

Bellin College

Diagnostic Cardiac Sonography Certificate Guide



2021-2022 Handbook and Catalog



Welcome from the President.

Welcome to Bellin College! Since 1909, we have been educating students for healthcare professions. Our array of program options includes various degree choices in nursing, medical imaging, and physical therapy. The college provides a rich and stimulating environment that promotes learning, leadership, and community service. We work closely with our advisory committees to design an educational program that will provide you with a solid education. Our program options include certificate, bachelor's, master's, and terminal degree options. As a future healthcare leader, you will have an impact on individuals, families, groups, communities, and populations. You will learn and grow beyond your expectations. The college values of excellence, integrity, community, and caring are seen in all our work and interactions with our students, board members, alumni, friends, and the community. Personally, I have been a part of the college for more than 30 years and truly enjoy all that Bellin College has to offer.

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

The Bellin College Guide, Handbook and Catalog will acquaint you with many aspects of Bellin College. In the following pages, you will see descriptions of services and related policies and procedures that will affect you while you are enrolled in our programs. I encourage you to review the guide and become familiar with its contents. This is an excellent resource for you with valuable information located in one place. Due to the COVID-19 pandemic, the college will adjust classroom, lab, and clinical experiences based on the trends and patterns of the virus. The college team will work with you to assure you are prepared for your role as a healthcare leader.

I wish you success this year and look forward to working with you on campus! There is always something new and exciting at Bellin College!

Positively,

Dr. Connie J. Boerst

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

July 2021 if discrepancies exist between official Bellin College Diagnostic Cardiac Sonography 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 Diagnostic Cardiac Sonography Guide Handbook & Catalog is not intended to create or represent a contractual relationship between the College and any student. The Bellin College Diagnostic Cardiac Sonography 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.

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

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► Introduction to Bellin College

Mission Statement

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

Vision

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

Values

Excellence – being the best

Integrity – honest and ethical behavior

Community – collaboration and inclusion

Caring – empowering relationships based on empathy and respect

College Purposes

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

Philosophy of Teaching and Learning

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

Teaching/learning is a dynamic process of discovery attained through interaction and engagement. Faculty members implement cooperative teaching strategies in partnership with students to achieve program outcomes. Students share the responsibility of achieving their learning goals through participation in the education process. As co-creators of their learning, students have a responsibility to develop a scholarly approach to learning through assimilation and integration of new knowledge, utilization of technology and life experiences.

Graduates of Bellin College are prepared to function in leadership roles and affect social, ethical, political, and economic issues surrounding health care.

Diagnostic Cardiac Sonography Philosophy

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

Diagnostic Cardiac Sonography Program Goals

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

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

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

OBJECTIVES

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

PRINCIPLES

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

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

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

- Obtain appropriate diagnostic cardiac sonography education and clinical skills to ensure competence.
- Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (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.

Faculty and Staff Directory

Please see the Bellin College website at www.bellinCollege.edu for the full directory of faculty and staff. Click on About Bellin College, then Directory.

Board of Trustees Directory

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

► College Information

The BC Diagnostic Cardiac Sonographer Handbook & Catalog Effective Dates

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

Abbreviations

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

Type of College

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

Degrees Conferred

Diagnostic Cardiac Sonography (DCS) Certificate

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

Accreditation

The College is accredited by the following agencies:

- **The Higher Learning Commission (HLC)**
30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504
Phone: (800) 621-7440, www.hlcommission.org
 - Bachelor of Science in Nursing
 - Doctor of Nursing Practice
 - Bachelor of Science in Radiologic Sciences
 - Bachelor of Science in Diagnostic Medical Sonography
 - Bachelor of Science in Radiation Therapy
 - Bachelor of Science in Surgical Technology/Surgical Assisting
 - Doctorate of Science in Physical Therapy
 - Doctor of Physical Therapy
 - 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
 - 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
 - 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)**
9355 113th St. N, #7709, Seminole, FL 33775
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>
- **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

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 Sonography (SDMS)
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)
- Wisconsin Association of Independent Colleges and Universities (WAICU)

Affiliations

Clinical/Practicum

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

Our History

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

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

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

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

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

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

The Radiologic Sciences program has a long-standing history with Bellin Hospital. The Bellin School of Radiologic Technology was inaugurated in 1957, founded by Dr. Lyle Edelblute to alleviate the critical technologist shortage that existed in the field of x-ray technology. Two students were admitted to the class in 1957. The program was a two-year certificate. The bachelor's program offered a 4-year program of study

that provided graduates with additional knowledge and skill in leadership plus 2 of 3 specialties: CAT Scan, MRI, and/or Women's Imaging, which included mammography and DEXA (bone densitometry). The first class graduated in 2013.

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

In 2014, in partnership with Bellin Health, to help meet their need to have an 80% BSN nursing staff by 2020, the College collaborated to create an RN to BSN program. The first class graduated in 2017, and 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 interprofessional education.

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

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. The College also created a Hands-on Healthcare Initiative to help educate and create excitement around healthcare professions for high school students. The program offers students the opportunity to spend a day at the College, where they get a hands-on opportunity to learn about healthcare. Students rotate through seven stations and gain knowledge through hands-on experiences. In the fall of 2017, this program was expanded by offering a mobile Hands-on Healthcare unit via an ambulance, bringing this experience to students at their school.

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

In the fall of 2018, Bellin College began offering all required general education courses for undergraduate programs on campus.

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

Due to being a leader in education and a demand for outstanding cancer care, in the fall of 2020 the College started a 3-year bachelor's program in Radiation Therapy, which was approved by HLC in the spring of 2020. This program admitted ten students who will complete a rigorous curriculum.

In June of 2020, the board approved to convert the 4-year bachelor's degree in radiologic sciences to a 3-year BS program. The ever-increasing demands of healthcare professionals continues. In 2021, the college received approval for HLC to offer a Doctor of Physical Therapy Program (DPT), a Doctor of Nursing

Practice (DNP), which will be an online option, expanding the nurses' knowledge for advanced practice, and a bachelor's degree in Surgical Technology/First Assist (BSST). This degree will be a 3-year degree, offering students significant clinical experiences. The DPT program is unique in that students will have a variety of clinical learning throughout greater Green Bay and beyond. The college continues to grow and expand its program offerings to meet the healthcare needs. We have partnered with local healthcare entities to provide the best curricular components for our students.

While the first students practiced in a small building that accommodated only 17 patients, the current students have many varied experiences in a variety of hospitals and more than 120 clinical agencies, including nursing homes, home health, clinics, public health, and a variety of clinic and community settings. Bellin College has provided educational programs for the region since 1909 and has a distinguished history in Northeast Wisconsin. The College has been responsive to the changing trends in education and healthcare as well as the needs of the community. Bellin College continues to grow and expand program offerings to meet the future needs of the communities it serves.

