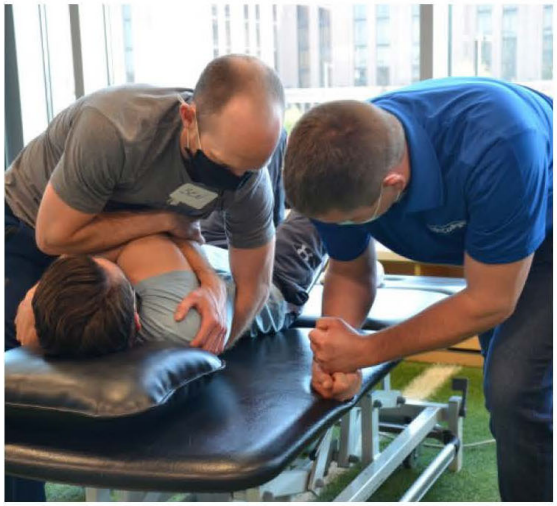
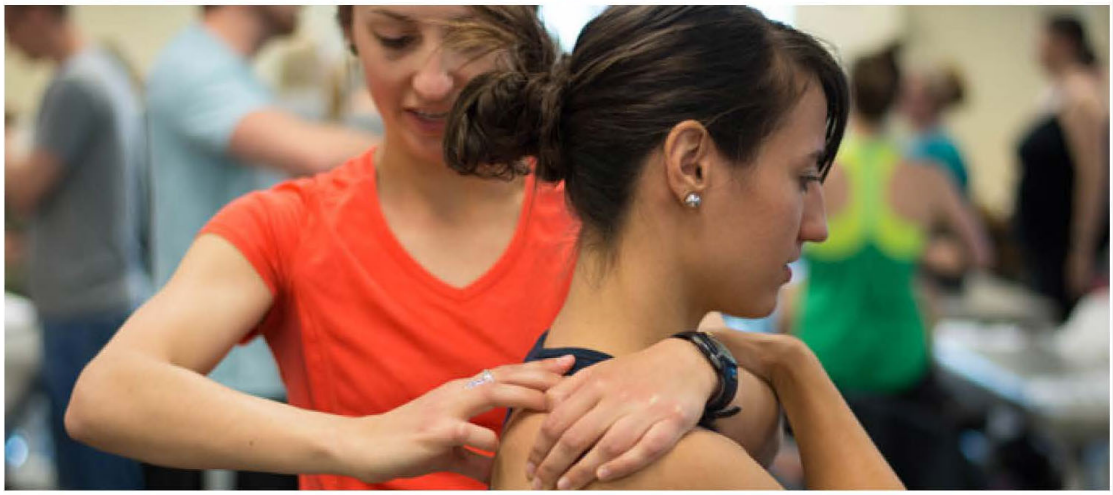
Bellin College

# Doctor of Science in Physical Therapy Guide





## 2022-2023 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 value all that Bellin College has to offer.

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

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

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**July 2022** if discrepancies exist between official Bellin College Post-Professional Physical Therapy 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 Post-Professional Physical Therapy Guide Handbook & Catalog is not intended to create or represent a contractual relationship between the College and any student. The Bellin College Post-Professional Physical Therapy 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.**

# The Bellin College Post-Professional Physical Therapy Guide Handbook & Catalog
**2022-2023**

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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.

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

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

## Philosophy of Teaching and Learning

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

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

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

## Programs Overview

The fellowship program is designed to advance the skills of physical therapy practitioners in application of evidence-based research and advanced Orthopaedic manual physical therapy techniques with a goal of improving the outcomes of patients with musculoskeletal conditions. The fellowship serves as the primary avenue for completing the DSc clinical core curriculum.

The DSc degree program expands on the knowledge, skills, and abilities obtained from completion of the clinical core with further emphasis on research, educational leadership, and advanced practice.

Students may choose to complete only the fellowship component or may choose to continue to complete the DSc degree.

## Fellowship Certificate Program Goals

- Provide an innovative and cutting-edge educational environment consistently, across all clinical settings, and for all fellows-in-training, through the integration of state-of-the-art learning tools with advanced professional clinical practice.
- Admit and develop physical therapists that value the principles of evidence-based practice and behave accordingly in their daily practice.
- Develop practitioners skilled in the integration of eclectic Orthopaedic manual physical therapy techniques and evidence-based practice principles into an advanced clinical decision-making framework for the management of patients with musculoskeletal conditions.
- Develop practitioners who recognize the need for the development and execution of quantitative and qualitative research, leadership roles in clinical practice, education, and/or the business of physical therapy and in professional service and advocacy within Orthopaedic and manual physical therapist practice.
- Provide an efficient route for physical therapists from diverse areas of the country, including rural environments, to access and matriculate through post-professional fellowship training.
- Ensure consistent, high-quality, post-professional development for all of our participants in the fellowship program.

## Fellowship Certificate Program Outcomes

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

- Generate practitioners who have the skills to interact with physical therapy colleagues and other healthcare providers confidently and professionally (general physicians, surgeons, nurse practitioners, physician assistants, etc.).
- Demonstrate skilled psychomotor performance and integration of eclectic, evidence-based Orthopaedic manual physical therapy assessment techniques and interventions for the management of patients with pain and neuromusculoskeletal conditions.

- Initiate and/or grow leadership roles in clinical practice, education, clinical research, and/or the business of physical therapy and in professional service through the APTA (local chapters, state chapters, and national association), the AAOMPT, and physical therapy practices throughout the United States.
- Demonstrate an advanced clinical decision-making framework to provide evidence-informed neuromusculoskeletal care effectively and efficiently.
- Demonstrate advanced communication skills (verbal, non-verbal and written) within a sound decision-making framework when providing patient centered care.
- Achieve FAAOMPT status.

## DSc in Physical Therapy Program Goals

- Develop clinical scientists with the ability to complete advanced clinical-based research, advancing the profession of physical therapy.
- Develop educational leaders who excel at mentoring, instilling professional values, and serving as a role model to their colleagues and students.

## DSc in Physical Therapy Program Outcomes

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

- Advance the science of physical therapy through the use of translational research to improve patient outcomes and health care systems.
- Serve as a practice leader in the design, direction, and evaluation of systems to advance evidence-based practice.
- Apply transformative leadership skills to influence health policy designed to advance the profession and improve outcomes through the advancement of cost effective, evidence-based care.
- Demonstrate competence in teaching through curriculum development, assessment, and evaluation, incorporating sound pedagogical and radiological principles.
- Demonstrate oral and written communication skills required to present and publish scholarly work.
- Collaborate intra and interprofessionally to address complex practice, system, and policy issues.

## American Physical Therapy Association (APTA) Guide for Professional Conduct and Code of Ethics:

**Preamble**

The Code of Ethics for the Physical Therapist (Code of Ethics) delineates the ethical obligations of all physical therapists as determined by the House of Delegates of the American Physical Therapy Association (APTA).

This Code of Ethics describes the desired behavior of physical therapists in their multiple roles (e.g., management of patients and clients, consultation, education, research, and administration), addresses multiple aspects of ethical action (individual, organizational, and societal), and reflects the core values of the physical therapist (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Unless a specific role is indicated in the principle, the duties and obligations being delineated pertain to the five roles of the physical therapist. Fundamental to the Code of Ethics is the special obligation of physical therapists to empower, educate, and enable those with impairments, activity limitations, participation restrictions, and disabilities to facilitate greater independence, health, wellness, and enhanced quality of life.

**Principle 1:** Physical therapists shall respect the inherent dignity and rights of all individuals.

**Principle 2:** Physical therapists shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.

**Principle 3:** Physical therapists shall be accountable for making sound professional judgments.

**Principle 4**: Physical therapists shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants, other health care providers, employers, payers, and the public.

**Principle 5:** Physical therapists shall fulfill their legal and professional obligations.

**Principle 6:** Physical therapists shall enhance their expertise through the lifelong acquisition and refinement of knowledge, skills, abilities, and professional behaviors.

**Principle 7:** Physical therapists shall promote organizational behaviors and business practices that benefit patients and clients and society.

**Principle 8:** Physical therapists shall participate in efforts to meet the health needs of people locally, nationally, and globally.

### Directory of Faculty and Staff

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

### Directory of Board of Trustees

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

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## ▶College Information

### The Bellin College Post-Professional Physical Therapy Guide Handbook & Catalog Effective Dates

This Bellin College Post-Professional Physical Therapy 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 Post-Professional Physical Therapy Guide Handbook & Catalog on the Bellin College website until it is superseded by a new Bellin College Post-Professional Physical Therapy Guide Handbook & Catalog.

### Abbreviations

References to Bellin College may be listed as BC or the College throughout this document. In addition, abbreviations for Doctorate of Science in Physical Therapy (DSc) and Fellows in Training (FiTs) are included throughout the Bellin College Post-Professional Physical Therapy Guide Handbook & Catalog.

### Type of College

Bellin College is an independent, accredited, coeducational institution, baccalaureate, and master's degree with pending approval for a doctor degree.

### Degrees Conferred

- Doctor of Science in Physical Therapy (DSc)
- **Certificate:** Fellowship of Orthopaedic Manual Physical Therapy (OMPT)

## 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

- Administrators of Nursing Education of Wisconsin (ANEW)
- American Association of Colleges of Nursing (AACN)
- The Accreditation Council on Orthopaedic Manual Physical Therapy Education (ACOMPTE)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Health Sciences Education Consortium (AHSEC)
- American Registry of Radiologic Technologists (ARRT)
- National Association of College Admissions Counselors

- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National League for Nursing Accrediting Commission, Inc. (NLNAC)
- North Central Association of Colleges and Schools
- SARA (State Authorization Reciprocity Agreement) Distance Learning
- Wisconsin Association of Collegiate Registrars and Admission Officers (WACRAO)
- Wisconsin Association of Independent Colleges and Universities (WAICU)

## Affiliations

**Clinical/Practicum**

Weekend intensives and mentoring are held at vast array of physical therapy clinical sites throughout the country. Weekend Intensives and Fellowship teaching practicums are offered in conjunction with our affiliate partner:

Evidence in Motion
16414 San Pedro Avenue,  Suite 805
San Antonio, TX  78232

## 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 100$^{th}$ 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.

**Commented [LK1]:** May ant to verify this is spelled correctly in the other handbooks.

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), 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.

## Accreditation History

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

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

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

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

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

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

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

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

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

In spring of 2021, HLC approved a 3-year bachelor's degree in Surgical Technology/First Assisting, a Doctor of Nursing Practice, and a Doctor of Physical Therapy.

## Nursing:

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

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

In 2002, a decision was made to pursue accreditation with the Commission for Collegiate Nursing Education (CCNE) accreditation, which is associated with the American Association of Colleges of Nursing (AACN). This accreditation review was completed in Spring 2003, and in October 2003, the College was awarded the initial, five-year accreditation (2003-2008). A CCNE visit was held in 2008, with the maximum ten years of accreditation received.

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

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

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

In the spring of 2018, CCNE awarded the maximum 10-year accreditation to both the baccalaureate and masters nursing programs (2018-2028). CCNE will conduct a site visit for accreditation of the DNP program in February of 2023.

## Medical Imaging:

**Joint Review Committee of Education in Radiologic Sciences (JRCERT):**
The School of Radiologic Sciences was a two-year certificate program offered through Bellin Health System. In 1988, the program was granted full accreditation from the Joint Review Committee of Education in Radiologic Sciences (JRCERT). Subsequently, the program is the result of a Transfer of

Sponsorship from Bellin Health System to Bellin College in March of 2011. The new program design changed the previous terminal credential from a two-year certificate program to a 48-month Bachelor of Science in Radiologic Sciences (BSRS) program at Bellin College. Statewide surveys were conducted to assess the need for the bachelor's program. Results demonstrated high interest among the employer and technologist communities.

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

The Commission on Accreditation of Allied Health Education (CAAHE) approved the Sonography program in September 2018.

### Physical Therapy:

**Doctor of Science in Physical Therapy (DSc):**
The Doctor of Science in Physical Therapy was approved for accreditation through the Higher Learning Commission (HLC) in 2019.

**Orthopedic Manual Physical Therapy (OMPT):**
The American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) approved the Orthopaedic Manual Physical Therapy (OMPT) fellowship program in 2018. The Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education (ACOMPTE) approved the OMPT fellowship program in 2019.

**Doctor of Physical Therapy (DPT):**
Effective July 19, 2022, the Bellin College DPT Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (CAPTE).

# ▶Campus Information

### Bellin College Campus – Quick Reference

Bellin College administrative offices, classrooms, library, Student Success Center, Health Sciences Resource Center (skills and simulation labs) located at 3201 Eaton Road and 2620 Development Drive, Green Bay.

