincollege.edu) for the listing of program and course add/drop dates. Click on calendar for the full academic 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(s) must complete the following:

- Consult the Advisor and Accommodations Coordinator to determine the impact on the program of study.
- An “Add” Form must be completed by the student and Advisor and Accommodations Coordinator and return to the Registrar. Add dates will be computed from the date that the official form is dated. This is the date for determination of implications of grade and tuition adjustment.
- Students adding general education courses taken at other institutions must comply with that college or university’s procedure for add/drop, but must also inform the Advisor and Accommodations Coordinator of the change.

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

### **Course Drop Procedure**

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

- Consult the Advisor and Accommodations Coordinator to determine the impact on their program of study and ability to progress in the curriculum plan.
- A “Drop” Form must be completed by the student and Advisor and Accommodations Coordinator and returned to the Registrar. A drop date is identified on the official form. This is the date for determination of implications for grade, tuition, adjustment and/or possible refund.
- Students dropping general education courses taken at other institutions must comply with that college or university’s procedure for add/drop, but must also inform the Advisor and Accommodations Coordinator of the change.
- Students who drop all courses in a required semester are considered withdrawn from the College.

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

### **Incompletes**

No more than two (2) incomplete courses can be granted in any one semester or grading period. Incompletes in more than two (2) grading periods will result in automatic dismissal from Bellin College. Students with extenuating circumstances may appeal to their Program Director.

### **Transcripts**

Bellin College transcripts are the official record of all course work attempted by a student at the College from the date of enrollment to the date of graduation or exit/withdrawal. Courses are recorded on the transcript with a letter grad 4.0 scale; not P/E and are included with the semester/cumulative grade point average (GPA).

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 grad. General education grades taken after enrollment to fulfill program requirements will be part of the consideration for satisfactory academic progress.

### **Transcript Requests**

Requests may be completed via the National Student ClearingHouse link found on the Bellin College website or from the Student Services – One Stop. Transcripts are typically completed and mailed with 1-4 business days.

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

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

### **Exit/Withdrawal Policy**

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

Students exiting the College for any reason, elective or due to College policy must meet with the Advisor and Accommodations Coordinator to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements. This will include contact with the appropriate Program Director, Financial Aid personnel, and the Bursar. Failure to meet with the appropriate personnel within five (5) work days will result in a "Hold" placed on all Bellin College records of the student.

#### **The Advisor and Accommodations Coordinator will assist the student with the exit process:**

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

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

### **Determination of Official Exit Date**

A student may electively exit or withdraw from Bellin College at any time. The College requires the student notify the College of her/his intent to withdraw in writing. The only exception to this is a personal emergency

in which a verbal intent to withdraw will be accepted. This written notification should identify the student's intended last date of class attendance, which will be the official exit date. Notification must be made to the Advisor and Accommodations Coordinator, the Dean of Allied Health, the Dean of Student Services, and the appropriate Program Director or her/his representative. If a student withdraws from the program without completing that enrollment term, the exit date will be the date the notification is received from the student. 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 Advisor and Accommodations Coordinator to complete required paperwork and related responsibilities before the last day of the enrollment period. If necessary, a follow-up appointment may be scheduled for the end of the session/semester/term in order to complete the exit process.

If a student is dismissed from the College due to academic performance issues, the official exit date will be the last day of the enrollment period.

If a student is dismissed from the College due to academic or non-academic misconduct the official exit date will be determined by the Dean of Allied Health (for academic misconduct) or the Dean of Student Services (for non-academic misconduct). If a student fails to make payment or initiate satisfactory payment arrangements by the tuition due date, the student may be institutionally withdrawn. If a student has not made adequate payment arrangements he/she will not be allowed to attend any subsequent Bellin College classes and a "Hold" will be placed on all College records of the student. The official exit date will be the last day of the enrollment period for which the charges were incurred.

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

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

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## 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 expanded opportunities online learning environment provide students and instructors to engage in active, meaningful learning through the appropriate use of technology.

Online components are a part of each and 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 in that instruction and learning activities 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 30-70% of course activities occur online; those activities can be either synchronous or asynchronous.