► Campus Information

Bellin College Campus – Quick Reference

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

First Level

- Academic Affairs
- Academic Clinical Affiliation Coordinator
- Academic Program Directors (BSN, BSRS, BSDMS, BSRT, Gen Ed)
- Advancement and Alumni Relations
- BC Express Café and Micro Market Area
- Classrooms
- Conference Rooms
- Dean of Allied Health Sciences
- Dean of Nursing
- Dean of Student Services
- Information Technology
- Reception Desk (student concierge and security station)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Services - One Stop Shop (Departmental Assistant, Registrar, Bursar, Advisor and Accommodations Coordinator, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)
- Vice President of Business and Finance

Second Level

- Academic Program Director (BSST)
- Admissions
- Board, Executive, Faculty Conference Rooms
- College Assessment Program (CAP) Director
- Faculty and Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)
- Marketing
- Presidential Suite
- Student Success Center
- Wellness Center

Lower Level

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

Student Access to Building

- Students can enter and exit the College via the main entrance or back entrances.
- The College main entrance will be open to students and staff.
- Access with personal ID badge is required from 4:30 p.m. until closing.
- The College main entrance door is open to the public during regular business hours from 7 a.m. to 4:30 p.m. Monday through Friday.
- Students must **always** wear their ID badge. It is required to access the back doors.
- Individual College department hours of operation are 8 a.m. to 4:30 p.m. (Monday through Friday).
- Hours are subject to change, particularly during holiday and summer months.

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

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

Student ID Badge

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

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

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

Replacement ID Badge:

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

Mental Health and Wellness Support Services

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

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

Bellin College Wellness Center

The Bellin College campus has a wellness center accessible to students and College employees. The use of the exercise equipment and facilities are available during College hours. Showers and lockers are available. There is no membership cost associated with the use of the wellness center.

Bellin Health Fitness Center

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

Fitness Center Locations:

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

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.

Food Service

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

Food and Beverages

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

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

Student Lounge

The student lounge area is located adjacent to the atrium on the first floor of the College. The Student Lounge and conference room is open during the hours that the campus is open for student use.

Bulletin Boards

The student lounge area has a bulletin board that displays information relating to student life. Students assume the responsibility for reading notices on the bulletin boards. Students are also encouraged to utilize the Bellin College website for information regarding scholarships, updates, and similar items of interest. Marketing office and front desk concierge will maintain the mandatory postings, periodic review and discarding of obsolete information.

General Guidelines for bulletin boards:

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

Digital Signs

Digital signs are located on the first level, vending area, and lower level of the College, and are maintained by the Marketing office. The digital sign outside of the Student Success Center (SSC) is maintained by the SSC.

- All digital ads will be designed by the Marketing office.
- No more than 7 to 10 slides will run at a time.
- Student-requested slides must be sponsored by a recognized Bellin College student organization or department and must promote a specific College function, program, service, or event. Marketing may add additional slides of their choosing to use as filler when space permits.

- Slides will be published on the digital signs approximately two weeks prior to the event, fundraiser, notice etc. and will continue to run for the duration of the event, deadline of notice etc. If an event requires participants to sign up in advance, then the slide may start sooner than two weeks prior if space permits. If a notice, activity, or fundraiser is in effect throughout the year, then the slide will be displayed as space permits throughout the year.

Student Employment

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

Work-Study Employment Guidelines

Students employed under the federal work-study program are governed by its policies. Work-study employment is coordinated through Bellin College in collaboration with the Bellin Health Human Resource Department. Students may also seek non-work-study positions. As such, they are governed by the employment policies of the employer.

The College does not control the employment of students (with the exception of work-study students) however, it does hold certain beliefs. The faculty recognizes that successful achievement in the program can be jeopardized by work schedules that do not permit adequate study and relaxation time. They will, therefore, provide individual counseling when they believe employment is adversely affecting the health and/or achievement of any student.

Emergency Student Contact

Contacting students

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

Emergency contact numbers

It is important that student emergency contact information remain up to date. Students can update the emergency contact information in their "My BC" portal.

Emergency Procedures

Bellin College is equipped with emergency phones and call buttons. The emergency phones in the parking lots can be identified by their blue lights. The College's emergency phones call 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 automated external defibrillator (AED) located at the concierge desk in the atrium.

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

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

Individual(s) Needing Medical Assistance/Safety Zone Reports

- It is the responsibility of the individual involved, or who discovered the event, to initiate the Safety Zone Report. They are also responsible to report the event to their direct supervisor/faculty and the supervisor/faculty is to inform the appropriate Dean/VP/ and/or President of the event.
- All departments at Bellin College are required to participate in the safety reporting system.
- Responsibilities of the President, or designee, include:

- a. Review the event.
 - b. Complete the follow-up.
 - c. Determine the quality improvement efforts.
 - d. The President reviews all events.
- If a visitor is injured on the property, please reference the Individual Identified Needing Medical Assistance policy.
 - If an injury occurs, any medical evaluation or related bills will be billed through the injured parties' own medical/health insurance carrier.
 - Safety Zone Reports are confidential and protected by Wisconsin State Statute and are not to be placed in a medical record or personnel files. In general, printing of events is not allowed.
 - If a student is injured in the HSRC while under the supervision of a HSRC Student Assistant, the Student Assistant should follow the Individual Identified Needing Medical Assistance policy.

Campus Safety and Security

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

Security is provided during regular hours of operation. During the school year, there are security personnel on campus when students have access to the building. For assistance during regular business hours (8 a.m. to 4:30 p.m.), contact the One Stop Shop. Security personnel will be patrolling the campus during nonbusiness hours and will be stationed at the reception desk in the Atrium.

When contacting security or the 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.

Please do not assume that someone else has reported criminal activity.

Bellin College is required to publish campus crime and security information on a yearly basis. The 2020-2021 Security Report showed zero arrests, violations, or criminal incidents on campus.

Weapons on Campus

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

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

As required by Wisconsin law, persons with a license to lawfully carry a weapon may have a licensed weapon in their personal vehicle. However, these students must ensure that the weapon is securely stored and is completely hidden from view at all times. Licensed students must also keep the vehicle locked and secure at all times, in addition to complying with all other applicable laws.

To ensure a safe learning environment and workplace, Bellin College reserves the right to conduct searches including, but not limited to: searching book bags, purses, briefcases, personal vehicles, jackets, and apparel. Searches may be conducted by Bellin College leadership, leadership appointees, security, or local authorities. If the student refuses the search, however, he or she may be dismissed.

Students are also strictly prohibited from making threats (direct or implied, and with or without a weapon of any sort) or engaging in aggressive or violent conduct. Failure to abide by all terms and conditions of this policy may result in discipline up to and including dismissal, and/or may result in criminal charges. If a

student becomes aware of anyone violating this policy or have questions or concerns about this policy or about weapons or threats of violence in the workplace, please contact Bellin College security or administration immediately.

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

Inclement Weather/Class Cancellations

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

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

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

Website:

Check www.bellincollege.edu for cancellations.

Radio/Television Stations:

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

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

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

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

► College and Academic Resources

Library Resources/Photocopying and Printing

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

Hours

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

Phone:

(920) 433-6659 **Email:** library@bellincollege.edu

Research Assistance

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

Photocopying/Printing

Printers for student use are in the library, Student Success Center, first floor student lounge and lower-level lounge. The copyright law of the United States (Title 17) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the internet. The cost of printing is 5 cents for black and white and 8 cents for color per page. Enrolled students receive a credit for printing at the start of their first semester and each August provided they are enrolled in a program. Unused credits will roll over to subsequent years. Students needing additional credits can purchase them in the One Stop Shop. Printing credits cannot be returned or refunded. Call the One Stop Shop at (920) 433-6699 for details.