**3201 Eaton Road**
**First Level**

- Academic Affairs
- Academic Program Directors (BSN, BSRS, BSRT, BSST, Gen Ed)
- BC Express Café and Micro Market Area
- Classrooms
- Conference Rooms
- Dean of Students & Allied Health Sciences
- Dean of Nursing
- Director of Student Affairs and DEI
- Information Technology
- Reception Desk (student concierge and security station)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Services - One Stop Shop (Cashier, Administrative Assistant for Support Services, Registrar, Bursar, Academic Advisor, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)
- Vice President of Business and Finance
- Admissions

**Second Level**

- Board, Executive, Faculty Conference Rooms
- College Assessment Program (CAP) Director
- Director of Engagement and Outreach
- Faculty and Adjunct Faculty Offices
- Instructional Design
- Library (including group study rooms/testing rooms)
- Marketing
- Presidential Suite
- Student Success Center
- Wellness Center

**Lower Level**

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

**2620 Development Drive**
**First Level**

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

**Second Level**

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

## Bellin College – Student Foundational Behaviors

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

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

| **Be a Team Player** | | **Diversity and Inclusion** |
|---|---|---|
| I will work collaboratively with my peers and others. When problems arise, I will be part of the solution and embrace change with an open mind. I will be an active, contributing member of Bellin College. | | I will create a safe place where people feel empowered. I will work to remove barriers for those with marginalized identities. I will be open to feedback and committed to personal growth surrounding issues of social justice and equity. I realize bias exists, and I will work to address those biases within myself and others. |
| | | |
| **Use Effective Communication** | | **Personal and Professional Growth** |

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

**Parking: Bellin College Campus**

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

All students are responsible for transportation to and from the Bellin College campus, the general education campus, field trips, and clinical experiences. On campus parking is available free of charge. While attending clinical, students must adhere to the parking regulations specific to the clinical locations.

## Student Access to Building

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

## Mental Health and Wellness Support Services

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

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

## 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/Event Management Reports

- Formerly Safety Zone
- It is the responsibility of the individual involved, or who discovered the event, to initiate Event Management 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.
- Event Management Reports are confidential and protected by Wisconsin State Statue and are not to be placed in a medical record or personnel files. In general, printing of events is not allowed.

- 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 2021-2022 Security Report showed zero arrests, violations, or criminal incidents on campus.

**Weapons on Campus**

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

It is Bellin College's policy that all persons (except law enforcement personnel) are prohibited from carrying or possessing 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.

**Website:**
Check www.bellinCollege.edu for cancellations.

**Weekend Intensives:**
If a weekend intensive is cancelled due to inclement weather or extenuating circumstances, the participant will be notified as quickly as possible. Following the cancellation, the participant will be contacted and the weekend intensive re-scheduled to an agreed-upon date and location.

## ▶College and Academic Resources

### Library Resources/Photocopying and Printing

The Phil and Betsy Hendrickson Library is located on the second floor of the Eaton Rd location. An additional library space is located on the second floor of the Development Drive location. The libraries 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.

**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.

**Photocopying/Printing**
Printers for student use at the Eaton Rd location are in the library, Student Success Center, first floor student lounge and lower-level lounge and at the Development Rd location in the first-floor student study area and library. The copyright law of the United States (Title 17) governs the making of photocopies or other reproductions of copyrighted material. This provision also applies to copying, downloading, and uploading of documents from the internet. The cost of printing is 5 cents for black and white and 8 cents for color per page. Enrolled students receive 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*

3. Click on **Library**

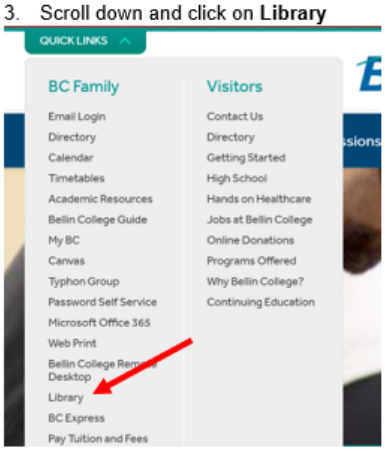
****Please note:** The library website works best with the Google Chrome browser.

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

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

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

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

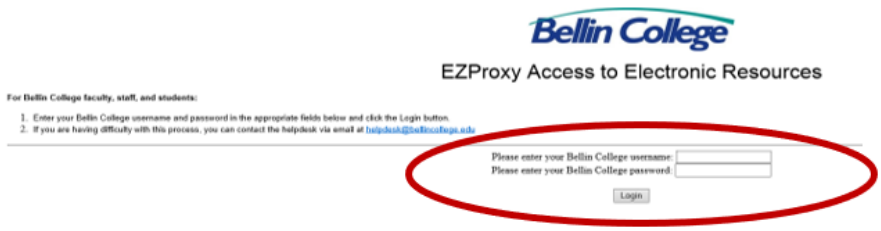



## Library Web Site

Watch Hendrickson Library: Introduction to the Library Website for an overview of the library web page and its contents.

## EZProxy

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




## Availability of a Particular Journal

To determine whether or not 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:

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.

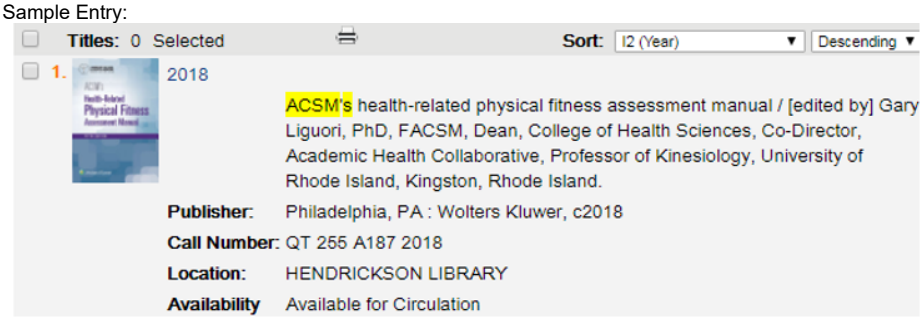
**How will I receive articles?**
Articles will be e-mailed to your Bellin College e-mail address.

## Availability of a Particular Book

**To determine whether or not 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 **ACSM's Health-Related Physical Fitness Assessment Manual** is available in the Hendrickson Library's print collection. It can be checked out and mailed to off-site students.

For more detailed information on searching the online catalog, watch **Search for Books**.

## Requesting Books

**What books may be requested?**

- Books held in the Hendrickson Library print collection with the exception of books designated as non-circulating.
- Books not held by the Hendrickson Library.

**Can I request a course textbook?**

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

**How do I request a book?**
Use the **Book Request Form**. This link is also found in the **Interlibrary Loan** section under the **Services** tab on the Hendrickson Library home page.

**What happens after I submit my request?**
Books will be mailed out via U.S. Mail. Students/Faculty will be responsible for returning the books insured via U.S. Mail or UPS.

**How long may I keep a book?**

- Books held by the Hendrickson Library may be kept for 3 weeks. Books may be renewed one time.
- If the book is obtained through interlibrary loan, the lending library sets the due date and determines whether or not a book can be renewed.

## Writing Resources – AMA Style

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

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

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

Students are encouraged to consult with the faculty for clarifications or seek assistance from the writing mentor.

## 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 their account, including safeguarding access to the account. All email originating from an account is deemed to be authored by the account owner and it is the responsibility of that owner to ensure compliance with these guidelines.

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

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

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

**System Monitoring**
Bellin College collects statistical data about its email systems consistent with generally accepted business practices. The College monitors the use of email to ensure the ongoing availability, reliability, and security of the system. The College may employ, at any time, tools to analyze statistical information to detect

unauthorized usage, denial of service attacks, capacity planning and network problems. Under certain circumstances, it may be necessary for the IT staff or other appropriate College officials to access email files to maintain the system, to investigate security abuse incidents, and violations of this or other College policies. Such access will be on an as-needed basis and any email accessed will only be disclosed to those individuals.

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

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

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

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

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

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

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

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

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

## Information Technology – Online Verification

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

## College Logo

The Bellin College logo is the property of Bellin College. Anyone wishing to use 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 Media Use

Facebook, Twitter, and other social networking websites create opportunities to form or maintain friendships. Users choose to disclose their identities and determine how they represent themselves to the public at large. Students are reminded that pictures and information posted on the internet via programs such as Facebook and Twitter are public information. Students must ask permission to use the Bellin College logos in any self-initiated communication on any social sites. Pictures and/or information from these sources that describe/document behavior that violates Bellin College policies or the code of conduct (on campus or at College-sponsored events) is subject to further investigation and verification by the College. Students are reminded of the importance of upholding the standards of confidentiality as they progress through community, lab/simulation, patient, and clinical experiences.

Regarding social media, the college will consider the safety of our students, the reputation of the students and programs, college values, student foundational behaviors, etc. If there is a misuse of social media, such as professionalism, bullying, substance abuse, illegal action, etc., the college has a right to investigate the concern. Any College policy violations that are documented because of such an investigation will result in appropriate disciplinary action by the College.

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

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

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

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

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## ▶Student Services and College Policies

### Accommodations Request for Students with Disabilities

Bellin College is in compliance with the Americans with Disabilities Act (ADA) to provide all students with the appropriate, necessary, reasonable, and affordable accommodations for those with documented disabilities. If a student anticipates requiring any auxiliary aids or services, they should contact the Accommodations Specialist.

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

Each academic year students must renew their accommodations by filling out the appropriate documentation and have it sent to the Accommodations Specialist. The exception to this is students in the BSN 15 month accelerated program.

## Students Rights and Responsibilities

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

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

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

1. Meet qualifications and maintain essential institutional standards for courses, programs, services, and activities. (i.e. completing assigned work in courses undertaken)
2. Identify themselves in a timely manner as an individual with a disability when accommodations and modifications are needed and seek information and assistance as needed from appropriate sources designated by the college, as soon as possible.
3. Provide appropriate and Bellin College comprehensive documentation when seeking accommodations from approved licensed professional by (a) describing the nature of the disability, (b) describing how the disability limits the student's participation in courses, programs, services activities, and facility needs and (c) recommends the type of accommodation needed to afford equal access and opportunity for the student.
4. Once the student has supplied the college with the appropriate documentation the accommodations specialist (or designee) will review the appropriate documents to create an accommodations plan. During this time the college will determine if the accommodations will best benefit the student in their studies and future career.
5. Once an accommodations plan is made the student will have the opportunity to review the plan and sign the release of the accommodation notification.
6. The accommodations specialist will release the accommodations plan to the appropriate people.
7. Accommodations must be renewed yearly before each fall semester.

## 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

## Title IX

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

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

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

## Harassment and Discrimination

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

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

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

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

## Complaint Process

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

## Non-Discrimination Policy

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

In conformance with applicable federal and state regulations, Bellin College is committed to nondiscrimination, equal opportunity and affirmative action in its educational programs and employment policies. Inquiries concerning this policy may be directed to the Director of Student Affairs and DEI.
For more information, visit: https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures.

## Anti-Harassment Policy

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

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

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

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

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

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

## Bias Incident Reporting

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

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

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

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

**Hate Crimes**

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

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

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

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

**Reporting Options**

If you have experienced or witnessed a bias incident, there are several ways to submit a report:
Students can use the online report form that is available. Once the form is completed and submitted, the Director of Student Affairs or designee will follow up.

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

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

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

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

## Student Behavior/Code of Conduct

Students are expected to follow Bellin College rules and conduct themselves in a manner compatible with its values. Violations of College rules 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 in an ask to participate in an alcohol, drug, or other screening. The student in question may be put on temporary suspension until the incident has been investigated by appropriate college personnel and results in the student's return to good standing, probation, or dismissal.

## Student Bill of Rights

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

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

## Student Behavior Conduct Hearing Procedures

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

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

**Conflict of Interest**

In the event of any conflict of interest which will be identified through self-declaration by any of the members, the individual will remove themselves from the Student Conduct Hearing. The Director of Student Affairs and DEI (or designee) will rule on any challenges regarding conflict of interest.

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

**Hearing Preparations**

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

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

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

**Hearing Body**

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

**Hearing**

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

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

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

If witnesses are necessary, they will be asked to describe what happened beforehand to collect evidence, and the respondent will have a chance to respond.
All communication between the respondent, complainant, victim, and witnesses will be directed to the Director of Student Affairs and DEI or designee.

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

**Deliberations**

At the conclusion of the hearing, the respondent, complainant, and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the decided plan of the Director of

Student Affairs and DEI appropriate program director, and/or appropriate Dean. Deliberations will begin immediately following the hearing and a decision will be made within five business days.

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

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

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

The student has 14 business days of the outcomes to file an appeal to the President/CEO or designee(s). The president/CEO or designee(s) ill review all documents, communications, etc. or meet with the student, administrator and supervisor, or the members of the Ad Hoc Committee to determine whether the process and procedures were followed.