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

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

## Academic Advising

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

## Grading Policy

The following grading system is used to determine course achievement:

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

## Grades without Associated Grade Points

AU	Course Audit	No effect on GPA
EX	Credit by Exam	Course credit achieved by exam.
I	Incomplete	No effect on GPA until four (4) weeks after the end date of course. Grade becomes "F" if letter grade is not received within the four (4) week period or formal arrangements for completion are not made.
IP	In Progress	Represents the course in which the student is currently registered.
N	No Report or In Progress	No grade report received or course in progress.
P	Pass	Represents work was completed at or above the passing standard in a pass / fail course but is not included in the GPA calculation.
F*	Fail	Represents work was completed at lower than the passing standard in a pass / fail course but is not included in the GPA calculation.
PL	Credit for Prior Learning	Credit achieved by demonstrated learning experience.
R	Repeated Course	Designates a course repeated for grade betterment. The prior grade is removed from cumulative GPA calculation.
T	Transfer Credit	Transfer credit from a course taken at another institution of higher learning that is accepted at Bellin College.
WF	Withdrawal/Failing	Withdrawal from a course after the sixth week of a 15-week semester or after 40% of the course has been completed.
W	Withdraw	Dropped course before 40% of course is completed. No effect on GPA.

## Course Grade Reports

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

All final clinical evaluations will be retained in the student's individual portfolio for Student Achievement Tracking maintained by the College for a period of five (5) years.

## **Late Assignment Policy**

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

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

*Example: If a student received a 94% on the assignment submitted after the assignment submission deadline:*

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

Any deviation from this policy must be approved by the Program Director and be stated clearly on the syllabus.

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

## **Repeated Courses**

Students may repeat a Bellin College course in which they obtained a grade of "C" or better for the purpose of grade betterment. The repeated course grade is recorded on the transcripts and is the only grade calculated into the GPA.

## **Grade Appeal Policy**

A student may appeal a grade for computation or interpretive error. No grades will be reviewed after 20 working days from official Registrar posting unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time period.

### **Procedure**

- The grade appeal procedure is as follows:
- The student must contact the course facilitator within 10 working days of the grade return.
- The course facilitator will review with the student how the grade was determined based on written criteria in the course outlined.
- If the issue is not resolved, the student should contact the appropriate Program Director within five (5) working days. The student must present in writing the reasons he/she believes the grade should be changed. If the Program Director is also the course facilitator in the appeal, a different Program Director must handle appeal process for review of 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 (2) working days.
- The appropriate Program Director's decision on the grade appeal is final.

## **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:

Auditing of course 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 (AU).
- 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 BC.
- 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).

- Audit permission form must be completed.
- Cost is 1/3 of tuition, with appropriate fees (e.g. technology).

## **Clinical Compliance Requirements**

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

Students may be required to provide proof of clinical compliance requirements (TB, Measles, Flu Vaccination) per individual site on a case by case basis.

## **Confidentiality of Protected Health Information**

Clinical experience requires students to access protected health information about clients. The Health Insurance Portability and Accountability Act (HIPPA) requires health information about clients to be secured and kept confidential. As a student, there is a legal and ethical need to protect a client's right to privacy. Client information will not be shared in any form or medium, including written, verbal or electronic methods, with anyone other than those who are directly responsible for the patient's care and treatment. Patient identifiers include, but are not limited to: name, medical records number, and visit number, dates including birth date, date of admission and date of discharge. Patient care information will be discussed only in patient care areas, and with acute awareness of who is within hearing range.

While student may write down essential information for the preparation and care of clients, information that identifies a client in any way may not be taken from the clinical site. No records may be photocopied for any reason. It is unlawful to disclose all individually identifiable information. This relates to information about past, present and future:

- Physical and mental health
- Provision of healthcare to the client
- Payment for the client's healthcare

Violation of this policy may result in clinical and/or disciplinary probation, dismissal, and/or legal and financial consequences.

## **Licensing Examination**

A graduate of the DCS certificate program is eligible to sit and take the national board examination in Adult Echocardiography offered by the American Registry for Diagnostic Medical Sonographers (ARDMS). Please visit the ARDMS website for ethics and examination requirements prior to applying to take the exam. The College assists the student in the preparation and application process.

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# **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.

SPN's are completed by faculty in consultation with the Program Director to address academic and/or performance issue(s). Examples of SPN categories include, but are not limited to:

### **Academic Performance**

- Failure to meet course outcomes.