How to Access the Library Web Site

The library website can be accessed two ways:

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

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

How to Access the Library Web Site via Canvas

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

The screenshot shows the Canvas LMS interface for the course 'DSC 800: Curriculum Development SU19'. On the left, a blue sidebar contains navigation links: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The 'Bellin College Resources' link is highlighted with a red rectangular box. The main content area features a 'Welcome to DSC 800: Curriculum Development' graphic. The graphic depicts a winding path through several stages: Needs Assessment, Educational Strategies, Goals & Objectives, Implementation, and Evaluation & Feedback. The path starts at 'Needs Assessment' and ends at 'Evaluation & Feedback'. The text 'Curriculum Development' is positioned above the path.



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

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

The screenshot shows the Bellin College website interface. At the top, there is a navigation bar with the college logo and a menu with items like 'Sessions', 'FAQs', 'Campus Life', and 'Alumni'. Below this is a 'QUICK LINKS' dropdown menu. The 'Library' option is highlighted with a red arrow. Other options in the menu include 'BC Family' (with sub-items like Email Login, Directory, Calendar, etc.) and 'Visitors' (with sub-items like Contact Us, Directory, Getting Started, etc.). The background of the page features a large graphic with the text 'Together' and 'HEALTHCARE HEROES'.

Library Web Site

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

The screenshot displays the 'Hendrickson Library: HOME' page. It features a navigation bar with links for 'HOME', 'SERVICES', 'HELP SHEETS / TUTORIALS', 'POLICIES', and 'ABOUT THE LIBRARY'. The main content area is divided into several sections: 'CONTACT US' with phone, fax, and email information; 'HOURS' for students, faculty, and staff; 'IN SEARCH OF...' with a search box and options for 'Discovery Search', 'Books', 'Database', 'Journals', and 'Videos'; 'LIBRARY NEWS & ANNOUNCEMENTS' with a link to 'What's New--May/June 2018'; 'FEATURED RESOURCE' highlighting 'Essentials for Nursing Practice' by Potter, Perry, and Stockett-Hull; and 'SUBJECT GUIDES' with links for 'Copyright', 'Nursing Theory and Theorists', and 'Writing and Citing'.

EZproxy

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



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

Please enter your Bellin College username:
Please enter your Bellin College password:

Availability of a Particular Journal

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

1. Click on the **Journals** tab on the library home page.
2. Click on the [Publication Finder](#) link.
3. Type the journal title in the search box. Click on **Search**.

Sample Entry:

1. **British Journal of Sports Medicine**

ISSN: 0306-3674, 1473-0480. Subjects: **Sports Medicine**. Resource Type: **Journal**. Description: Covers the latest adv exercise **medicine**.

Full Text Access


- EBSCO Open Access Medical and Health Collection 01/01/1964 - 12/31/2006
- Free Access Journals (HighWire) 01/01/1964 - 01/31/2006
- Journals@Ovid 02/01/2000 - present
- PubMed Central (PMC) 01/01/1970 - 12/31/2007

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).

How long does it take to receive articles?

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

How will I receive articles?

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

Availability of a Particular Book

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

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

Sample Entry:

The screenshot shows a library catalog interface. At the top, it says 'Titles: 0 Selected' and 'Sort: 12 (Year) Descending'. Below this is a list of items. The first item is '1. 2018' with a book cover image on the left. The title is 'ACSM's health-related physical fitness assessment manual / [edited by] Gary Liguori, PhD, FACSM, Dean, College of Health Sciences, Co-Director, Academic Health Collaborative, Professor of Kinesiology, University of Rhode Island, Kingston, Rhode Island.' Below the title, it lists 'Publisher: Philadelphia, PA : Wolters Kluwer, c2018', 'Call Number: QT 255 A187 2018', 'Location: HENDRICKSON LIBRARY', and 'Availability: Available for Circulation'.

The screenshot shows the library website's navigation menu. The 'SERVICES' dropdown menu is open, showing options: 'Circulation', 'Course Reserves', 'Equipment', and 'Interlibrary Loan'. A red arrow points to the 'Interlibrary Loan' option. To the right, there is a search bar with the text 'IN SEARCH OF...' and buttons for 'Discovery Search', 'Books', and 'Databases'.

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?

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

Can I request a course textbook?

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

How do I request a book?

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

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 if a book can be renewed.

Writing Resources – APA Style

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

The APA Publication Manual is the required text utilized by Bellin College. The current edition of this Manual is available in designated College resource areas and the library. Refer to the applicable textbook and supply lists or appropriate course syllabus for classes that may require the APA Manual.

The APA Manual provides examples of reference citations and answers to frequently asked questions. Students are to submit papers using APA style. Paper submission format (electronic, hard copy, single-sided, double-sided) will be at the discretion of the course faculty and will be published in the paper/project guidelines or course syllabi.

Students are encouraged to consult with the faculty for clarifications or seek assistance from the Student Success Center.

Wireless Internet

The campus is equipped with wireless internet. All users of Bellin College technology resources must exercise responsible, ethical behavior when using these resources and are expected to abide by College policies and local, state, and federal laws. To utilize the wireless internet on the Bellin College campus, students must agree to the terms of use provided. The College utilizes hardware and software products to prevent junk email and virus-infected email to be received by its students, faculty, and staff. For more information visit <https://www.bellincollege.edu/campus-life/information-technology/?highlight=email>

Information Technology – Student Technology Requirements

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

Information Technology – Online Proctoring

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

Information Technology – Acceptable Use Policy

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

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

Scope

This policy applies to all users of Bellin College technology resources. A "user" is defined as any individual who logs into, uses, or attempts to log into or use, a College system; or any individual who connects to, or attempts to connect to or traverse the College network, whether by hardware or software or both, whether on campus or from a remote location.

Policy

Access to Bellin College technology resources is a privilege granted to guests, contractors, faculty, staff, and students. This privilege is predicated on the user's acceptance of and adherence to all College information technology and services policies. The College reserves the right to limit, restrict or extend access to technology resources. Access to technology resources will be documented on the Network Access Request Form for all guests, contractors, faculty, staff, and work-study students. **Please note:** This form is not required for students except for work-study students requiring access to an administrative system. The Bellin College technology resources are a private system. As such, the information stored on its computers and servers are the property of the College with the exception of material expressly developed by users for publication. Copyright and ownership of such content must be expressly and clearly stated in such works. Individuals who place content owned by others on College systems under their use accept full responsibility for maintaining compliance with copyright laws.

The use of technology resources for personal purposes is allowed as long as the following occurs:

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

User Responsibilities

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

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

Inappropriate Network Usage

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

- Misuse, abuse, or cause damage to technology resources.
- Employ the use of software or hardware designed to disrupt or circumvent the security of any technology resource.