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

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

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

## Drug Abuse and Alcohol Prevention Program

The College does not oversee the personal lives of College community members on or off campus. However, everyone is expected to be responsible for their own conduct and abide by all state laws and follow College policies and guidelines. The unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance or alcohol is prohibited within the Bellin College buildings and in clinical. All events with alcohol must be approved by the appropriate college personnel and the consumption of alcohol at such events must be in moderation. The College cooperates with civil authorities in the enforcement of local, state, and federal laws. Violations of federal and Wisconsin laws regarding drugs and alcohol will be considered a violation of the Bellin College foundational behaviors and should be reported to the Director of Student Affairs and DEI or Dean of Students and Allied Health Sciences within two business days. A violation of drug and alcohol use must be reported to the respective state or national board examination organization if applicable. Eligibility for credentialing and licensure is at the discretion of the respective regulatory body. Penalties against persons found in violation of this policy include disciplinary action up to and including termination from the College program, or employment. Persons found in violation may be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program which is approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

**Drug Abuse and Alcohol Prevention Program**
The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful

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

## Leave of Absence

Students may apply for a leave of absence from Bellin College. 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 their records prior to January 1, 1975
- Dates of attendance, year in college and enrollment status
- Academic honors
- Previous institutions attended.
- Participation in recognized activities
- Photograph

**Please note:** Students 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 Students and Allied Health Sciences.
Students may not have access to:

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

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

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

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

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

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

- Submit a written request to the Registrar, identifying the records they wish to inspect. Although FERPA allows the College to act on the request within 45 days of the day they receive a request for access, Bellin College will usually be able to make arrangements within 10 business days. The Registrar will notify the student when and where the records may be inspected.
- Allow a College official (Registrar or Dean of Student and Allied Health Sciences) to be present when the record is reviewed.

- Sign a required waiver of College responsibility for further confidentiality if copies of any information are made and given to the student.

Students have the right to seek changes to the 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.

## Dress Code Policy for Students

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

**Lab Activities**
It is the general understanding that clothes worn on campus are appropriate to wear in a classroom setting and are not provocative in nature.

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

Hair, Nails and Makeup:

- Hair should be neatly styled, clean, and drawn back from the face.
- Barrettes, hair clips and headbands must be plain, neutral colors (black, white, gray or a matching color to uniform).

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

Shoes and Socks:

- Students must have a pair of shoes that are for client care only.
- White clean shoes in good repair are required. The shoes must be closed-toe and closed-heel.
- Socks must be white.

Jewelry, Body Piercings and Tattoos:

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

General Considerations:

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

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

## Graduation

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

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

Bellin College's standard transcripted graduation dates are May, October, and December. Commencement ceremonies are held in May, October (15-Month option only) and December. An August graduation date may be allowed if students have special/extenuating circumstances that require they take summer courses. These cases must be reviewed and approved by the appropriate Dean and Program Director.

An intent to graduate form must be completed by all seniors and graduate students prior to graduation. Upon receipt of the form, the Registrar's office performs a degree audit to verify that all requirements for graduation have been met. The due date will be communicated, but students must submit this form in the semester prior to their last semester of study. Forms can also be obtained via the website or from the Student Services One Stop Shop office.

## ▶Student Health and Safety Policies

### Fitness for Class, Lab, and Clinical

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

- If any member of the College community suspects a student may be unfit for class, lab, and clinical, the student should report observations to the person supervising the student. That person must document the observed behaviors prior to leaving class, lab, and clinical that day.
- Any student suspected of not being fit for duty, based on personal observation of appearance, behavior, speech, or breath odor will be asked to undergo a drug and alcohol test by a faculty member or appropriate College administrator at the time of the observed behavior.
- The student will be removed from class, lab or clinical with assistance of the faculty member and/or the administrator. Students will not be allowed to leave unescorted.
- A voluntary signature will be obtained on a consent and release form prior to any specimen collection. Refusal to sign the consent to release information form and/or undergo a drug and alcohol test, when there is reasonable cause for testing, will result in presumed positive test results and an immediate suspension from class or clinical pending further disciplinary action. (Further disciplinary action may include dismissal from the College, independent and regardless of the results of any subsequent drug and alcohol test).
- Any student involved in a reasonable cause circumstance, whether tested or not, will be transported home by a faculty or administrator. This is to prevent the student from operating their vehicle when possibly under the influence of drugs and/or alcohol. If necessary, law enforcement will intervene.
- Any faculty member or other person who has reasonable cause to suspect that a student is under the influence of drugs and/or alcohol will submit a written statement of all observations made.
- When a student's drug/alcohol screening is positive and a student assistance program referral is made, the student's return to school will be based on the following:
    1. Evidence of ongoing compliance with the recommended treatment plan as outlined by the student assistance program.
    2. A signed return-to-school contract, as coordinated by the Dean of 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.

### Malpractice Insurance

Proof of malpractice insurance is required for OMPT Fellowship students. The College recommends that students evaluate the malpractice issue and obtain additional coverage prior to their first clinical course if they choose. The College liability only covers students during College-sponsored activities.

# ▶Tuition and Fees

## 2022-2023 Tuition

**Tuition Costs**

- Cost of per credit tuition is posted on the Bellin College website under Future Student or Current Student, Tuition and Fees.
- Students have access to their account information via the student information system 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 Textbook and Supply List.

**Fellowship Tuition**

- The 2022-23 tuition charge for graduate courses is $385 per credit

**DSc Tuition**

- The 2022-23 tuition charge for graduate courses is $800 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's Office. All VA benefits are subject to the soldier's specific length of duty and the benefits of the program. Since the College is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

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

Please refer to the Department of Veterans Affairs website for further clarification on eligibility for the following programs:

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

Additional Information:

- Visit Federal Veteran's Benefits for more information
- Contact your local County VA Representatives

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

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

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

## Application Fee

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

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

## Reservation Fee

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

## Mandatory Fees

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

- **Assessment Fee** covers the costs associated with additional materials and resources provided to support the preparation for licensure and/or certification.
- **Materials Fee** covers the costs associated with additional materials and resources needed for a course.
- **Health Fee** supports the costs incurred in the maintenance of the student related health requirements and health records.
- **Health Science Resource Center Fee** supports the cost**s** associated with services, simulations, rentals, and consumable supplies needed in the clinical instruction of students.
- **Technology Fee** includes support for computers, media supplies and web-based features.
- **General Education Lab Fee** covers the cost of lab supplies associated with given course curriculum.
- **Student Activity Fee** supports student related functions, events, and organizations.
- **Project Fee** applies when students participate in learning activities requiring substantial resources beyond those in a standard class setting.
- **Comprehensive Exam Fee** applies when students complete their comprehensive exam (DSc only).
- **Graduation Fee** supports costs associated with graduation including degree evaluation, diploma and cover and mailing fees.

## Course Audit Fee

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

## Graduation Fee (DSc only)

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

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

Students enrolled in the Orthopaedic and Manual Physical Therapy Fellowship program are not charged a graduation fee.

### 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/.

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## ▶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 students billing address upon request. The Bursar notifies each student when the check is available to be picked up or mailed via Bellin College email. In some cases, students elect to leave all overpayments 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 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 is no interest or finance charges for the plan. However, there is a $10 per semester processing fee. Any student defaulting on a payment plan will not be offered the plan in subsequent semesters and their account will 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 Checks and ACH Transactions (Non-Sufficient Funds)

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

## Appling for Financial Aid at Bellin College

Bellin College students who wish to apply for any form of need-based or non-need based financial aid from federal and/or state sources must file a Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. The FAFSA will be used to determine a student's eligibility for financial aid programs administered by the Bellin College financial aid office. Bellin College's FAFSA School Code is 006639. The student must have a valid FSA user ID and password in order to electronically sign the FAFSA and other federal financial aid documents. The FAFSA will require demographic data, number of household members, income and asset data, and degree/program enrollment plans. Students may file the FAFSA as early as Oct 1 of the previous academic year. Students are encouraged to use the IRS Data Retrieval Toll (DRT) on the FAFSA website in order to import the official income data directly into the FAFSA for the appropriate tax year. This will ensure that the data is accurate.

## Enrollment Status and Financial Aid

Generally, when the term enrollment status is used, it is referring to a student's credit load (full-time, etc.). Most financial aid programs require at least half-time enrollment for financial aid to be awarded. For students who are less than full-time, financial aid may be adjusted, reduced, or voided. Because of this, the financial aid office monitors the enrollment status for every financial aid recipient. Therefore, a graduate student who is enrolled for nine credits at Bellin College would be considered a full-time student for financial aid purposes At least half-time (5 credits) enrollment is required for federal student loans.

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

**Financial Aid Documents and Forms**

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

## Agency Forms

Students receiving funds from outside agencies, such as a tribal organization or a state's workforce development office, may be required to submit a form to the financial aid office or the Bursar's office. These forms are available through the awarding agencies and are required to verify the student's eligibility for financial assistance. **Please note:** Not all agencies have separate forms which must be completed. It is best to check with a representative of the awarding agency to determine if a form is required. It is the student's/agency's responsibility to submit the form to the financial aid office in a timely manner.

## Financial Aid Awards

The director of financial aid reviews the results of the free application for federal student aid (FAFSA). Students are assigned a standard cost of attendance budget based upon anticipated costs for tuition and fees (based on program of study and curriculum plan), housing, transportation, books and supplies, and other miscellaneous expenses. The result of the FAFSA, the expected family contribution (EFC), is subtracted from the budget and the remainder is defined as financial need. The director of financial aid determines the student's financial need and screens the student for eligibility for all aid programs administered by Bellin College. Eligibility for individual aid programs may be based on grade level, dependency status, program of study, past financial aid received, and other factors. Generally, graduate students may only qualify for federal unsubsidized student loans.  Students may apply for external scholarships or other private funding sources.

## MPN and Entrance and Exit Counseling for Federal Direct Stafford Loans

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

## Financial Aid Offer Letter

When the student's eligibility for financial aid programs has been determined, an email notification will also be sent to the student with instructions to view aid in his or her MyBC portal. A pdf of the offer letter will be available in the MyDocuments section of the portal. The student should review the aid offer in the portal and accept or decline any portion of the aid offer. There may be forms or documents which the student will need to complete and return to the financial aid office for aid to be fully processed. It is the student's responsibility to read all enclosures and follow all instructions.

## Satisfactory Academic Progress (SAP) for Financial Aid Recipients

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

### General Guidelines

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

### Summer and Winter Interim Terms

It is understood that not all students are enrolled in summer or interim terms. However, if a student enrolls during such a term, courses taken during these terms are included in the SAP calculations provided those

courses are used to meet degree requirements at Bellin College. Graded Bellin College courses will be included in the earned/attempted ratio and included in the GPA calculation. Courses which are strictly clinical in nature (pass/fail) will count towards the credits earned/attempted ratio, but do not affect the GPA. Courses taken at other institutions to transfer to meet Bellin College degree requirements will be included in the earned/attempted ratio, but not affect the GPA. Students are responsible for ensuring that the Registrar receives the appropriate official transcripts as noted above.

### Second Degree Students

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

### Completion Rate

Following each enrollment term, a student's academic progress will be measured by comparing the cumulative number of attempted credits with the cumulative number of earned credits. This will include any course for which the student has remained enrolled past the add/drop period. A student will be expected to earn at least **67%** of the cumulative credits attempted throughout the program in order to maintain satisfactory academic progress and complete degree requirements within the maximum time allowed.

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

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

### Cumulative Bellin GPA

Grade point average (GPA) is a quantitative measure of academic achievement and is computed based on credits earned and grades achieved. **Only grades for courses taken at Bellin College are used to compute the GPA each semester; transfer courses used to meet Bellin College degree**

**requirements are used in other aspects of SAP but do not affect the GPA.** GPAs are reviewed at the end of each enrollment term for all courses taken at Bellin College during that period. The GPA is on a 4.0 scale. See below to determine how the GPA is calculated. The Financial Aid SAP standards for GPA mirrors the expectations of Bellin College academic standards. Every student's cumulative Bellin GPA will be checked at the end of each enrollment term.

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

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

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

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

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

To illustrate (sample):

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

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

### Maximum Time Frame for Program Completion

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

| Program | Required Credits for Degree Completion | Maximum Attempted Credits of Aid Eligibility |
|---|---|---|
| DSc-Physical Therapy | 26 | 39 |

### Financial Aid Warning

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

### Financial Aid Probation

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

**Financial Aid Appeal:** A student who becomes ineligible to receive aid after one semester of *Financial Aid Warning* may submit a written appeal to request one semester of *Financial Aid Probation*. The letter must be signed and dated and received by the Director of Financial Aid within 14 calendar days of notification of the ineligible status. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon their academic performance if financial aid eligibility is allowed to continue. The student's academic record will be reviewed to determine if the student may improve their academic standing to meet SAP standards after one semester. Other factors which may be considered when reviewing a student's appeal may include (but are not limited to): personal or immediate family illness, death in the family, natural disaster, or other extraordinary circumstances. Documentation verifying the situation may be required. The Director of Financial Aid and the Dean of Student Services will review the request and a decision will be made within ten business days of receipt of the written appeal and suporting documentation (if applicable). The student will be notified in writing of the decision. If the appeal is granted, the student will be allowed one enrollment term of *Financial Aid Probation*. Only one appeal will be allowed; no further appeals will be accepted. The decision of the Dean of Student Services and Director of Financial Aid is final.