**Professional Performance** (inappropriate or unsatisfactory profession performance) Examples include, but are not limited to:

- Late work
- Tardiness or absence from lab/clinical
- Violations of the Dress Code Policy
- Unethical or illegal behavior
- Repeated infractions of College policies
- Persistent negative responses toward constructive feedback

### **SPN Category**

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

### **Classroom 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.
- 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 (1) 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 medical imaging as well as any Bellin College general education courses.
- Failure to maintain a 2.0 GPA each semester in Bellin College major and general education course each semester and summer semester in Diagnostic cardiac sonography and Radiologic Science as well as any Bellin College general education courses.
- Failure to attain a "C" or better in a Diagnostic cardiac sonography and Radiologic Science courses.
- Failure to attain a "C" or better in a Diagnostic cardiac sonography and Radiologic Science courses.
- 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 Diagnostic cardiac sonography and Radiologic Science courses.
- 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 jeopardize the safety of the clients, other students, or College faculty, staff, visitors, guests and/or property.

Students are required to sign the SPN from 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**

A student having failed a medical imaging science or general education course should be aware:

- A student may be allowed to continue in their program while on probation.
- A student's curriculum plan may be altered and likely extend the student's graduation date.
- Any failed course may be repeated one (1) time only.
- Placement in any course requiring repeat is subject to space availability.
- If a space is not available or the course is not offered the student may be required to exit from the College until the failed course can be repeated.
- Any undergraduate student not enrolled in a Bellin College course must exit the College. Re-application will then be necessary.
- Each student situation will be reviewed on an individual basis by the Dean of Allied Health Sciences/Program Director.

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).

While enrolled at Bellin College, a student may be unsuccessful in one major course and not be dismissed. In general, the student must repeat the failed course at Bellin College in its entirety with a passing grade before they are able to enroll into the next medical imaging course in the curriculum plan. In specific cases, a student may be allowed to continue in major courses if prerequisites and scheduling allow. Permission to require from the Faculty and Program Director prior to registration. **A second major course failure will result in dismissal.** Exceptions may apply to students who have made a program option change or students who are in their last session/semester.

### **Academic Misconduct – Overview**

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

Academic misconduct includes but is not limited to:

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

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

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

## **Academic Misconduct – Due Process Procedures**

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

### **Step 1: Faculty and Student Meeting**

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

- The faculty may conclude that the suspicion of academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty may conclude that there is sufficient evidence to support the claim of academic misconduct and reports the information to the Program Director.
- Proceed to Step 2.

### **Step 2: Program Director Notification**

The 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 student/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

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

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

### **Step 3: Dean of Allied Health Sciences Notification**

Within three (3) working days of receiving the information from the Program Director, the following may occur.

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

If the student acknowledge the behavior, and/or academic misconduct is determined by the Program Director, the Dean of Allied Health Sciences will determine the consequences following consultation with appropriate Sonography Program Director.

Furthermore, the Dean of 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 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 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 Dean of Student Services. Appeals must be received within 10 working days of termination.

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

### **Non-Academic Misconduct – Overview**

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

- For students, behaviors inconsistent with this premise are considered non-academic misconduct. Non-Academic misconduct includes but is not limited to:
- Behaviors that constitute harassment, discrimination, and/or intimidation.
- Conduct which constitutes actual, or threatened, serious danger to one's own personal health or safety, or the health and safety of any member, visitor, or guest of the College.
- Unauthorized possession, storage, or use of any weapon or explosive.
- Unlawful possession, use, distribution, or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcoholic beverages in contradiction of State of Wisconsin law and/or College policy.
- Forgery, counterfeiting, alterations, or misuse of any College record, logo, document or ID card.
- Attempts or actual stealing, destroying, or defacing materials or property belonging to the College or College members, visitors, or guests.
- Unauthorized entry into or alteration of, any Bellin College computer records, or the violation of the College Informational Technology policies and procedures.
- Failure to comply with the lawful directives of College employees or College security.
- Signing in a computer, class, clinical, or test for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching, and/or learning environment/process.
- Conduct that violates the Society of Diagnostic Medical Sonographers Code of Ethics or the American Registry of Radiologic Technologies Standards of Ethics.
- Violations of policies/procedures as stated in the Bellin College Medical Imaging 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 involving a faculty or staff member or is in a classroom/lab/clinical setting the involved faculty or staff member discusses the situation with the student within three (3) working days of the incident or becoming aware of the incident. Following then:

- The faculty or staff member may conclude that the suspicion of non-academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The faculty or staff member may conclude that there is sufficient evidence to support a claim of non-academic misconduct and reports the information to the Program Director.
- Proceed to Step 2.

## **Step 2: Program Director and Student Meeting**

The 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 student/parties to provide information regarding the allegation. Each person will be asked to document the details of the incident in writing.

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

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

## **Step 3: Dean of Student Services Notification**

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

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

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

Further more, Dean of Student Services will:

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

The decision of the Dean of Student Services is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Dean of 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 reasons and/or for behaviors that are not in accordance with College policies or values.