- Engage in any activities designed to spy on network traffic or to access passwords, user IDs and files or programs of other users.
- Impersonate another network user.
- Access or attempt to access College business or another individual's data or information without proper authorization, even if not securely protected.
- Use College technology resources for non-College related activities beyond that of which the above policy states.
- Install or use any software or network hardware not approved by the director of technology.
- Engage in software piracy or copyright infringement. **Please note:** all software installed on College computers must be used in conformance with the license granted by the developer. Unlicensed products will be immediately removed from College computers.
- Provide access to Bellin College technology resources to individuals, groups, or businesses outside the College community, except as authorized in writing by the President, a Dean or Vice President, or the Director of Technology.
- Exchange proprietary information or any other privileged, confidential, or sensitive information without proper authorization.
- Participate in email chain letters, spamming, junk mail, email bombing attacks or virus hoaxes.
- Knowingly forward an email message or otherwise introduce a virus-infected file by other means into the College network.
- Send, store, print or solicit receipt of email messages, files or programs that contain fraudulent, harassing, racist or obscene language, visual, or audio material or content. The College reserves the right to determine the appropriateness of such material and content.
- Use the College technology resources for illegal behavior or activities as defined by federal, state and/or local laws.

Enforcement Procedures

The College retains the right, without restriction, to monitor, authorize, control, or stop the use of any technology resource found on its computers or networks. Violations of any College policy will be referred to the appropriate administrator for action through the established disciplinary processes.

This may result in:

- Deleted files and/or programs.
- Disabled user accounts.
- Withdrawn user access privileges.
- Suspension, expulsion, or termination from College employment.

Administrative Systems

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

Information Technology – Electronic Mail Policy

Electronic Mail (email) is a tool provided by Bellin College to complement traditional methods of communications and to improve academic and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner. Use of the College email system implies consent to all College IT policies and practices. Violations of the policy may result in restriction of access to the College email system and/or other appropriate disciplinary action.

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

Scope

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

attempts to connect to or traverse the College network, whether by hardware or software or both, whether on campus or from a remote location.

Policy

The Bellin College Microsoft Exchange email system is the only recognized email system used to communicate between faculty, staff, and students. This is necessary to ensure the delivery and receipt of official communications. Email messages regarding College matters sent from an administrative office, faculty or staff member to students is considered to be an official notice and should be treated as such by the student.

Acceptable Use

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

User Responsibility

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

Sharing passwords is strictly prohibited. Each user is responsible for his/her account, including safeguarding access to the account. All email originating from an account is deemed to be authored by the account owner and it is the responsibility of that owner to ensure compliance with these guidelines.

Privacy

Bellin College will make every attempt to keep email messages secure; however, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through the College system. Users must be aware that email can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Email that is not encrypted can be viewed by people other than the intended recipient, while it is in transit or on mail servers. Because messages can be stored in backup systems, email may be retrievable when a traditional paper letter would have been discarded or destroyed.

Email Etiquette

When using email as an official means of communication, users should apply the same professionalism, discretion, and standards that they would use in written business communication. Furthermore, users should not communicate anything via email they would not be prepared to say publicly. The following practices should be followed when using email.

- Use a meaningful subject line when sending a message.
- Be concise.
- Use proper spelling, grammar, and punctuation.
- Avoid abbreviations that the reader may not be familiar with.
- Do not attach unnecessary files.
- Use proper layout and structure.
- Do not overuse the high priority option.
- Use upper- and lower-case letters in your message. Messages typed in all upper case give the impression of shouting.
- Be selective about recipients. Use of distribution lists or 'reply all' features should be carefully considered and only used when necessary.
- Read the email before sending.
- Only use delivery and read receipts when necessary.

System Monitoring

Bellin College collects statistical data about its email systems consistent with generally accepted business practices. The College monitors the use of email to ensure the ongoing availability, reliability, and security of the system. The College may employ, at any time, tools to analyze statistical information to detect unauthorized usage, denial of service attacks, capacity planning and network problems. Under certain circumstances, it may be necessary for the IT staff or other appropriate College officials to access email files

to maintain the system, to investigate security abuse incidents, and violations of this or other College policies. Such access will be on an as-needed basis and any email accessed will only be disclosed to those individuals.

Mailbox Size Limits

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

Records Retention

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

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

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

Email Size Limits

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

Email Signature

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

Data Backup

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

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 utilizes SPAM filtering and anti-virus software. Virus-infected email often appears to be sent from a friend or coworker and will contain an attachment. This attachment is the virus carrier and, by opening the attachment, the virus code is executed. Attachments should be opened only when you are sure of the sender and message.

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

Information Technology – Online Verification

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

College Logo

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

The logo may not be altered or embellished. With permission, the words "Bellin College" or "BC" may be used in place of a logo. This policy applies to all items that may be offered for sale through Bellin College student organizations. Items to be sold by student groups with reference to the Bellin College name or logo

must have prior approval from the marketing director.

Note: Logos are available in multiple file formats as well as single color versions. Please contact the Marketing department for more information.

Primary Bellin College Logo



Social Networks Advisement

Facebook, Twitter, and other social networking websites create opportunities to form or maintain friendships. Users choose to disclose their identities and determine how they represent themselves to the public at large. Students are reminded that pictures and information posted on the internet via programs such as Facebook and Twitter are public information. Students must ask permission to use the Bellin College logos in any self-initiated communication on any social sites.

Pictures and/or information from these sources that describe/document behavior that violates Bellin College policies or the code of conduct (on campus or at College-sponsored events) is subject to further investigation and verification by the College. **Students are reminded of the importance of upholding the standards of confidentiality as they progress through community, lab/simulation, patient, and clinical experiences.** Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

► Student Services and College Policies

Accommodations Request for Students with Disabilities

Bellin College is in compliance with the Americans with Disabilities Act (ADA) to provide all students with the appropriate, necessary, reasonable, and affordable accommodations for those with documented disabilities. If a student anticipates requiring any auxiliary aids or services, he/she should contact the Advisor and Accommodations Coordinator, who acts as the College's accommodations specialist.

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 guidelines:

- Current diagnosis (testing must be within three 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 student's functioning.
- Recommendations for accommodations
- Any related supporting medical or academic documentation

Service Animal Request

Students with disabilities may request accommodations in the form of service animals. A request for a service animal must follow the procedures for requesting an accommodation. This includes, but is not limited to, completing the request for a service animal form, which can be obtained from the Advisor and Accommodations Coordinator in the Student Services department or by calling (920) 433-6663. For more information, <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/service-animal-policy/?highlight=service%20animals>.

Student Success Center

The Student Success Center (SSC) provides tutoring, academic coaching, writing help and support for career development (e.g., resumes, interview help, etc.). The SSC offers individual and group study spaces, computers with access to a printer, and a learning hub where some faculty hold office hours and workshops. Located in Room 201, the SSC is open whenever the College is open and staffed Monday through Friday from 8 a.m. to 4:30 p.m. during fall and spring semesters.

Requesting a Tutor

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

Procedure for Applying to be a Tutor

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

At the conclusion of the tutoring sessions, the student will complete the documentation and evaluation form as requested by the tutor. This form is turned in to the Student Success Center Coordinator.

Minors on Campus

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

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

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

Child Care

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

Change of Demographic Information

Students are responsible for maintaining up-to-date and accurate demographic information. Changes can be submitted electronically via the student information system. The following demographic changes should be reported as soon as they occur to the One Stop Shop in student services.

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

Bereavement Policy

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

access to bereavement services, as well as the opportunity to be available for their families/loved ones during times of death and grief.