**Incomplete Grades Appeal**

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

**Full Withdrawal and Financial Aid**
Students who wish to fully withdraw from Bellin College are expected to contact the Academic Advisor, Registrar, Program Director, or other representative of the College to begin the official withdrawal process. By definition, a withdrawal occurs when the student does not complete all of the days in the period of enrollment (semester, term, etc.) that the student was scheduled to complete. The process is outlined in the Student Guide located on the www.bellincollege.edu website. The policy below is in compliance with federal regulations (34 C.F.R. § 668.22).

### Withdrawal Date Determination for Non-Attendance

The date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstance beyond the student's control.

In accordance with Section 668.22 of the Higher Education Act, the withdrawal date for a student who ceases attendance at Bellin College prior to the end of an enrollment period (i.e., semester) will be:

- The date, as determined by the College, that the student began the withdrawal process prescribed by the College policy.
- The date, as determined by the College, that the student otherwise provided official notification to the institution or its representative, in writing or orally, of his or her intent to withdraw.
- The mid-point of the enrollment period if the student ceases to attend without providing official notification to the College of his or her intent to withdraw unless the College can document the student's last date of attendance at an academically related activity. **Please note:** See term definition below.
- The date the College determines is associated with the circumstance, if the student failed to provide official notification of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstance beyond the student's control.

### Return of Unearned Aid

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

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

Percentage of Earned Aid/Charges: $\frac{\text{Number of calendar days completed in the term}}{\text{Total number of calendar days in the term}}$

Sample: $\frac{\text{45 days completed}}{\text{125 days in the term}} = 36\%$

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

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

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

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

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

### Notification to Student

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

### Credit Balances (Refunds to Student)

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

### Financial Aid Status when Withdrawing from College

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

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

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

Overpayment collection accounts will be referred to the U.S. Department of Education at any time the student fails to meet the terms of the repayment agreement with the College or the student fails to enter into a repayment agreement with the Secretary. Students whose overpayment collection accounts have been referred to the Secretary will be considered ineligible for federal financial aid until the student and the Secretary enter into a repayment agreement.

### Repayment Agreement

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

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

### Post-Withdrawal Disbursement (PWD) of Aid

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

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

- Identify the type and amount of aid eligible for/included in the post withdrawal disbursement.
- Explain that all or any portion of the disbursement may be accepted or declined.
- Inform the student or parent that no post-withdrawal disbursement of a federal loan will be made to the student or parent (or to the student's account) without confirmation of acceptance of the disbursement
- Request a response indicating acceptance (or decline) of a federal loan disbursement; this must be received within 14 days of the date the notification was mailed to the student/parent. If no response is received within 14 days or a response is received after the 14-day deadline, no post-withdrawal disbursement of federal loan funds will be made.

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

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

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

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

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# ▶Admissions Policies and Procedures

### Admissions 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.

If information or requirements are not complete or satisfactory, it is documented on the rubric and then discussed with the applicant. Interviews are conducted live (DSc) or asynchronously (OMPT Fellowship). The interview portion of the rubric is scored. The score on the rubric indicates whether a prospective student is accepted, denied, or needs further review.

If an applicant's file needs further review, the appropriate Academic Dean and Program Director will review all of the applicant's file materials. The admission decision will be made collaboratively between the Admissions representative and the Academic Dean and Program Director. For more information visit https://www.bellincollege.edu/admissions/

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.

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

Bellin College reserves the right to withdraw an offer of admission if an admitted student engages in behavior that brings into question his or her honesty, maturity, or moral character.

Specific requirements for admission to the OMPT and DScPT programs can be found in the Bellin College Physical Therapy Guide as well as the Bellin College website: www.bellincollege.edu. Students are to follow the policies and procedures documented in their specific Bellin College Guide and website https://www.bellincollege.edu/campus-life/student-services/policies-and-procedures/bellin-college-guide/ at the time in which they entered.

**Programs – Certificate**
Fellowship in Orthopedic and Manual Physical Therapy (OMPT)

**Programs – Graduate**
Doctor of Science in Physical Therapy (DScPT)

## Final Admission for All Stated Programs Above

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

## Non-United States Citizens

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

- Proof of immigration status.
- Providing evidence of English proficiency via the TOEFL (Test of English as a Foreign Language).
- Providing official transcripts evaluated by the ECE (Educational Credential Evaluators) (if course is taken at a University/College outside of the United States).

## OMPT Fellowship Admission Requirements

- Applicants must have one year of experience working as a physical therapist.
- All applicants must have and submit a current license to practice physical therapy in a US state. This license must not be under suspension, revocation, probationary status, or subject to disciplinary proceedings or inquiry.
- Graduate of APTA accredited Orthopaedic Residency program (Sports residency will also be considered), ABPTS specialist certification (OCS), or demonstrable clinical skills in orthopaedic manual physical therapy.
- APTA and AAOMPT Membership.
- Current CPR Certification.
- Possess adequate personal professional liability insurance that applies to all clinical settings in which they conduct clinical work (employer and mentorship hours).

## Doctor of Science in Physical Therapy (DSc)

- All applicants must have graduated from an accredited school of physical therapy and must have and submit a current license to practice physical therapy in a US state. This license must not be under suspension, revocation, probationary status, or subject to disciplinary proceedings or inquiry.
- Submission of transcripts from:
  - Undergraduate College/University
  - First Professional Education
  - Fellowship Program
  - Transcripts must be original copies. If transcripts are not written in English, a copy in the original language and the English translation are required.
- APTA Membership

- Current/active AAOMPT Fellow status (need FAAOMPT number and expiration date) and AAOMPT membership or Fellow status from representing organization and active membership if applicable
- One Letter of Recommendation
- Professional Curriculum Vitae

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# ▶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 and lab courses (see table below). The total instructional hours for a course are distributed across the session. In addition to instruction time, students should anticipate spending a minimum of two hours per credit hour per week 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 = 30 hours |
| Practicum: | 1 credit = 85 hours |

### Grade Point Average

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

### Academic Calendar

Please see the Bellin College website at www.bellincollege.edu under Campus Life. 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.

### Course Add Procedure

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

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

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

### Course Drop Procedure

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

Consult the Academic Advisor to determine the impact on their program of study and ability to progress in the curriculum plan. Complete a drop form with the Academic Advisor and return to the Registrar. A drop date is identified on the official form. This date determines the implications for grade, tuition, adjustment, and/or possible refund. Students dropping general education courses taken at other institutions must

comply with that College or university's procedure for add/drop but must also inform the Academic Advisor of the change. Students who drop all courses in a required semester are considered withdrawn from the College.

*Check the academic calendar to identify final dates to drop courses and the ramifications that dropping courses has on applicable grades/transcripts/tuition and refunds.
*Doctor of Science in Physical Therapy students will follow Bellin College policy regarding Course Drop Procedure. Check dates of the academic calendar to identify final dates to drop courses and the ramifications that dropping courses has on applicable grades/transcripts/tuition and applicable refunds.

*OMPT Fellowship students will follow these guidelines regarding Course Drop Procedure to determine ramifications that dropping courses has on applicable refunds:

**Fellowship Drop/Add Schedule**

| Program/Course | Sessions | Status/Grade | Refund |
|---|---|---|---|
| **All 4 Week Courses** | Week One | Add/Drop | 100% |
| | Week Two & Three | W | Calculated |
| | Week Four | WF | None |
| | | | |
| **All 6 Week Courses** | Week One | Add/Drop | 100% |
| | Week Two thru Four | W | Calculated |
| | Week Five | WF | None |
| | | | |
| **All 8 Week Courses** | Week One | Add/Drop | 100% |
| | WeeK Two thru Five | W | Calculated |
| | Week Six | WF | None |
| | | | |
| **All 10 Week Courses** | Week One | Add/Drop | 100% |
| | Week Two Thru Six | W | Calculated |
| | Week Seven | WF | None |
| | | | |
| **All 3 to 4.5 Month Courses** | Week One | Add/Drop | 100% |
| | Week Two thru Nine | W | Calculated |
| | Week Ten | WF | None |
| **All 6 Month Courses** | | | |
| | Week One | Add/Drop | 100% |
| | Week Two thru Twenty One | W | Calculated |
| | Week Twenty Two | WF | None |
| | | | |
| ***All other unscheduled courses, including 2 day Intensives will be adjusted on an individual basis. | | | |

## Incompletes

No more than two incompletes in 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.

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete the required work. Incompletes must be removed within four weeks of the last day of the course, or the incomplete becomes an "F".

## 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 Program Director, to complete the exit process. Exits form the College is defined as withdrawing from all courses for the current enrollment period (term/semester).

The Program Director will assist the student with the exit process.

- If a student notifies the College that they will be withdrawing **at the end of an enrollment period** (term/semester), it is permissible for them to complete the Exit Form (Undergraduate or Graduate) on or before the last day of the enrollment term. The student may meet with the designated College personnel before the last day of the enrollment period in anticipation of the exit.
- If the student completes the Exit Form (Undergraduate or Graduate) prior to the end of the enrollment term but is electing to finish specific courses, an Add/Drop Form must be completed for each course the student is exiting. This Add/Drop Form must be completed at the time the student notifies the College of plans to exit from specific courses and submitted to the Registrar.
- If a student is exiting from the College **before the end of the enrollment period (term/semester) an Exit Form (Undergraduate or Graduate) must be completed**.
- If a student does not complete the Exit Form (Undergraduate or Graduate) or fulfill the exit requirements, the student will be automatically withdrawn, and a "Hold" will be placed on their College records until obligations are resolved. A "Hold" on the record means the student will be denied access to their record/information pending completion of any financial obligations (tuition, fees). The "Hold" will commence the day of the official exit date.
- By definition, a "withdrawal" from the college is an elective process, chosen by the student. A "dismissal" from the college is a decision made by the college to discontinue a student's continued enrollment, based on various factors, academic or non-academic. A student must elect to withdraw from courses within the withdrawal period in a semester, per the registration timeline. Withdrawing after the withdrawal date, but prior to the end of the semester, will result in the student earning a failing grade (“F”) for any course not already completed and graded. Additionally, the student will be classified as dismissed from the college.

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

The College requires the student notify the College of his or her intent. Notification may be made in person, in writing, by phone, or via e-mail. Notification should identify the student's intended last date of class attendance, which will be the official exit date. Notification must be made to the appropriate Academic Advisor, Program Director, or Academic Dean. If a student withdraws from the program without completing that enrollment term, the exit date will be the date the notification is received from the student. If a student drops all courses during the add/drop period, the official exit date is the last day of the previous enrollment period.

A student may decide to exit the College prior to the end of an enrollment period and remain enrolled through the end of that session/semester/term. In this situation, the student will identify the last day of the enrollment period (session/semester/term) as the official exit date. Students may meet with the appropriate Academic Advisor or Program Director to complete required paperwork and related responsibilities before the last day of the enrollment period. If necessary, a follow-up appointment may be scheduled for the end of the session or semester in order to complete the exit process.

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

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

A student who chooses to electively withdraw within the semester must do so prior to the deadline of the withdrawal period, according to the registration timeline. Withdrawing during the withdrawal period results in courses being graded with a "W", which does not carry a GPA value. Withdrawing after the withdrawal date, but prior to the end of the semester, will result in the student earning a failing grade ("F") for any course not already completed and graded. Additionally, the student will be classified as dismissed from the college.

If a student fails to make payment or initiate satisfactory payment arrangements by the tuition due date, the student may be institutionally withdrawn. If a student has not made adequate payment arrangements, he or she will not be allowed to attend any subsequent Bellin College classes and a hold will be placed on all College records. The official exit date will be the last day of the enrollment period for which the charges were incurred.

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

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

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

## Re-Entry of Former Bellin College Graduate Students

Students formerly enrolled in Bellin College, in graduate programs, who wish to resume graduate study are considered re-entry students. The ability to re-apply does not stipulate a guarantee, promise or other

agreement concerning acceptance to the program, option placement, academic plan, or transfer of credits. Any student that exits the College may re-apply but must be free of a hold status.