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

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

- A student who is unsuccessful in two (2) 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 (3) general education courses will be dismissed (see Progression Policy which also states students may repeat a failed course one time only).
- Receipt of an incomplete in more than two (2) enrollment sessions or two (2) incompletes in one semester or grading period.

- If a student is not able to progress in their curriculum plan due to space or course availability.
- Failure to pay tuition/fees by the prescribed deadline unless arrangements are made with the Bursar.
- Failure to complete the degree within six (6) years.
- The College reserves the right to dismiss any student from the program when that student's health, performance, and/or behavior jeopardize the safety or patients, other students, or College faculty, staff, visitors, and/or guests.

## Appeal of Dismissal

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

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

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

Submit the appeal to the appropriate Dean as outlined below.

Reason for Dismissal:	Student writes appeal to:
Academic Misconduct	Dean of Student Services
Non-Academic Misconduct	Dean of Allied Health Sciences
Reasons outlined in "Dismissal from Bellin College"	Dean of 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.

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

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

### Step 1: Informal Grievance Process

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

- Possible following outcome:
- The issue is resolved.
- The issue is unresolved and proceeds to Step 2.

### **Step 2: Informal Grievance Process**

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

The administrator is accountable to:

Provide the student with the name of the employee's immediate supervisor.

Notify the involved employee of the situation via a face-to-face meeting.

Arrange and meet with the involved employee, their supervisor, and the student within 3 business days of the notification of the dispute to attempt to resolve the concern at the lowest level possible.

Possible following outcome:

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

### **Step 3: Formal Grievance Process:**

If the student is not satisfied with the outcome of Steps 1 & 2, the student may begin a formal grievance process by documenting his/her grievance and the steps that have been taken to resolve the situation. The student completes the Student Grievance Procedure Step 3 Form located in the Advisor and Accommodations Coordinator 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 involved College employee with copies submitted to the employee's immediate supervisor and within three (3) business days of Step 2. The College employee has three (3) business days from receipt of the formal grievance to respond in writing to the student. A copy of the response should be provided to the employee's immediate supervisor. The immediate supervisor will provide a copy of all the formal grievance documentation and the employee's response to the student and the appropriate administrator.

Possible following outcome:

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

### **Step 4: Formal Grievance Process:**

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

The Dean of Students Services (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 Dean of Student Services (or designee) and members include: appropriate Dean of Academic Affairs, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. If any member(s) of the Committee feels he/she is unable to be impartial they will be recused and replaced with another member.

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

The Student Grievance Ad Hoc Committee may determine:

The Student Grievance is incomplete and request additional information. If additional information is required, the student or involved College employee has 3 business days to provide that information the Ad Hoc Committee.

- The Student Grievance is in favor of the student with the student's proposed resolution.
- The Student Grievance is in favor of the student with a new proposed resolution.
- The Student Grievance is dismissed and provides rationale for their decision.

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

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

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

### **Appeals Process:**

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

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/>.

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## Health Science Resource Center – Resources and Policies

### Health Sciences Resource Center

The Health Sciences Resource Center (HSRC) provides the link between theory and practice through simulated and hands-on learning experiences. A variety of learning resources are used to enhance understanding, develop psychomotor skills, and build confidence in medical imaging arts. It is comprised of:

#### Lower Level

- Advance Practice/Procedure Room
- Birthing Suite
- Three (3) Classrooms
- CPR Classroom
- CT Simulator Classroom
- Four (4) Exam Rooms
- Three (3) Bed Simulation Lab
- Health Assessment Labs
- Conference Room
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- Medication Rooms
- MRI Simulator Classroom
- Patient Lounge
- Practice Lab
- Two (2) Radiology Labs
- Simulation Control Rooms
- Two (2) Skills Labs
- Surgical Suite
- Student Lounge
- Diagnostic Sonography Lab

### Health Sciences Resource Center Guidelines

- Beverages in the Health Resource Center (HSRC) must be kept in covered containers and only in designated areas. See Bellin College "Food and Beverage Policy". No food is allowed in practice or student working areas of the HSRC.
- Children under the age of 18 are not permitted in any of the HSRC areas, unless approved by Bellin College Administration prior to the event.
- Supplies (Blood Pressure cuffs and health assessment kits, etc.) are available for overnight check out and home practice through the HSRC Coordinators, HSRC Technology Specialist or any of the Student Assistants.
- HSRC supplies are for student practice only, and are not to be utilized in direct patient care at any time.
- Designated supplies for community projects are also available for check out through the HSRC.
- Students may voluntarily serve as patients for another student during practice, testing or simulations.
- Individuals volunteering to assist as patients must be over 18 years of age.
- Non-student volunteers must sign a release form prior to participating in course activities.
- Invasive procedures may only be performed on manikins in order to protect the health and safety of our students and faculty.
- Universal precautions should be followed at all times while working in the HSRC staff.
- Records indicating student practice are shared with appropriate course faculty.
- Closed toe footwear must be worn at all times in the Health Science Resource Center (HSRC) areas due to safety precautions.