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

Diversity, Equity, and Inclusion Statement

Bellin College seeks to honor and uphold an inclusive and welcoming attitude toward diversity in all shapes and forms. We are dedicated to creating a diverse, equitable, and inclusive environment illustrated through the beliefs and actions of our workforce and student body. By utilizing education, engagement, and application of the prior principles, our goal is to make all feel safe, welcome, and valued. It is the priority of the college to foster a passion to uphold our stated goals, so that we may positively influence our communities.

Our Commitment:

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

Title IX

Title IX of the Education Amendments of 1972 Implementing Regulations is a federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive federal financial assistance. Bellin College continues to have a responsibility under Title IX to protect students' rights to equal education in an environment free from sexual harassment and discrimination based on sex 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 courses assigned by the Dean of Student Services annually. 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 or receive a reference or transcript until the training courses are completed and the "hold" is removed.

Harassment and Discrimination

Bellin College policies and procedure 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 non-sexual discrimination and/or harassment.

Bellin College believes that each individual should be treated with respect and dignity and that any form of harassment and/or discrimination is a violation of human dignity. The College condemns harassment and

discrimination and maintains a zero-tolerance stance. The College will take all reasonable efforts to prevent and promptly correct instances of harassment or discrimination. Additionally, students 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

The 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, the Bursar, the Registrar, and the Financial Aid Offices all provide specific administrative means to address and resolve most, if not all of the questions and concerns you may have. For more information on the complaint process, student grievance procedure and appropriate forms, visit: <https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/>.

Non-Discrimination Policy

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

In conformance with applicable federal and state regulations, Bellin College is committed to nondiscrimination, equal opportunity and affirmative action in its educational programs and employment policies. Inquiries concerning this policy may be directed to the 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, whether sexual harassment (Title IX) or non-sexual harassment. The College's policies afford a prompt response to reports of harassment with confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions such as probation, suspension, termination, or dismissal on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging harassment.

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

Bullying takes on many forms, including:

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

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

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

Deliberately making a false report about bullying/harassment for the purpose of getting another individual reprimanded may result in disciplinary action. For more information, visit:

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

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

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

Student Responsibilities

Students shall:

- Never act in a manner that would pose a threat to the health (physical and/or mental) or safety of a member or members of the College community.
- Never conduct himself or herself in a disorderly, lewd, indecent, or obscene manner on College's property or at College sponsored or supervised functions.
- Always conducts himself or herself appropriately to reflect a professional healthcare provider. When engaging in College activities, students should project a professional image in both their attire and demeanor.
- A consensual dating or sexual relationship between any College employee and a student is deemed unprofessional and is therefore prohibited, unless the two people are married. A violation of this policy may result in disciplinary action including dismissal.

Classroom/Coursework Responsibilities

All coursework submitted must be an original representation of the student's work. Plagiarism, unauthorized collaboration and/or submission of another person's work are not permitted.

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

Property Responsibilities

Students shall:

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

College Operation Responsibilities

Students shall:

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

Welfare, Health and Safety Responsibilities

Students shall:

- Never use, possess, or distribute narcotics, hallucinogens, mind, or body altering drugs, controlled substances, or dangerous drugs except as expressly permitted by law.
- Never consume, possess, distribute or be under the influence of alcoholic beverages in violation of Wisconsin State Law or College policy.

- Never misuse fire emergency equipment such as alarms, emergency phones, call buttons, fire extinguishers, hoses, etc.
- Never possess or use firearms, explosives, dangerous weapons, or other items that could injure people or property while on Bellin College, Bellin Health, or clinical site property.
- Never smoke or use tobacco on Bellin College property and adhere to such policies of clinical agencies.

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

Student Bill of Rights

Students have a right to engage in a sustained and independent search for truth, utilizing good judgment.

- Because freedom to teach and the freedom to learn are inseparable facets of academic freedom, students should exercise their right to learn and teach in a responsible manner.
- Students have a right to be admitted to a particular institution regardless of their race, color, religion, national and ethnic origin, creed, age, gender, marital status, sexual orientation, or physical disability.
- Students are free to take reasoned exception to the data or views offered in any course of study, reserving judgment about matters of opinion.
- Students have a right to protection through orderly procedures against prejudiced or capricious academic evaluation.
- Students have the assurance that information about their views, beliefs, and political associations which instructors acquire in the course of their work, is considered confidential and is not released without their knowledge or consent. These associations are not used as a basis of evaluation.
- Students have a right to a responsible voice in the determination of the curriculum.
- Students have a right to examine their permanent education records and be aware of the conditions governing its disclosure, according to the established school policy.
- Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately.
- Students have a right to invite and hear any person of their own choosing within the College's acceptable realm.
- The student body has a right to participate in the formulation and application of institutional policy affecting academic and student affairs.
- Students have a right to be informed about standards of behavior set forth by the institution, which it considers essential to its educational mission and community life.
- Students have the right to belong or refuse to belong to any organization of their choice.
- Students have a right to a voice in the establishment of the dress code.
- Students have a right to periodically review grading systems with faculty for clarification and better student/faculty understanding.
- Students have a right to provide input into the evaluations of courses and faculty.
- Students have the right to participate in an educational environment free of harassment or intimidation.

Drug Abuse and Alcohol Prevention Program (DAAPP)

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. An annual notification of the five elements of DAAPP will be sent to all students on a yearly basis.

Alcohol and Drug Policy

Bellin College is an alcohol and drug-free environment and carries out its mission and complies with the Drug-Free Workplace Act of 1988.

The College does not oversee the personal lives of its members on or off campus. However, everyone is expected to be responsible for their 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 and in other settings in which the faculty, staff, or students may be carrying on the business of the College. College policy does not allow alcoholic beverages at College-sponsored events. Any exceptions must be approved by the president. Alcohol consumption 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

Students may apply for a leave of absence from Bellin College. An approved leave allows students to return without taking part in the re-admission process. All absences must be approved prior to leave, with the exception of bereavement and certain personal necessity leaves. Supporting documentation must accompany the request for leave (i.e., military orders, medical documentation, jury duty notification, etc.). Leaves of absence are not allowed for the purpose of attending another academic institution.

Students should contact the Bellin College academic office when requesting to return from a leave of absence. Students must provide supporting documentation before they can return from a leave of absence. The official return date and course program of study will be discussed prior to the return date.

Reference Request

Students requesting a reference from Bellin College personnel must complete a reference request form. Any student with a "hold" on their records cannot receive a reference. The reference request form is available on the College website or in the student services - One Stop Shop office.

Family Educational Rights and Privacy Act (FERPA)

Bellin College complies with the Family Education Rights and Privacy Act (FERPA). Once enrolled, all students have a right to inspect and review most of the educational records maintained about them by Bellin College under FERPA of 1974 (as amended). Under most circumstances, no identifiable data (non-directory) will be released to a third party without the written consent of the student. Students may challenge information in their records which they believe to be inaccurate, misleading, or inappropriate and request a revision.

The College implements all provisions of FERPA as amended. For purposes of general records accountability, a file system has been established for all student records under the supervision of the Registrar. The FERPA record release exceptions:

- Release of directory information. (Please see below for what is considered directory information.)
- Instances when state or federal agencies request information essential to fulfill legal requirements for accreditation.
- Requests from agencies or organizations from which students have received financial aid.
- Requests in accordance with a lawful subpoena or court order.
- Requests from College officials with legitimate educational interests. (Please see below for the definition of a College official.)