### Procedure for Re-Entry

1. Complete an "Application for Re-Entry after Dismissal: Graduate Program" form, providing supporting documentation as needed. The form is submitted to the Admissions office. The re-entry application should include:
    - Personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to goals for success, etc.
    - Contact information such as address, home telephone and cell phone numbers, and email address.
    - Official transcripts of academic performance since exit from the College.
2. The application for re-entry is reviewed by an Enrollment Review Workgroup and all applicants will be interviewed by the Enrollment Review Workgroup.
3. The student will be notified of the Workgroup's decision by the appropriate Dean or Program Director. All decisions are final. The Workgroup will decide one of two options:
    - Accept re-entry application
    - Deny re-entry application
    - Defer re-entry application decision
4. If the Enrollment Review Workgroup denies re-entry, the student's opportunities for readmission are exhausted.
5. If the Enrollment Review Workgroup accepts re-entry, the student will be admitted with the probationary requirement that all program course work must be completed at Bellin College and the failure to meet a passing grade of AB (OMPT Fellowship) or C (DSc) in any course would result in permanent dismissal from the College.
6. Applicants who are re-admitted will have a plan of study developed according to current policies, procedures, and timelines. It is the responsibility of the applicant to meet with the DSc Program Director to discuss the plan of study. Failure to meet this requirement will result in automatic denial of the re-entry application.
7. The date of re-entry is determined by the Workgroup based on classroom and lab resources. Students will be bound by the qualifications of The Bellin College Post-Professional Physical Therapy Guide – Handbook & Catalog in effect at time of re-entry.

## ▶College Credits – Earning, Evaluation, and Transfer

### Credit Evaluation

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

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

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

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

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

## Credit for Military Experience

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

Documentation includes:

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

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

## Credit for Prior Learning

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

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

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

## Transferring Credits into the DSc in Physical Therapy Program

A maximum of 40 semester credit/hours (three-course units or their equivalents) may be approved for transfer credit. Transfer credits will be considered if the course(s) is similar in content and rigor to the Bellin College Doctor of Science in Physical Therapy curriculum, and the grade must be at least an "AB" (90% and above). Grades of" B" are only accepted under special circumstances with program director approval. Grades of "B-", "B/C", "C", "C/D", "D", are not accepted.

Credit may be given for terminal doctoral degree level bio-statistics classes, with successful passing of a competency examination in this area.

The student must submit an official transcript, description and syllabi of the course(s) taken to the DSc Program Director for evaluation if the student believes the course is equivalent to a Bellin College graduate course.

Transfer credit decisions are at the discretion of the Program Director. If approved, the transfer credit will appear on the transcript but will not be calculated into the student's GPA.

Note that transfer credits cannot be applied toward the acquisition of the Bellin College OMPT Fellowship unless completed through Evidence in Motion ™.

# ▶Academic Policies and Procedures

## Course Delivery

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

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

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

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

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

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

## Academic Advising – DSc

All DSc students are advised by the DSc Program Director/DSc Program Coordinator upon entering the DSc program through graduation.

## Audio/Video Recording of Faculty Lectures/Conferences

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

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

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

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

## Educational Resources & Required Materials

## OMPT Fellowship

**Required Materials**

1. Maitland's Vertebral Manipulation – 8th edition
   Management of Neuromusculoskeletal Disorders – Volume 1
   Editors: Elly Hengeveld, Kevin Banks

ISBN-10: 0702040665
ISBN-13: 978-0702040665
Publisher: Churchill Livingstone
Published Date: October 9th, 2013

2. Maitland's Peripheral Manipulation – 5th edition
Management of Neuromusculoskeletal Disorders – Volume 2
Editors: Elly Hengeveld, Kevin Banks
ISBN-10:0702040673
ISBN-13: 978-0702040672
Publisher: Churchill Livingstone
Published Date: October 29, 2013

## Doctor of Science in Physical Therapy

**Required Materials**

1. *Handbook of Teaching & Learning for Physical Therapists*
By Gail M Jensen, Elizabeth Mostrom
ISBN: 978145570616
Publisher: Saunders
Published Date: 3rd Edition, 2012

2. *Learning Assessment Techniques: A Handbook for College Faculty*
By Elizabeth F Barkley, Claire Howell Major
ISBN-13: 978-1119050896
ISBN-10: 9781119050896
Publisher: John Wiley & Sons
Published Date: January 19, 2016

3. *Medical Statistics: A Guide to SPSS, Data Analysis and Critical Appraisal*
By Belinda Parton & Jennifer Peat
ISBN-10: 1118589939
ISBN-13: 978-1118589939
Publisher: BMJ Books
Published Date: 2nd edition, October 6, 2014

Recommended Materials

- *Student Engagement Techniques*
By Elizabeth F Barkley
ISBN-10: 047028191X
ISBN-13: 978-0470281918
Publisher: Jossey-Bass
Published Date: November 2, 2009

- *A Practical Guide for Medical Teachers* – 5th Edition
By John Dent, Ronald M Harden, Dan Hunt
ISBN-10: 9780702068911
ISBN-13: 978-0702068911
Publisher: Elsevier
Published Date: July 14, 2017
- *The Art and Craft of College Teaching: A Guide for New Professors and Graduate Students*
By Robert Rotenburg
ISBN-10: 1598745433
ISBN-13: 978-1598745344
Publisher: Routledge
Published Date: 2nd edition, May 17, 2010

- *Educating Physical Therapists*
  By Gail M Jensen, Elizabeth Mostrom, Laurita M Hack, Terrence Nordstrom and Jan Gwyer
  ISBN-10: 1630914118
  ISBN-13: 978-1630914110
  Publisher: Slack
  Published Date: November 30, 2018

- *Guide to Evidence-Based Physical Therapist Practice*
  By Dianne V. Jewell
  ISBN-10: 9781284104325
  ISBN-13: 978-1284104325
  Publisher: Jones &Barlett Learning
  Published Date: 4th edition, August 29, 2017

## Grading Policies

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

| | Letter Grade | Grade Points per Credit | Numeric Grade Equivalent |
|---|---|---|---|
| | A | 4.0 points | 93.00-100 |
| Bellin College Fellowship Minimum Progression Requirement | AB | 3.5 points | 90.00-92.99 |
| | B | 3.0 points | 85.00-89.99 |
| | BC | 2.5 points | 82.00-84.99 |
| BELLIN COLLEGE DSc in PHYSICAL THERAPY MINIMUM PROGRESSION REQUIREMENT | C | 2.0 points | 77.00-81.99 |
| | D | 1.0 point | 70.00-76.99 |
| | F | 0.0 points | Below 70.00 |

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

Each course is graded in its entirety. A student must be successful in all course components (i.e. class, lab, and/or clinical) to receive a passing grade. The course outcomes are represented in all course components. **Due to the nature of variables timelines for doctoral research DSC 903, 904, and 905 will be graded on a PASS/FAIL basis.**

It is the policy of Bellin College to not offer extra credit in undergraduate or graduate major courses.

## 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. |

All DSc courses require a final grade of "C" (77%) or better. The grade of "D" (76.99% or less) is below satisfactory achievement.

For the Fellowship clinical program, any grade earned at an accredited institution must be that of an "AB" or higher for it to be accepted by the College and student to receive course credit.

## Course Grade Reports

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

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

## Late Submission Policy

Points for late learning assessments will be deducted as follows from the 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 learning assessment submitted after the 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.

## Extension Request Policy

Students should understand the following:

- Prior to the start of the scheduled learning assessment, students must request an excused absence from the original date.
- After a discussion with the student, faculty will reschedule the student to take the assessment within 7 calendar days.
- If the assessment is not submitted at the time determined by the faculty, a grade of zero will be recorded as the grade.

## Grade Appeal Policy

As published in the course syllabus, the course instructor's grading policy shall be the course's grading standard. The student is responsible for knowing the grading policy and reviewing their assessment/assignment grades in a timely manner when published by the course instructor. Students should address any question or disagreement about individual assessments/assignments grades with the course instructor within five working days of the grades being published. An attempt to resolve the issue with the instructor is required in all cases. If the question or disagreement is not resolved via this process, the student may initiate a further review via the designated program director. Requests for a grade review by the program director must be made within five working days of meeting with the course instructor. The program director's decision will be final.

Only final course grades may be appealed. Individual assignment/assessment grades are not open for appeal. A student's appeal of the final course grade can be based only on evidence of one of the following situations:

- The course instructor has not followed their published grading policy. (An interpretive error.)
- The calculation of the final grade is incorrect. (A computation error.)

The grade appeal procedure is as follows:

- The student must contact the course facilitator within ten working days of the date on which the registrar posts the final course grade to the student's transcript.
- The course facilitator will review how the grade was determined with the student based on the course syllabus's written grading criteria.
- If the issue is not resolved, the student should contact the appropriate Program Director within five working days.
- The student must present in writing why they believe the grade was either computed incorrectly or erroneously/unfairly applied.
- If the Program Director is also the course facilitator in the appeal, a different Program Director must handle the appeal process to review the information and final decision. The appropriate academic Dean will assign a different Program Director to the appeal.
- The appropriate Program Director will request and review a written explanation of the grade from the course facilitator. This explanation must be submitted within two working days.
- The appropriate Program Director's decision on the grade appeal is final.
- The student and faculty will be notified of the program director's decision in writing.
- No course grades will be reviewed after ten working days of the final course grades being released by the registrar unless it can be demonstrated that a grade was incorrectly recorded or that it was impossible for the student to initiate review during the designated time.

## Audit Course Policy

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

- Course audits must be approved by faculty.
- The audit option is only available if course is not at enrollment limit.
- An audited course carries no credit the 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).

### Confidentiality of Protected Health Information

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

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

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

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

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## ▶Student Performance Remediation and Due Process

### Student Performance Notification (SPN)

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

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

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

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

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

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

## Classroom 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 will occur when a student falls below the 3.0 GPA minimum.
- 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 attain an AB (90%) or better in a required education course (OMPT Fellowship only)
- 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.

## Probation – Overview

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

- Probations are typically a period of one (1) year.
- The student is expected to fulfill the terms of the probationary status as outlined in the Student Performance Notification (SPN).
- A student on probation (academic and/or disciplinary) is not eligible for Dean's List status.
- A student who does not meet the terms of probation as defined on the SPN is subject to dismissal from the program.

## Academic Probation

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

- Failure to attain a "C" (77%) or better in a required education course.
- Receipt of an unsatisfactory clinical evaluation.
- Failure to attain a "P" in any Pass/Fail course.
- Failure to meet the terms or expected outcomes of classroom/lab, and/or clinical monitoring.

Each case is reviewed individually. The nature and gravity of the incident, the 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 from when placed on clinical monitoring or academic probation. The form provides written evidence of present status, recommendations for improvement, expected

outcomes, timelines, and consequences. The signed form becomes part of the student's official file. A copy of the signed SPN is provided to the student.

## Grade and Progression Policy

**Grade Requirements**

All DSc courses require a final grade of C (77%) or better. The grade of D (76.99% or less) is below satisfactory achievement. All Fellowship courses require a final grade of AB (90%) or better. The grade of B (89.99% or less) is below satisfactory achievement.

When a final grade of less than C (77%-DSc) or AB (90%-Fellowship) is earned, the course facilitator is to notify both the student and DSc Program Director in writing (an email is acceptable) within one week of assigning the grade. The student will then receive a letter from the DSc Program Director informing them of the Repeat and Progression Policy, and an SPN will be issued.

**Repeat and Progression Policy**

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

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

No repeats will be allowed when final grades are below C (76.99% or less DSc) or AB (89.99% or less Fellowship) due to ethical, moral, or professional standards as defined by the Bellin College Code of Conduct (see previous handbook section regarding Bellin College Code of Conduct).

## Progression Deferment

A progression deferment is defined as a temporary:

- Voluntary suspension of enrollment in a degree program for not more than one year. It is allowed for undergraduate students who need, for various approved reasons, to voluntarily suspend degree progression.
    - Students must be in good standing and do not have to follow the standard reapplication process when ready to return to Bellin College, provided not more than one year has passed since the last semester of enrollment.
- Involuntary suspension of enrollment in a degree program for no more than one year due to inability to progress because of course scheduling.
    - Students returning will be placed on academic probation.
- Return to Bellin College is dependent on space availability.

Students must meet with the appropriate Academic Advisor to begin the process and access the required paperwork. Students may also need to notify the appropriate Student Services personnel, depending on future enrollment status.

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

**Comprehensive Exam Policy**
DSc students will also have to partake in one pass/fail comprehensive examination. This oral examination will cover biostatistics and research topics. If competency is not shown the student will have the opportunity to study for and take a second examination on the area(s) not passed. Students who are unable to pass the examination in two attempts may be dismissed from the program, audit previous coursework, or may complete independent study or additional coursework. The requirement for an individual student will be determined by recommendation from the faculty and committee members. The fee for taking the comprehensive exam is $250. The comprehensive examination will take place after completion of both DSC751 Biostatistics I, DSC752 Biostatistics II, DSC901 Research Methodologies and Doctoral Project I, and DSC902 Research Methodologies and Doctoral Project II.

## 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 Students and Allied Health Sciences.
- Proceed to Step 3.

**Step 3: Dean of Students and Allied Health Sciences Notification**
Within three working days of receiving the information from the Program Director, the following may occur.

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

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

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

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

The decision of the Dean of Students and Allied Health Sciences is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the College President/CEO. Appeals must be received within 10 working days of termination.

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

## Non-Academic Misconduct – Overview

Consideration for others and respect for each person and property is valued within the Bellin College community. The philosophy of the College is that all students, faculty, and staff (members) as well as any College visitors or guests, must be able to study and work in an environment that is safe from harassment, discrimination, intimidation, and other disruptions. It is an expectation that all members, visitors, and 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 Director of Student Affairs and DEI within three working days.