### Health Sciences Resource Center Lab Hours

Healthcare is a hands-on, practice profession. Individual competence is achieved by repetitive practice. Bellin College practice areas are available to students for review of skills, physical assessment, and radiologic procedures. Practice areas are open Mondays through Fridays, 8a.m. - 9p.m. and Saturday 8a.m. - 4p.m. Hours are subject to change during the summer and holiday periods. Additional practice times may be provided based upon student schedules, class times, and student and/or faculty requests.

The HSRC Coordinators, HSRC Technology Specialist, or Student Assistants are available to obtain any additional supplies or equipment needed for practice. Regular skill practice throughout the semester is encouraged.

### **Injury Protocol for Students in the Health Sciences Resource Center**

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

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

If a student is injured in the HSRC while under the supervision of a HSRC Student Assistant, the Student Assistant should notify the HSRC Coordinator or Security staff. Complete the incident report form. The Incident report form is then given to one of the HSRC Coordinators, and they will complete the Bellin Health Safety Zone report. Immediate care will be initiated based upon the type and extent of injury. "911" will be called for any life threatening emergencies, or as directed by the HSRC Coordinator or College administrator.

The HSRC Coordinator will forward the documentation as directed by College Administration. The appropriate Dean for review and follow up information to be entered into the Bellin Health Safety Zone as well as a copy placed in the student's health record.

### **Diagnostic Medical Sonography Lab**

There is one (1) diagnostic medical sonography skills lab in the HSRC. The lab includes four (4) sonography units, two (2) portable sonography unit, and multiple phantoms to enrich student learning and scanning skills.

### **Scanning Policies**

The use of ultrasound equipment is restricted to the sonography program faculty and the students enrolled in the Sonography Program(s). Use of the ultrasound equipment by any other nursing or allied health students is expressly prohibited and may result in disciplinary action. Students must sign both the Sonography Safety/Guidelines and Acknowledgment Form and Scanning Consent Form prior to utilizing the sonography lab.

Students and outside community members may volunteer to be scanned by sonography students. The ultrasound scan is conducted for the purpose of educating students and will not be evaluated by faculty, staff or students for medical purposes. Volunteers will not receive any medical diagnosis or treatment. Non-obstetrical patients must sign a consent and release of liability form prior to volunteering. In addition to signing the consent and liability form, obstetrical patients must obtain provider consent. Contact any sonography faculty members to obtain volunteering forms.

### **Abnormal Findings in Sonography Lab**

If an abnormal finding is discovered during any scanning in the sonography lab, program faculty should be notified immediately. The Abnormal Findings in Sonography lab Policy will be followed by the faculty member.

### **Medical Imaging Responsibilities**

#### **Clinical Instructor Responsibilities**

- Orient student to the clinical site and agency policies. Review the preferred method for communication with the clinic site.
- Review protocols and procedures specific to the clinical setting.
- Communicate general guidelines to be used for interaction and review/feedback of student

performance.

- Provide appropriate clinical supervision.
- Facilitate a collaborative and mutually respectful environment in which to learn.
- Discuss expectations for the documentation of patient encounters.
- Facilitate student's progressive independence in clinical knowledge and skills.
- Provide real-time constructive feedback to students.
- Provide a variety of learning experiences with appropriate patient populations.
- Complete student's clinical evaluation forms and other necessary documentation.
- Review student progress with clinical coordinator.
- Serve as a liaison between Bellin College program officials and the clinical site.
- Serve as a student advocate to appropriately address clinical concerns.
- Assist in providing a substitute clinical instructor in the event of an absence.
- Promptly communicate issues of concern or unsafe practice (student behavior, clinical skills, and/or student progression) regarding the student to the clinical coordinator.