A College official is defined as a person employed by the College in an administrative, supervisory, academic, research or support staff position; law enforcement and health staff; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

Bellin College has defined the following as directory information:

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

Please note: Students wishing to keep confidential some or all 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. Students can select the transparency of the specific information visible within our student information system.

Students can request access to records, documents and other materials directly related to them by appointment with the Registrar or the Dean of 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. Students would be able to have such records inspected by a doctor or appropriate professional of their choice.
- The financial records of their parents used for financial aid purposes.
- Confidential letters and statements of recommendations placed in their records prior to January 1, 1975, and/or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, Admissions, or award purposes.
- Admission records accumulated prior to enrollment.

Disclosure to Parents

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may inform parents if their son or daughter is involved in a health or safety emergency.
- Schools may inform parents if a student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

Student and Exchange Visitor Information System

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

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

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

- Submit a written request to the Registrar, identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day they receive a request for access, Bellin College will usually be able to make arrangements within 10 business days. The Registrar will notify the student when and where the records may be inspected.

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

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

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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 identify a person, either directly or indirectly.

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

► Student Health and Safety Policies

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

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

- The student will be removed from class, lab or clinical with assistance of the faculty member and/or the administrator. Students will not be allowed to leave unescorted.
- A voluntary signature will be obtained on a consent and release form prior to any specimen collection. Refusal to sign the consent to release information form and/or undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test).
- Any student involved in a reasonable cause circumstance, whether tested or not, will be transported home by a faculty or administrator. This is to prevent the student from operating his/her vehicle when possibly under the influence of drugs and/or alcohol. If necessary, law enforcement will intervene.
- Any faculty member or other person who has reasonable cause to suspect that a student is under the influence of drugs and/or alcohol will submit a written statement of all observations made.
- When a student's drug/alcohol screening is positive and a student assistance program referral is made, the student's return to school will be based on the following:
 1. Evidence of ongoing compliance with the recommended treatment plan as outlined by the student assistance program.
 2. A signed return-to-school contract, as coordinated by the Dean of Student Services, which may include additional drug and/or alcohol testing prior to returning to class or clinical, as well as additional drug and/or alcohol tests without notice at any time within 24 months from the date.
 3. Successful completion of the student assistance program.

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

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

Student Pregnancy

Pregnancy 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.

Injury Reporting

If a student is injured or underwent surgery, he/she should inform his or her course faculty and Program Director. The student must provide a report from his or her 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 or 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 or her healthcare provider or taken to the emergency department. The cost for care will be billed to his or her health insurance. The College expects all students to maintain health insurance coverage.

Students injured when performing clinical duties will follow appropriate policy and procedures as designated by the clinical agency. The student will also report the injury to clinical faculty and complete an incident report form. Any significant exposure must be reported to the faculty member. If the injury occurs at Bellin Hospital, the student should report to Employee Health Services or in their absence, to the SWAT/Supervisor.

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

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

Healthcare Insurance

The College expects all students to maintain health insurance coverage. Students assume responsibility for all health costs that are not a part of the routine student health services provided by Bellin Health System. Such costs might include health problems present prior to admission to the College, long-term illness, surgical treatment, prescription medications, dental and eye care, illness, injury, vaccinations, or titers. Please see the Dean of Student Services if you would like information regarding a voluntary insurance plan.

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

Malpractice Insurance

Malpractice insurance is not required as a student. The College recommends that students evaluate the malpractice issue and obtain coverage prior to their first clinical course if they choose.

► Tuition and Fees – 2021-2022

2021-2022 Tuition

Tuition Costs

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

Tuition

The 2021-2022 tuition charge for sonography is \$998 per credit.

Out-of-State Tuition

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 office. All VA benefits are subject to the individual's specific length of duty and the benefits of the program. Since the College is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

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

Please refer to the [Department of Veterans Affairs](http://www.va.gov) website for further clarification on eligibility for the following programs:

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

Additional Information:

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

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

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

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

Application Fee

There is no charge for online applications.

Reservation Fee

Upon acceptance into the College, students must pay a non-refundable reservation fee of \$100. 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 of the regular charge for that course.

National Exam and State Licensing Fee

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

Student Hardship Fund

The Student Hardship Fund provides limited financial assistance to currently enrolled students who are experiencing a sudden emergency, accident, or unforeseen event which requires additional assistance to

support their ability to remain enrolled in their chosen program and focused on their academic career. The Student Hardship Fund cannot be used to pay tuition, books, lab fees, study abroad costs, application or test fees, entertainment, recreation, non-emergency travel, fines, or other conduct related infractions.

It is the student's responsibility to report all funds received as income on future tax and financial aid documents. The Student Hardship Fund criteria and application are located at <https://www.bellincollege.edu/campus-life/student-services/current-students/>.

► Payment Policies and Procedures

Billing Statements

Billing (tuition and fees) statements are available in the BC Portal, 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 pay tuition or make installment payments will cause your student account to be put on HOLD. Once you are on HOLD you will not be able to attend classes until the situation is resolved.

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 in the academic calendar on the College website. Payments may be made via cash, personal check, certified check, or money order. Payments by ACH or credit/debit card are accepted online for an additional fee at www.bellincollege.edu/admissions/tuition-fees/tuition-and-fee-payments.

Overpayment of Account

If you are utilizing financial aid and have borrowed excess funds, your account balance will show in brackets (100). When an account is overpaid, the Bursar will immediately request 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-day period. Checks can also be mailed to the student's billing address upon request. The Bursar notifies each student via Bellin College email when the check is available to be picked up or mailed. In some cases, students elect to leave all overpayments on their account until the following semester. Because most overpayments are a result of loans and grants, students wishing to leave funds on their account should notify the Bursar, of their intent via their Bellin College email.

Installment Payment Plan

Bellin College offers an installment payment plan each semester. This plan allows students to pay tuition over the semester in three equal payments. Students must pay the first payment on the original payment due date and sign additional paperwork to implement the plan. There are 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 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 a 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, he or she 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 a certified letter.

Students may appeal this decision within five working days of the receipt date of the certified letter. To appeal, the student must make a written request to the vice president of business and finance for reinstatement.

Satisfactory payment arrangements must be agreed upon before the student will be allowed to return to classes. Tuition and fee charges are based upon the tuition and fee schedule, and 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 unusual 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 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 (Non-Sufficient Funds) Checks and Automated Clearing House (ACH) Transactions

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

- Notify the student, in writing, of the returned NSF check/ACH 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 payment by this date will result in a late payment fee and the 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/ACH transactions from any party are not 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 student's College records will remain on hold until the situation is fully resolved.

Tax Benefits

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

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

► Financial Aid Policies and Procedures

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

► 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 the 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 entry to students. The option is, Traditional two semester option (Fall start date)

General Admission Requirements

Please reference the Bellin College website for the most current information. Bellin College recognizes unusual circumstances may occur. This may require additional information in order to make an admission decision. Contact the Bellin College Admissions Department at (920) 433-6650 with any questions.

Personal Qualifications:

The applicant must demonstrate motivation, initiative, work ethic, leadership, and integrity. The applicant must provide a personal resume and personal statement. Applicants are required to provide a list of three references. A comprehensive review will be completed to determine eligibility.