Proceed to Step 3.

**Step 3: Director of Student Affairs and DEI Notification**
Within three working days of receiving the information form the Program Director, the following may occur:

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

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

Furthermore, Director of Student Affairs and DEI will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Communicate with the student, as necessary. If student does not choose to meet with the Director of Student Affairs and DEI, the process will continue with the information available.
- 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 Director of Student Affairs and DEI is final. However, if the consequence imposed is dismissal from the College, the student has the right to appeal in writing to the Dean of Students and Allied Health Sciences. Appeals must be received within 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 Students and Allied Health Sciences |
| Non-Academic Misconduct | Director of Student Affairs and DEI |
| Reasons outlined in “Dismissal from Bellin College” | Dean of Students and Allied Health Sciences |

## Student Grievance Procedure

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

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

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

### Procedure:

**Step 1: Informal Grievance Process**

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

Possible following outcome:

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

**Step 2: Informal Grievance Process**

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

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

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

Possible following outcome:

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

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

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

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

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

Possible following outcome:

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

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

The Director of Student Affairs and DEI (or designee) convenes and meets with the Student Grievance Ad Hoc Committee within three (3) business days of meeting with the student. This Committee is chaired by the Director of Student Affairs and DEI (or designee) and members include: the appropriate Academic Dean, appropriate Program Director, a staff member, a student representative chosen from the Student Senate. If any member(s) of the Committee feels they are unable to be impartial they will be recused and replaced with another member.

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

The Student Grievance Ad Hoc Committee may determine:

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

The Director of Student Affairs and DEI (or designee) shall provide to the College employee and student involved the outcome of the committee's decision in writing via certified mail and College email. A copy of

the letter will be provided to the President/CEO. The outcome shall include:

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

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

### Appeals Process

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

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

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

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

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

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

## ▶Orthopaedic Manual Physical Therapy Fellowship Program

### Description and Progression through the Orthopaedic Manual Physical Therapy Fellowship Program

Bellin College's OMPT Fellowship is an evolution of the highly regarded Evidence in Motion™ (EIM) OMPT Fellowship which has been a hallmark of the physical therapy profession in elevating clinical leadership. The AAOMPT/ACOMPTE-credentialed Fellowship in Orthopaedic Manual Physical Therapy helps therapists gain the highest-level skills in the integration of advanced manual physical therapy techniques, educating students and fellow PT's, performing clinic-based research, and leading in the business of PT.

The Bellin College OMPT Fellowship program is a 40-credit, flexible, cost-effective, and achievable program from a work/life balance perspective. This program can be paced to accommodate personal life and spread over 18 months to 4 years. Data demonstrates that past Fellows perform in the top 10% of the profession (based on Focus on Therapeutic Outcomes™ scores). Graduates are primed for leadership in the teaching of orthopaedic manual physical therapy, as well as active participation and contribution to clinical research.

The Fellowship is accomplished through a dynamic fusion of didactic, collaborative, and clinical education experiences using a combination of distance learning, online courses, weekend intensive hands-on courses, and clinical practice hours.

### Requirements for Completion of Fellowship

1. Completion of all academic didactic course work with an average grade of 90% or better.
2. Clinical Mentorship Hours
3. Requirements for FiTs who start the program in Jan 2020 or beyond:
    - Complete 1000+ clinical mentorship hours. These hours include 850 patient clinic care hours and 150 1:1 direct mentor supervision hours with an approved FAAOMPT credentialed therapist. The 150 1:1 hours may include up to 20 hours of observation, discussion, and interaction with the FAAOMPT mentor. The FiT must serve as the primary clinician responsible for the patient/client's care for at least 130 of the total 150 1:1 clinical mentorship hours.
    - Clinical hours must reflect an adequate representation of a demographically/clinically diverse population as judged by the Program Director (based on the Description of Advanced Specialty Practice – DASP). Any areas of deficiency must be addressed by completing additional work to enhance knowledge and/or experience in deficient areas. Fellows should work proactively to plan to obtain experiences in all key areas identified in the DASP.
4. Clinical Outcomes Data Submissions through an approved outcomes management system.
5. Complete a comprehensive written examination, four (4) technique examinations, and two (2) live patient examinations with a grade of A- or better.
6. Completion of a scholarly project which may include poster or platform presentation, manuscript publication, preparation of a significant educational course or project.
7. Performance of two high quality, in-depth, evidence-based projects.

## ▶Fellowship Program Academic Planning and Course Descriptions

Upon entering the program, the Bellin College Registrar will provide each FiT access to their academic plan of study via Bellin College's Student Information Software (SIS). The plan of study contains all required coursework as well as planned course dates. Additional links contain transcript information related to Form 01 data submissions, practical examinations, and mentorship form submission. It is the responsibility of the FiT to review the plan of study document regularly and inform the Bellin College Registrar if problems arise or when/if updates/corrections need to be made. During each semester, FiTs will be required to review and approve their next future semester plan of study.

There are 2 main fellowship plans of study, or "tracks". The first track is designed for individuals who have completed an Orthopaedic or Sports Physical Therapy Residency Program, Post professional (Transition) DPT in Musculoskeletal Management (DPT), or a Pre-Fellowship Manual Therapy Certification Program. The second track is designed for individuals who have not been through any of the above-mentioned programs. The first fellowship track will take a minimum of 18 months of active enrollment to complete, while the second track will typically take a minimum of 24 months to complete. Fellows-in-Training (FiTs) in both tracks often complete the program in approximately 36 months.

Teaching practicum, lab, and independent study coursework is integrated across the curriculum. See the Course Catalog at the end of this section for a list of courses as they are specifically broken out with credit allocations.

The two tracks are depicted below in Figures 1 and 2, respectively. Note that most Track 2 Fellows opt to spread the academic or didactic coursework over a 24-30-month period.

FiTs have up to 4 years (48 months) to complete the program. Exceptions to this period will be rare but may be granted for up to 60 months for extraordinary or special health or personal reasons or for remedial work but will be made on a case-by-case basis by the Fellowship Director.

## Fellowship Plan of Study

This fellowship plan of study includes 4 components:

- Bellin College Fellowship Core - Teaching Practicum
- Special Topics in Orthopaedic and Manual Physical Therapy
- Mentored Lab and Clinical Practice
- Capstone work (examinations and projects).

## Bellin College Fellowship Core

Core courses include four musculoskeletal management courses (Management of Lower Extremity Disorders, Management of Lumbo-Pelvic Disorders, Management of Cervico-Thoracic Disorders, and Management of Upper Extremity Disorders). The Core courses are delivered in 8-week educational blocks, including 8 weeks of online learning and one live 16-hour lab weekend intensive component.

Track 2 FiTs will go through the Core management courses initially in a "content role" then will repeat the courses in a teaching assistant/mentorship role in the teaching practicum courses. In special circumstances, the Program Director may make exceptions to allow a fellow to complete both roles simultaneously.

**Online teaching assistant roles**

All FiTs act in teaching assistant roles for the online portion of the Core courses in their teaching practicum courses. This role may include, but is not limited to, providing feedback to student online posts, assisting in grading activities, and leading/directing group projects. FiTs also serve as a teaching assistant for the OMPT Patient Management course in a teaching practicum course after completion of the course in a content level role.

The expectations for the Teaching Practicum role are defined ahead of time by the Program Director and the Course Lead Faculty. Student performance is managed by the Course Section Faculty member.

General expectations for students in the teaching practicum roles include, but are not limited to, the following:

- Providing detailed weekly feedback to every member of a small group of online learners (4-6 students)
- Documenting student performance in faculty grading systems
- Providing detailed student grading and feedback at the 2-week, 4-week, and 8-week time points for 8-week courses and at 4 week, 9-week, and 18-week time points for 18-week courses
- Assisting with preparation of weekly summary videos or emails for dissemination to the class
- Communicating weekly with lead faculty about teaching performance and ideas for improvement in the following week of the course

Documentation: Course Section Faculty provide grades for the Teaching Practicum students, but also document qualitative feedback. This information is available for future faculty to review in preparation for working with each student in this teaching assistant role during the Teaching Practicum courses.

**Optional Lab Assist Roles**

A FiT will participate in one WI for each of the four content areas but may return as a lab assistant if desired to acquire experience, gain additional feedback on teaching skills, and to acquire supervised/clinical lab hours (160+ required) and/or manual therapy practice hours (40+ required). A FiT may serve in a lab assistant role if prepared to do so and if agreed upon by the respective WI lead faculty member.

FiTs may give one of their required evidence-based presentations in a live format at a live lab weekend intensive course or other appropriate delivery mechanism pre-approved by the Program Director. If a FiT would like to give a presentation at a weekend intensive course, the student must coordinate with the weekend faculty to ensure proper timing and placement within the course.

### Special Topics in Orthopaedic and Manual Physical Therapy:

The Special Topics in Orthopaedic and Manual Physical Therapy category includes the Orthopaedic Manual Physical Therapy (OMPT) series, as well as DSc 610/611 Evidence Based Physical Therapy Practice I/ II.

The OMPT series includes the following courses:

- OMPT Introduction to OMPT and Professional Socialization
- OMPT Pain Sciences and Psychosocial Implications in Musculoskeletal Care
- OMPT Patient Management Framework/Advanced Clinical Decision Making
- OMPT Patient Management Framework/Advanced Clinical Decision Making – Teaching Practicum
- Fellow Virtual Rounds
- Lifestyle Medicine and Behavior
- Precision Based Exercise Prescription

Track 2 FiTs enter their course of study by completing DSc 610 Evidence Based Physical Therapy Practice I before starting any other coursework. Tracks 1 & 2 begin DSc 611 Evidence Based Physical Therapy Practice II within the first 6 months of the academic portion of the curriculum. These two courses provide an evidence-based foundation for the Bellin College Core and Special Topics in Orthopaedic and Manual Physical Therapy courses.

"Live" virtual tutorial meetings are used consistently throughout the OMPT courses to discuss course content and/or patient cases. The live virtual sessions typically occur in the evenings (typically on Tues or Wed for approximately 2-3 hours). Live tutorial synchronous sessions will be scheduled through your course within the College's learning management system.

### Mentored Lab and Clinical Practice

The four musculoskeletal lab intensives are held in partnership with physical therapy sites spread across the country, including at Bellin Health in Green Bay, WI. This design decreases costs by allowing students to attend the weekend intensive courses at the most convenient location. Additionally, students may attend as many additional musculoskeletal lab weekend courses as they desire throughout their time in fellowship. Therefore, as the students mature in their skills, they move into growing teaching assistant roles at these weekend lab courses.

Currently, the sites for these weekend intensive courses are listed at the following website: http://www.evidenceinmotion.com/upcoming-courses/.

Fellows-Only Lab Weekends (FOWIs) and open lab sessions are also held in various locations around the country. The Program Director will communicate dates and locations for the FOWIs.
Fellow Virtual Rounds, Mentored Clinical Practice hours (1:1 and non-1:1), Clinical/Supervised Lab hours, Manual Therapy Practice Hours, and Outcomes Tracking are included in this component of the program. Fellows enroll in Virtual Rounds (FVR) DSc 767 after completion of their clinical decision-making module of the OMPT course. This is a 4-month intense, advanced clinical practice experience in manual physical therapy focusing on advanced decision-making regarding clinical care in a collaborative virtual environment. FiTs post and present patient cases and provide/seek feedback to/from their peers and fellowship faculty. The focus of FVR is to further develop each FiT's clinical decision-making, EBP, and teaching skills through providing high quality, evidence-focused feedback to other fellows on presented cases, as well as through case presentation from their own patient care. The virtual sessions typically last 2-3 hours and occur 3-4 times monthly during the course. Additional clinical case discussion, professional ethics, professional development, and clinical/professional reflection discussions are carried out weekly in

an active online environment. This course includes one lab intensive ("fellows only lab weekend", or FOWI) which typically occurs in the Jan/Feb or Jul/Aug/Sep timeframe. The date will vary based on the timing of the annual national meetings and WI dates.

**FiTs should keep a detailed mentorship hours log throughout the program as a "back up" copy of their mentorship hours**. The log should include dates of mentorship, the number of hours where the FiT was in the lead of care vs observing the FAAOMPT mentor treat, the location of mentorship, types of patient seen, and comments on key areas of growth or areas to work on.

As mentioned previously, supervised/clinical Lab hours will be conducted under the oversight of a Fellow of the AAOMPT, or by a Program Director approved instructor with recognized manual medicine credentials. These hours may be conducted as soon as the fellow-in-training is accepted into the fellowship program. Lab hours will address OMPT assessment and treatment techniques, with a minimum of 100+ hours focused on the spine, and 60+ hours focused on the extremities. Fellows may accomplish these hours in a variety of ways:

- 32 lab hours with a focus on the extremities and 32 lab hours with a focus on the spine through attendance at the standard weekend intensive courses (mandatory)
- 2 Fellows Only Lab Weekends (FOWIs) as part of the OMPT Patient Management Framework and the Fellow Virtual Rounds courses, therefore acquiring 32- 40 additional lab hours (mandatory)
- Additional Bellin College continuing education courses
- Other Program Director approved manual therapy/medicine courses
- Any pre-conference lab courses provided at the Annual AAOMPT Conference are automatically approved.