### **Student Responsibilities**

- Complete all requirements prior to the start of the clinical rotation.
- Discuss course and personal objectives and learning needs with the clinical instructor/coordinator.
- Adhere to professional attire that is in accordance with Bellin College dress code and clinical site requirements.
- Maintain professional behavior in the clinical setting at all times.
- Complete required clinical course paperwork and submit on time.
- Complete clinical competencies as outlined in course syllabus.
- Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
- Function in the role of the medical imaging professional under the supervision of the clinical site incorporating evidence-based practice guidelines and clinical site policies.
- Complete clinical instructor and clinical site evaluations that provide professional feedback at the end of each clinical rotation.
- Attend all scheduled clinical rotations on time and prepared, completing all required clinical hours for each course.
- Notify clinical facilitator and clinical instructors/site per protocol as soon as possible if unable to attend prior to scheduled clinical start time.

### **Sonography Student Supervision in Clinical**

Students are required to adhere to the Sonography Student Supervision in Clinical Setting Policy. Students may scan patients without direct supervision as long as an appropriately credentialed registered sonographer back scans the student. The back scanning can take place prior to or after student scanning.

If competency has not been shown in the specific exam, the sonographer must be present for the history taking and exam explanation.

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## **DCS Academic Plan and Course Descriptions**

### **Graduation Requirements – DCS**

A Diagnostic Cardiac Sonography (DCS) certificate is awarded to a student who has:

- Successfully completed all courses in the academic plan
- Achieved a cumulative GPA of 2.0 or higher.
- Completed 450 clinical hours
- Completed all required clinical competencies

## DCS Academic Plan

### DIAGNOSTIC CARDIAC SONOGRAPHY (DCS) Certificate Traditional Academic Plan - Plan onset with Class of 2020

A two semester academic plan of study for those with prior RVT credentials through the ARDMS.

Year 1					
Fall Semester			Spring Semester II		
DCS 100	Introduction to Adult Echo Evaluation	1 cr	DCS 430	Adult Echocardiography II	3 cr
DCS 330	Adult Echocardiography I	3 cr	DCS 435	Echo Clinical II	2 cr
DCS 335	Echo Clinical I	1 cr			
	<b>TOTAL</b>	<b>5 cr</b>		<b>TOTAL</b>	<b>5 cr</b>
*DMS 350	Physics Synthesis	1 cr			

**\*DMS 350 needed if ARDMS SPI exam is not taken within past 5 years and will be taken prior to the Fall semester**

**Program Credits:**

1 credit theory

1 credit lab

**10 Total Credits**

**Credit Hour Ratio:**

15 hours

45 hours

1 credit clinical = 150 hours

## Course Descriptions:

### DCS 100 – Introduction to Adult Echo Evaluation

An introduction to echocardiography including 2D, M-mode, spectral and color Doppler, standard echocardiographic views and measurements for each modality. Includes image orientation, scan techniques for each view and normal anatomical structures and patient positioning. Normal anatomy, physiology, and hemodynamics, will be discussed. Students will be required to complete one mandatory weekend scan lab intensive that demonstrates scanning skills.

### DCS 330 – Adult Echocardiography I

This course introduces students to normal anatomy and flow patterns of transthoracic, trans esophageal, and specialized echocardiography applications. Ventricular function, coronary artery disease, and pericardial disease will be discussed. Students will gain an understanding of systematic and pulmonary cardiomyopathies and hypertensive heart disease.

### DCS 335 – Echo Clinical I

This course will be held in the clinical setting(s) to gain experience in the performance of echocardiographic examinations. During this practicum, students will be assigned clinical competencies and objectives to complete. A minimum of 150 clinical hours is needed to complete this course.

### DCS 430 – Adult Echocardiography II

This courses introduces the students to valvar diseases and treatments. Endocarditis, adult congenital heart diseases, cardiac masses, sources of embolus, and diseases of the great vessels are included. Normal and altered electrical activation of the adult heart including normal and abnormal ECG tracings will be identified. Intraoperative and interventional exams will be discussed.

### DCS 435 – Echo Clinical II

This course will be held in the clinical setting(s) to gain experience in the performance of echocardiographic examinations. During this practicum, students will be assigned clinical competencies and objectives to complete. A minimum of 300 clinical hours is needed to complete this course.

**\*DMS 350 – Physics Synthesis** (Only needed if SPI not complete within five years of board exam)  
This course will enhance the transition of students into professional sonography practice. Emphasis is placed on ultrasound machine manipulation and image quality. In addition, a review for Sonographic Principles and Instruments board will occur and a mock board will be given.



Bellin College admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national and ethnic origin or other protected classes in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.