Application Procedure

Application Materials

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

- Bellin College application.
- Official transcript from a CAAHEP accredited sonography program and from all post-secondary (i.e., college or university) institutions attended. Transcripts must be sent directly to Bellin College undergraduate Admissions Department by the College or university to be considered official.
- Personal resume with contact information.

- Proof of passing both Sonographic Principles and Instrumentation and Vascular Technology ARDMS exams
- Personal statement.
- Interview conducted for qualified applicants.

Non-United States Citizens

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

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

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

▶ Registrar Policies and Procedures

Credit Hours Equivalency

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

Courses are reported in credits according to the following values:

Classroom: 1 credit = 15 hours

Lab: 1 credit = 45 hours

Clinical: 1 credit = 200 hours

Grade Point Average

Grade point average (GPA) is a quantitative measure of academic achievement and is computed on the basis of credits earned and grades achieved. Only grades for courses taken at Bellin College are used to compute the GPA each semester. GPAs are computed at the end of each semester and summer session for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale.

Academic Calendar

Please see Campus Life section on the Bellin College website at www.bellinCollege.edu. Click on calendar for the full academic calendar.

Add/Drop Dates

Please see the Bellin College website at www.bellinCollege.edu for the listing of program and course add/drop dates. Click on calendar for the full academic calendar.

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

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

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

Course Drop Procedure

A course drop is defined as canceling a class after the first day of the course. Students planning to drop a course must:

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

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

Incompletes

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

Transcripts

Bellin College transcripts are the official record of all course work attempted by a student at the College from the date of enrollment to the date of graduation or exit/withdrawal. Courses are recorded on the transcript with a letter grade 4.0 scale; no P/F 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 grade. General education grades taken after enrollment to fulfill program requirements will be part of the consideration for satisfactory academic progress.

Transcript Requests

Requests are completed through the National Student ClearingHouse:

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

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

Official transcripts bear a watermark and the signature of the Registrar. Official transcripts released directly to the student are so noted on the transcript and are placed in a sealed envelope. Students may also order a transcript to be sent electronically through the Clearinghouse ordering website.

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

Exit/Withdrawal Policy

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

Students exiting from the College for any reason, elective or due to College policy, must meet with the Advisor and Accommodations Coordinator, to complete the exit process. Exit from the College is defined as withdrawing from all courses for the current enrollment period (term/semester).

The Advisor and Accommodations Coordinator will assist the student with the exit process.

- If a student notifies the College that s/he will be withdrawing **at the end of an enrollment period** (term/semester), it is permissible for them to complete the Exit 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 Exit Form prior to the end of the enrollment term but is electing to finish specific courses, an Add/Drop Form must be completed for each course the student is exiting. This Add/Drop Form must be completed at the time the student notifies the College of plans to exit from specific courses and submitted to the Registrar.
- If a student is exiting from the College **before the end of the enrollment period** (term/semester) an Exit Form must be completed.
- If a student does not complete the Exit Form or fulfill the exit requirements, the student will be automatically withdrawn, and a Hold will be placed on his/her College records until obligations are resolved. A Hold on the record means the student will be denied access to their record/information pending completion of any financial obligations (tuition, fees). The old will commence the day of the official exit date.
- By definition, a withdrawal from the College is an elective process, chosen by the student. A dismissal from the College is a decision made by the College to discontinue a student's continued enrollment, based on various factors, academic or non-academic.

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

Official Exit Date

A student may electively exit or withdraw from Bellin College at any time. The College requires the student notify the College of his or her 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, Dean of Nursing, Dean of Student Services, and the appropriate Program Director or his/her 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 or she will not be allowed to attend any subsequent Bellin College classes and a hold will be placed on all College records. The official exit date will be the last day of the enrollment period for which the charges were incurred.

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

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

► Course Delivery

Course Delivery

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

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

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

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

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

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

Academic Advising

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

Grading Policy

The following grading system is used to determine course achievement:

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

Grades without Associated Grade Points

AU	Course Audit	No effect on GPA
EX	Credit by Exam	Course credit achieved by exam.
I	Incomplete	No effect on GPA until four weeks after the end date of course. Grade becomes "F" if letter grade is not received within the four-week period or formal arrangements for completion are not made.
IP	In Progress	Represents 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 purposed, for a period of five years.

Late Assignment Policy

Points for late 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 calendars days late = grade of zero

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

Any deviation from this policy must be approved by the Program Director and 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 how the grade was determined with the student based on written criteria in the course outline.
 - If the issue is not resolved, the student should contact the appropriate Program Director within five working days. The student must present in writing the reasons he or 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 the 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 working days.
- The appropriate Program Director's decision on the grade appeal is final.
- The student and faculty will be notified of the Program Director's decision in writing.

Audit Course Policy

Any Bellin College course may be audited with the exception of clinical, project or practicum courses. The plan to audit a course must be approved by the Program Director. Audited courses are subject to the following guidelines:

- Course audits must be approved by faculty.
- The audit option is only available if course is not at enrollment limit.
- An audited course carries no credit value or letter grade.
- Students auditing a course are not required to complete any assignments or exams.
- Auditing a course will not replace a previous course grade or affect GPA.
- An audited course will not satisfy degree requirements.
- Students may not audit courses to maintain continuous enrollment at Bellin College.
- Any student (degree seeking or non-degree seeking) may audit.
- Once the course begins, students cannot switch enrollment status (audit to graded or vice-versa).
- An audit permission form must be completed.
- The cost is one-third of tuition with appropriate fees (e.g. technology).

Clinical Compliance Requirements

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

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

Confidentiality of Protected Health Information

Clinical experience requires students to access protected health information about clients. The Health Insurance Portability and Accountability Act (HIPPA) requires health information about clients to be secured and kept confidential. As a student, there is a legal and ethical need to protect a client's right to privacy. Client information will not be shared in any form or medium, including written, verbal, or electronic methods,

with anyone other than those who are directly responsible for the patient's care and treatment. Patient identifiers include, but are not limited to: name, medical records number, and visit number, dates including birth date, date of admission and date of discharge. Patient care information will be discussed only in-patient care areas, and with acute awareness of who is within hearing range.

While 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 Sonography (ARDMS). Please visit the ARDMS website for ethics and examination requirements prior to applying to take the exam. The College assists the student in the preparation and application process.

► 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, Lab, and Clinical Monitoring

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

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

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

Probations – Overview

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

Probations are typically a period of one year

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

Academic Probation

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

- Failure to maintain a 2.0 grade point average (GPA) each semester/session in 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 and summer semester in Diagnostic Medical Sonography and Radiologic Science as well as any Bellin College general education courses.
- Failure to attain a C or better in a Diagnostic Medical 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 Medical 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 jeopardizes the safety of the clients, other students, or College faculty, staff, visitors, guests, and/or property.

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

Progression Policy

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 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).

Progression Deferment

A progression deferment is defined as a temporary, elected suspension of enrollment in a degree program for not more than 1 year. It is allowed for undergraduate students who need, for various approved reasons, to voluntarily suspend degree progression. Students must be in good standing and do not have to follow the standard reapplication process when ready to return to Bellin College, provided not more than one year has passed since previous semester of enrollment. Students must meet with the Advisor and Accommodations Coordinator to begin the process and access the required paperwork. Students may also need to notify the appropriate student services personnel, depending on future enrollment status. If space is not available or the course is not offered the student may be required to return to the College when space and/or course is available.