Petitions to have courses/lab hours accepted by the Program Director must be submitted in writing/via email. For further guidelines, see Appendix C - Fellowship Clinical / Supervised Lab Hours Guidelines. FiTs should keep copies of their supervised/clinical lab hour log to support Form 01 submissions as needed.

All fellows must maintain a log of 40+ hours of manual therapy practice with faculty, FAAOMPT mentors, other fellows-in-training, or PT colleagues. These hours will be submitted monthly in the online Form 01 These hours are *in addition to* the required 160 supervised/clinical lab hours. FiTs should keep copies of their practice log to support Form 01 submissions as needed.

Outcome's tracking will be conducted as part of the program and will required greater than or equal to four quarters of data over 150+ complete patient episodes.

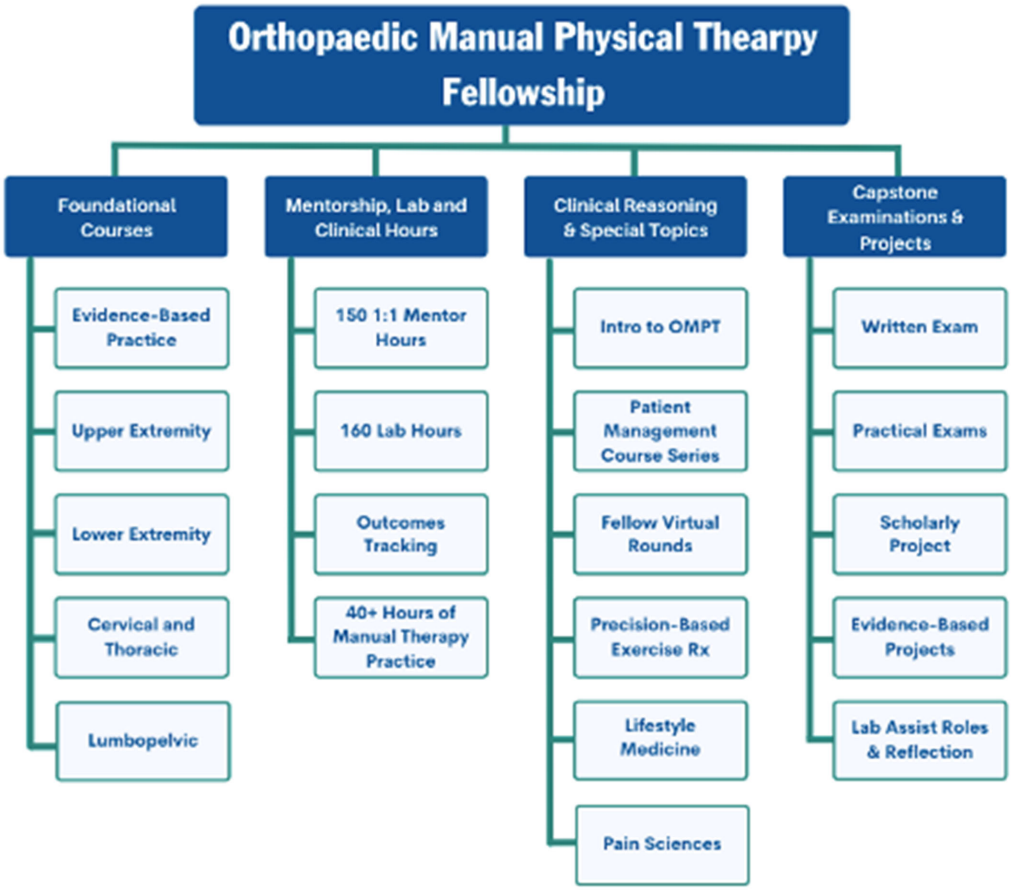
## Capstone Examination and Projects

Each FiT should coordinate with the Program Director to take the final comprehensive written examination *within 60 days of completing all academic coursework*.

The techniques examinations and live patient examinations will be administered by any Bellin College Faculty, including Fellow Mentors. Technique's exams are typically administered at Bellin College weekend intensive courses but may also be conducted at other Bellin College events/gatherings (other Bellin College CE courses, annual session at AAOMPT, etc.) or other setting as approved by the Director. The live patient examinations should be accomplished early enough to allow for re-testing, if needed, before the 48-month time period for completion of requirements expires. Faculty administering these examinations will follow standard procedures for testing as outlined on the Techniques Exam scoring document (includes instructions for testing and rubrics for grading) and will provide feedback and scoring of the examination on standard Bellin College documentation/forms. For detailed information on the live patient examination, see Appendix D Fellowship Practical Examination Guidelines.

FiTs will track their program progression, outcomes data and reflections, goals progression and updates, and plan for completion of the program (timeline) through the OMPT Graduation Requirements Status course, which is housed in Bellin College's learning management system. Access to the course is shared with the Registrar, Program Director, Program Coordinator, and Fellow Mentor Leader, to allow for more seamless communication between all individuals who are working towards the success and growth of the FiT.

**Bellin College Orthopaedic Manual Physical Therapy Fellowship**




**Please note:** Fellows in Track 2 will take CORE courses the 1st time to gain content knowledge expertise ("content role"). CORE courses are repeated in a teaching practicum roles (noted above as “T/L role”) to develop teaching and leadership skills. Fellows in Track 1 will take all CORE courses in the T/L role (teaching practicum courses). See course descriptions for more detail.

## Fellowship Academic Plan of Study (prior to May 2021)

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

| Course # | Course Title | Credits |
|---|---|---|
| DSC 610 | Evidence-Based Physical Therapy Practice I | 1 |
| DSC 611 | Evidence-Based Physical Therapy Practice II | 1 |
| DSC 650 | Management of Lumbopelvic Disorders | 4 |
| DSC 660 WI | Management of Lumbopelvic Disorders - Weekend Intensive | 1 |
| DSC 652 TA | Teaching Practicum 1 - Management of Lumbopelvic Disorders | 1 |
| DSC 651 | Management of Lower Extremity Disorders | 4 |
| DSC 661 WI | Management of Lower Extremity Disorders- Weekend Intensive | 1 |
| DSC 654 TA | Teaching Practicum 2 Management of Lower Extremity Disorders | 1 |
| DSC 653 | Management of Cervical and Thoracic Disorders | 4 |
| DSC 663 WI | Management of Cervical and Thoracic Disorders - Weekend Intensive | 1 |
| DSC 656 TA | Teaching Practicum 3- Management of Cervical and Thoracic Disorders | 1 |
| DSC 655 | Management of Upper Extremity Disorders | 4 |
| DSC 665 WI | Management of Upper Extremity Disorders - Weekend Intensive | 1 |
| DSC 658 TA | Teaching Practicum 4 - Management of Upper Extremity Disorders | 1 |
| DSC 612 | Introduction to OMPT and Professional Socialization | 1 |
| DSC 613 | Mechanisms of Manual Physical Therapy | 1 |
| DSC 621 | Pain Sciences and Psychosocial Implications in Musculoskeletal Care | 2 |
| DSC 641 | OMPT Patient Management Framework / Advanced Clinical Decision Making | 6 |
| DSC 642 TA | Teaching Practicum 5 - OMPT Patient Management Framework / Advanced Clinical Decision Making | 1 |
| DSC 640 | Writing Case Reports & Case Series | 1 |
| DSC 767 | Fellowship Virtual Rounds | 6 |
| DSC 799 | Fellowship Capstone Examinations | 0 |
| *DSC 690* | *Independent Study I* | *1* |
| *DSC 790* | *Independent Study II* | *1* |
| DSC 728 | Fellowship Scholarly Project | 1 |
| DSC 769 | Fellowship Mentored Clinical Practice | 6 |
| *DSC 667 WI* | *Advanced Manual Therapy Technique I* | *1* |
| *DSC 767 WI* | *Advanced Manual Therapy Technique II* | *1* |
| | **Total =** | **55** |

## Fellowship Academic Plan of Study (May 2021+)

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

| Course # | Course Title | Credits |
|---|---|---|
| DSC 610 | Evidence-Based Physical Therapy Practice I | 1 |
| DSC 611 | Evidence-Based Physical Therapy Practice II | 1 |
| DSC 650 | Management of Lumbopelvic Disorders | 3 |
| DSC 660 WI | Management of Lumbopelvic Disorders - Weekend Intensive | 0 |
| DSC 652 TA | Teaching Practicum 1 - Management of Lumbopelvic Disorders | 1 |
| DSC 651 | Management of Lower Extremity Disorders | 3 |
| DSC 661 WI | Management of Lower Extremity Disorders- Weekend Intensive | 0 |
| DSC 654 TA | Teaching Practicum 2 Management of Lower Extremity Disorders | 1 |
| DSC 653 | Management of Cervical and Thoracic Disorders | 3 |
| DSC 663 WI | Management of Cervical and Thoracic Disorders - Weekend Intensive | 0 |
| DSC 656 TA | Teaching Practicum 3- Management of Cervical and Thoracic Disorders | 1 |
| DSC 655 | Management of Upper Extremity Disorders | 3 |
| DSC 665 WI | Management of Upper Extremity Disorders - Weekend Intensive | 0 |
| DSC 658 TA | Teaching Practicum 4 - Management of Upper Extremity Disorders | 1 |
| DSC 612 | Introduction to OMPT and Professional Socialization | 1 |
| DSC 613 | Mechanisms of Manual Physical Therapy | 1 |
| DSC 621 | Pain Sciences and Psychosocial Implications in Musculoskeletal Care | 2 |
| DSC 641 | OMPT Patient Management Framework / Advanced Clinical Decision Making | 6 |
| DSC 642 TA | Teaching Practicum 5 - OMPT Patient Management Framework / Advanced Clinical Decision Making | 2 |
| DSC 640 | Writing Case Reports & Case Series | 1 |
| DSC 767 | Fellowship Virtual Rounds | 6 |
| DSC 799 | Fellowship Capstone Examinations | 0 |
| DSC 690 | Independent Study I | 0 |
| DSC 790 | Independent Study II | 0 |
| DSC 728 | Fellowship Scholarly Project | 0 |
| DSC 769 | Fellowship Mentored Clinical Practice | 2 |
| DSC 667 WI | Advanced Manual Therapy Technique I | 1 |
| DSC 767 WI | Advanced Manual Therapy Technique II | 0 |
| | **Total =** | **40** |

**Orthopaedic and Manual Physical Therapy Fellowship**

## Orthopaedic and Manual Physical Therapy Fellowship
## Academic Plan
## January Cohort – Track 2

This plan serves as an example for a student who has not acquired credits through a complimentary EIM program. Each academic plan will be tailored toward the individual with tuition/fees adjusted accordingly.

| Spring Semester 1 | | |
|---|---|---|
| | **January-February** | |
| DSC 610 | Evidence-Based Physical Therapy Practice I | 1 credit |
| DSC 611 | Evidence-Based Physical Therapy Practice II | 1 credit |
| DSC 657 | Management of Lumbopelvic Disorders w/weekend Intensive | 3 credits |
| **OR** | | |
| DSC 664 | Management of Cervical and Thoracic Disorders w/weekend Intensive | 3 credits |
| | **March-April** | |
| DSC 662 | Management of Lower Extremity Disorders w/weekend Intensive | 3 credits |
| **OR** | | |
| DSC 666 | Management of Upper Extremity Disorders w/weekend Intensive | 3 credits |

| Summer Semester 1 | | |
|---|---|---|
| | **May-June** | |
| DSC 621 | Pain Sciences and Psychosocial Implications in Musculoskeletal Care | 2 credit |
| | **July-August** | |
| DSC 657 | Management of Lumbopelvic Disorders w/weekend Intensive | 3 credits |
| **OR** | | |
| DSC 664 | Management of Cervical and Thoracic Disorders w/weekend Intensive | 3 credits |

| Fall Semester 1 | | |
|---|---|---|
| | **August-December** | |
| DSC 641 | OMPT Patient Management Framework/Adv. Clinical Decision Making | 6 credits |

| Spring Semester 2 | | |
|---|---|---|
| | **January-May** | |
| DSC 642 TA | Teaching Practicum – OMPT Patient Management Framework/ Adv. Clinical Decision Making | 2 credits |
| | **January-February** | |
| DSC 652 TA | Teaching Practicum – Management of Lumbopelvic Disorders | 1 credit |
| **OR** | | |
| DSC 656 TA | Teaching Practicum – Management of Cervical and Thoracic Disorders | 1 credit |
| | **March-April** | |
| DSC 662 | Management of Lower Extremity Disorders w/weekend Intensive | 3 credits |
| **OR** | | |
| DSC 666 | Management of Upper Extremity Disorders w/weekend Intensive | 3 credits |