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

Academic Misconduct – 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 is made available to the student.
- The original signed SPN is placed in the student's file.

Academic Misconduct – Due Process Procedures

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

Step 1: Faculty and Student Meeting

The suspecting faculty member discusses the situation with the student within three working days of the incident or 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 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 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 acknowledges 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 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 into 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 Undergraduate Allied Health Sciences 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 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 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 working days.
- Proceed to Step 3.

Step 3: Dean of Student Services Notification

Within three 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.

Furthermore, Dean of Student Services will:

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

The decision of the Dean of Student Services is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Dean of Allied Health Sciences. Appeals must be received within ten 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 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 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 enrollment sessions or two 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 years.
- The College reserves the right to dismiss any student from the program when that student's health, performance, and/or behavior jeopardizes the safety of patients, other students, or College faculty, staff, visitors, and/or guests.

Appeal of Dismissal

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

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

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

Reason for Dismissal:	Student writes appeal to:
Academic Misconduct	Dean of 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-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 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 within three business days of Step 2. The College employee has three 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 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 replaced with another administrator of President's Cabinet.

The Dean of Student Services (or designee) convenes and meets with the Student Grievance Ad Hoc Committee within three 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, and 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 three 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/>.

► Health Sciences Resource Center (HSRC) – Resources and Policies

Health Sciences Resource Center

The HSRC provides the link between theory and practice through simulated and hands-on learning experiences. A variety of learning resources are used to enhance understanding, develop psychomotor skills, and build confidence in the health care environment. It is comprised of

Lower Level

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

HSRC Guidelines

Each student has an obligation to conduct themselves in a manner in accordance with Bellin College mission and values as an educational institution. Violations of College rules, including violations of each respective professional code of ethics will be handled by College administrative personnel and may result in disciplinary action.

Children under the age of 18 are not permitted in any of the HSRC areas, unless approved by Bellin College Administration prior to the event.

Students attire while in the HSRC during hands on practice includes, closed toed shoes, clean clothing, no dangling jewelry, or clothing that may interfere with completing tasks due to safety reasons. Name badges will always be worn. Bellin College scrubs are to be worn as deemed appropriate by class faculty.

Covered beverages with a top closure are allowed, with the following exceptions: **No beverages in simulation areas, medical imaging rooms or science labs. Food is not allowed in lab training or practice areas at any time.**

All students utilizing the HSRC are responsible to assist staff in maintaining safety and cleanliness of the lab environment. This includes returning the space to the way it was set up and disinfecting as directed by HSRC staff. Students will need to wear gloves while using the provided disinfectant wipes.

HSRC Lab Hours

Healthcare is a hands-on, practice profession. Individual competence is achieved by repetitive practice. Bellin College practice areas are available to students for review of skills, physical assessment, and medical imaging exams. Practice areas are open Monday- Thursday from 7am- 9pm, 7am- 8pm on Fridays and Saturday 8am- 4pm. Hours are subject to change during the summer and holiday periods. Additional practice times may be provided based upon student schedules, class times, or student and faculty requests. HSRC Coordinators or Student Assistants are available to obtain any additional supplies or equipment needed for practice.

Regular practice time is expected. Some classes, as noted on their syllabus, have mandatory practice time throughout the semester. Each student will log their practice time using the HSRC badging system. Students should also maintain a personal log of mandatory practice hours obtained during the semester for their reference.

Injury Protocol for Students in the Health Sciences Resource Center

Any student injured while in the HSRC should immediately report the incident to the faculty member if the incident occurs during class, 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. Bellin College security and an administrator will be notified immediately of any injury in a HSRC area by the HSRC staff. The faculty and/or HSRC employee, in conjunction with the student, will document the injury and interventions. The incident is

to be reported using Safety Zone on the Julius website. 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 appropriate Program Dean will review and enter follow up information into the Bellin Health Safety Zone as well as place a copy in the student's health record.

Diagnostic Medical Sonography Lab

There is one diagnostic medical sonography skills lab in the HSRC. The lab includes four sonography units, two portable sonography unit, obstetrics/gynecology simulator, and multiple phantoms to enrich student learning and scanning skills.

Scanning Policies

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

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

Abnormal Findings in Sonography Lab

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

DCS Responsibilities

Clinical Instructor Responsibilities

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

Student Responsibilities

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

DCS Student Supervision in Clinical

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

► 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 400 clinical hours.
- Completed all required clinical competencies.

DCS Academic Plan

DIAGNOSTIC CARDIAC SONOGRAPHY (DCS) Certificate Traditional Academic Plan - Plan onset with Class of 2022

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	4 cr
DCS 330	Adult Echocardiography I	3 cr	DCS 435	Echo Clinical II	1 cr
DCS 335	Echo Clinical I	1 cr			
	TOTAL	5 cr		TOTAL	5 cr
*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 – 1 credit

An introduction to transthoracic echocardiography including 2D, M-mode, spectral and color Doppler, standard echocardiographic views, measurements, and quantitation principles for standard view. Includes image orientation, scan techniques for each view and normal anatomical structures and patient positioning. Normal anatomy, anatomical variants, physiology, hemodynamics, and the conduction system will be discussed. Students will be required to complete one mandatory weekend scan lab intensive that demonstrates scanning skills (DCS/minor option only). Prerequisites: Vascular Technology (RVT), credentialed through the American Registry for Diagnostic Medical Sonographers (ARDMS), or a Senior student in the BSDMS program at Bellin College.

DCS 330 – Adult Echocardiography I – 3 credits

This course introduces students to normal anatomy and flow patterns of transthoracic, transesophageal, and specialized echocardiography applications. Students will demonstrate their knowledge for the mechanisms of disease, cardiovascular pathophysiology and hemodynamics, sonographic technique, measurements, quantitative principles, and Doppler patterns in both the normal heart and those with cardiac diseases. This course will cover ventricular function, coronary artery disease, pericardial disease, systematic and pulmonary cardiomyopathies, and hypertensive heart disease. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

DCS 335 – ECHO CLINICAL I – 1 credit

This course will be held in the clinical setting(s) to gain experience in the performance of echocardiographic examinations. During this practicum, students will be assigned clinical competencies and objectives to demonstrate proficiency in the performance of adult cardiac sonography. A minimum of 200 clinical hours are needed to complete this course. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

DCS 430 – ADULT ECHOCARDIOGRAPHY II – 4 credits

This courses introduces the students to valvar diseases and treatments. Endocarditis, adult congenital heart diseases, cardiac masses, sources of embolus, and diseases of the great vessels are included. Normal and altered electrical activation of the adult heart including normal and abnormal ECG tracings will be identified. Intraoperative, specialized echocardiography applicants, and interventional exams will be discussed. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

DCS 435 – ECHO CLINICAL II – 1 credit

This course will be held in the clinical setting(s) to gain experience in the performance of echocardiographic examinations. During this practicum, students will be assigned clinical competencies and objectives to demonstrate proficiency in the performance of adult cardiac sonography. A minimum of 200 total clinical hours are needed to complete this course. Prerequisites: All previously required and concurrent courses per the academic plan or with consent of the faculty.

***DMS 350 – PHYSICS SYNTHESIS – 1 credit**

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



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.