## Summer Semester 2

**May-June**

| | | |
|---|---|---|
| DSC 615 | Precision Based Exercise Prescription | 1 credit |
| DSC 630 | Lifestyle Medicine & Behavior Change in Musculoskeletal Care | 1 credit |

**July-August**

| | | |
|---|---|---|
| DSC 652 TA | Teaching Practicum – Management of Lumbopelvic Disorders | 1 credit |
| **OR** | | |
| DSC 656 TA | Teaching Practicum – Management of Cervical and Thoracic Disorders | 1 credit |

## Fall Semester 2

**August-December**

| | | |
|---|---|---|
| DSC 767 | Fellowship Virtual Rounds | 6 credits |

**September-October**

| | | |
|---|---|---|
| DSC 654 TA | Teaching Practicum – Management of Lower Extremity Disorders | 1 credit |
| **OR** | | |
| DSC 658 TA | Teaching Practicum – Management of Upper Extremity Disorders | 1 credit |

**November-December**

| | | |
|---|---|---|
| DSC 612 | Introduction to OMPT and Professional Socialization | 1 credit |

## Spring Semester 3

**March-April**

| | | |
|---|---|---|
| DSC 654 TA | Teaching Practicum – Management of Lower Extremity Disorders | 1 credit |
| **OR** | | |
| DSC 658 TA | Teaching Practicum – Management of Upper Extremity Disorders | 1 credit |

## Unscheduled Classes

These classes will be billed during the indicated semester but are unscheduled and may be completed at any time during the duration of fellowship.

| | | |
|---|---|---|
| DSC 667 WI | Advanced Manual Therapy Technique (attend two fellowship-only weekend intensives) | 1 credit |
| DSC 769 | Fellowship Mentored Clinical Practice | 2 credits |

## Additional Requirements

| | |
|---|---|
| DSC 690 | Independent Study I |
| DSC 790 | Independent Study II |
| DSC 728 | Fellowship Scholarly Project |

# ▶DSc in Physical Therapy Academic Planning and Course Descriptions

The Bellin College DSc in Physical Therapy program is committed to developing evidence based physical therapist practitioners and clinician scientists. Graduates will be critical thinkers, reflective, empathetic, and lifelong learners. Lastly, graduates will become highly skilled autonomous practitioners who are prepared to become leaders in the areas of teaching as well as participants and contributors to clinical research.

The Doctor of Science in Physical Therapy (DSc) track is a 65-credit program. Students complete core coursework involving orthopaedic manual physical therapy followed by specialty courses that focus on research, curriculum, and leadership.

### College Residency Requirement

A student who transfers credits into the DSc program must complete a minimum of 25 DSc credits through Bellin College. A credit evaluation will be completed to assess acceptance for transfer of fellowship credits obtained outside of Bellin College.

### Graduation Requirements-DSc

A Doctor of Science in Physical Therapy degree is awarded to a student who has completed the program of study and:

- Successful completion of 65 credits
- Achieved a cumulative GPA of 3.0 or higher.
- Completed all courses with a grade of C (77%) or higher.
- Successfully completed the research comprehensive examination.
- Successfully completed the educational track comprehensive capstone.
- Successfully completed the Doctoral Project.
- Submitted Intent to Graduate Form (available on the College web site).
- The maximum time of completion is 5 years for the fellowship certificate and/or 5 years for the DSc degree.
- Has submitted for publication the research project and systematic review (see below for details)

Publication: With the assistance of the research chair/committee and scoping/systematic review advisors, it is the responsibility of every DSc student to publish their scoping/systematic review and research project manuscript in a peer-reviewed journal. The expectation is that the scoping/systematic review will have been submitted to a peer-reviewed journal for initial consideration no later than the end of July after DSC904 Research Methodologies and Doctoral Project IV. The expectation by the end of DSC905 Research Methodologies and Doctoral Project V is that both the scoping/systematic review and research project manuscript will be 1) submitted and under full review with a peer-reviewed journal, or 2) accepted for publication or published in a peer-reviewed journal.

Desk Rejection: Often times a journal will immediately reject a publication upon receipt. This is termed a desk rejection and that paper does not end up going through the full peer review process. A desk rejection does not meet the graduation requirements for publication and another manuscript submission to another peer-reviewed journal will need to be made. The research project and scoping/systematic review will need to receive a “full review status” to meet the requirements for graduation.

Post-Graduation Review: A paper that is in review meets the graduation requirements, but the journal is likely to request revisions that will need to be completed post-graduation. Students must meet those requirements, or if a paper is ultimately rejected pursue successful publication in another peer-reviewed journal no later than 4 months post-graduation. If this timeline is not met, the student will waiver authorship rights.

Waiver of Authorship: In the unlikely event that a DSc student does not wish to further pursue publication of the research project or scoping/systematic review by four months post-graduation, that student waives authorship rights and will turn authorship of that paper over to the remaining students, chair/committee members, scoping/systematic review advisors and research directors.

## DSc Biostatistics Challenge Exam

Qualified applicants have the option to take challenge examinations in lieu of the two required three-credit Biostatistics courses (DSC 751 and DSC 752). Qualified applicants must have successfully completed a doctoral level course in Biostatistics that is beyond an entry-level DPT curriculum. Each Biostatistics course has a corresponding challenge exam, and applicants may take a challenge exam for one or both courses at a fee of $250 per exam. If a passing score is obtained on the Biostatistics exam(s), the student receives three credits for each passed exam. Credits will appear as transfer credit on transcripts. If the student fails the exam(s), $150 will be applied toward tuition for the respective course. Note: The Biostatistics challenge exams do not count toward full-time status. Students should work with the DSc Program Coordinator to ensure this option does not impact financial aid eligibility.

## DSc Research Methodologies and Doctoral Project

The DSc program utilizes a doctoral project versus a dissertation. This means that students will submit a total of two scholarly products for publication by the end of the program: one systematic review and one manuscript related to a clinical project.

**Accommodations for Virtual Educational Environment**

Because all of the coursework will be completed online and faculty, students and adjunct research committee will be in a variety of geographic locations with varying time zones, attention should be given to address these circumstances. Faculty and students will have to find mutually agreed upon times to meet in the virtual environment for both coursework assistance, research project mentoring, advising, and writing assistance. The use of Google Drive allows for smooth collaboration on writing projects since all individuals can be writing on one document at the same time without any limitation. In regard to communication and meetings, virtual meetings can easily be performed via Microsoft Teams.

For defending the overall doctoral projects, there are a variety of options that could be integrated and implemented into this DSc program. The individual(s) could present to the scientific panel in a virtual setting. A second option would be to find a time for the doctoral project defense at a specific conference. Often faculty and students will meet at national conferences to communicate regarding research projects, and this could be a venue where students could defend their overall doctoral product in a face-to-face environment.

**Assistance with Writing**

The Student Success Center (SSC) will be committed to support graduate students succeed in writing at all stages of their academic careers. The SSC will be staffed with individuals with expertise in writing, including composition and grammar, who are trained in providing feedback and guiding students through the writing process.

All students must be proactive in seeking writing help. Students will expect feedback within a week of submitting drafts. Drafts submitted a day or two before their due dates may not receive any feedback. Graduate students working on doctoral projects are highly encouraged to submit their first chapter to the SSC for early feedback.

**Institutional Review Board Information**

Bellin Health's Institutional Review Board (IRB) serves as the overseer of research proposals, both medical and allied health. Graduate students are required to seek IRB approval before proceeding with any research. Students in the DSc program are guided through the process of seeking such approval by their faculty mentors. All students who are involved in research must complete a "Training in the Protection of Subjects" online course per the IRB requirements and provide the completion certificate for verification. All research conducted through Bellin College, faculty, or student, is required to be submitted to and approved by the Bellin Health's IRB.

**Formation of Doctoral Project Committee**
In DSC901 Research Methodologies and Doctoral Project I, students will be assigned research groups. In some special circumstances, students may be allowed to complete projects independently if it is determined the project will satisfy the requirements of the degree.

Committees will be formed, and specific committee member roles will be developed. One faculty member will be the doctoral project chair, or another individual external to the college may serve this role if it is deemed appropriate (strong track record of research specific to content of doctoral project, approved by Research Director and Program Director). The other committee members can be individuals who have clinical expertise in the area of study. The doctoral project chair will be the primary contact while the research is being completed, and they will provide feedback for project direction and manuscript writing throughout the process. The second and third committee members will be utilized as needed for their clinical expertise and will also provide feedback to the manuscript after the doctoral project chair has provided primary feedback. All three members will be present at the doctoral project defense.

**Defense Process**
***Doctoral Project Defense***
The final doctoral project defense will take place in DSC905 Research Methodologies and Doctoral Project V. The doctoral project defense will be done on an individual basis. The first portion of the student doctoral project defense presentation will be open to any individual who wants to be present (see 1a below), and the second half will be composed of only the doctoral project committee members and student (see 1b).

Prior to the doctoral project defense, the individual student must provide a final document that compiles all of the project content from beginning to end, including any grant applications that may have been submitted/accepted, copies of posters or slides from platform presentations, any accepted abstracts, and the overall manuscripts (systematic review and clinical project) that were submitted and/or accepted. The doctoral project defense will proceed as follows:

1. The overall doctoral project defense will take no more than three hours
    a. Student gives a 30-45-minute oral presentation addressing all of the required materials for the proposal
    b. Committee members will have up to 40 minutes to ask the student questions about the proposal
    c. The student is dismissed while the committee members vote on the student's proposal (approve, approve with revisions, not approve)
    d. The student returns and is informed of the overall decision of their doctoral project defense

## DSc Academic Plan of Study

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

| Course # | Course Title | Credits |
|---|---|---|
| DSC 800 | Curriculum Development | 3 |
| DSC 810 | Science and Design of Educational Assessment | 3 |
| DSC 680 | Leadership in Higher Education | 2 |
| DSC 751 | Biostatistics 1 | 3 |
| DSC 752 | Biostatistics 2 | 3 |
| DSC 901 | Research Methodologies and Doctoral Project I | 2 |
| DSC 902 | Research Methodologies and Doctoral Project II | 2 |
| DSC 900 | Research Methodologies Systematic/Scoping Review | 1 |
| DSC 903 | Research Methodologies and Doctoral Project III | 2 |
| DSC 904 | Research Methodologies and Doctoral Project IV | 2 |

| | | |
|---|---|---|
| DSC 905 | Research Methodologies and Doctoral Project V | 2 |
| | Education Track Capstone | 1 |
| | **Total =** | **26** |

## COURSE DESCRIPTIONS

**DSC 610 EVIDENCE-BASED PRACTICE I – 1 credit**
This course is designed to improve the participant's understanding and use of evidence-based practice and its impact on physical therapy. Participants learn how to ask clinically relevant questions, find, and interpret the evidence, and apply this evidence to clinical practice. The goal of this course is to develop consumers and users of clinical research that will improve the quality and impact of the participant's clinical practice on the patients they serve.

**DSC 611 EVIDENCE-BASED PRACTICE II – 1 credit**
This course builds on the foundational content of EBP I and covers key concepts related to research design and statistics. Emphasis is on practical interpretation, understanding, and integration in the clinical reasoning process.

**DSC 612 INTRODUCTION TO OMPT AND PROFESSIONAL SOCILIZATION – 1 credit**
This course provides an introduction into what it means to be a manual physical therapy fellow. A variety of professional topics are discussed including the history of manual therapy, professional organization(s), and current and emerging issues.

**DSC 613 MECHANISMS OF MANUAL PHYSICAL THERAPY – 1 credit**
This course provides an update on the biomechanical and neurophysiologic mechanisms of manual therapy. Special attention is directed towards recent research investigating manual therapy's effect on pain. Students interact with leading researchers in this field.

**DSC 615 PRECISION-BASED EXERCISE PRESCRIPTION – 1 credit**
This course reinforces the importance of evidence-informed, person-centered exercise prescription. The learner will investigate specific dosage parameters related to strength, endurance, motor control, power, and agility exercises and how to adapt these parameters to reach a person's functional goals. The goal of this course is to distinguish basic dosage prescription strategies within a person-centered reasoning approach.

**DSC 621 PAIN SCIENCES & PSYCHOSOCIAL IMPLICATIONS IN MUSCULOSKELETAL CARE – 2 credits**
This course provides an in-depth review of the current concepts in pain sciences. The course challenges presuppositions and provides evidence-based insight into the current myths and gross misunderstandings of pain.

**DSC 630 LIFESTYLE MEDICINE & BEHAVIOR CHANGE IN MUSCULOSKELETAL CARE – 1 credit**
This course will explore the physical therapist's role in optimal health promotion and wellbeing through select lifestyle medicine topics. Learners will investigate the impact that sleep and nutrition have on pain, health, and disability. Learners will review strategies to empower people to adopt behaviors that support a healthy lifestyle and address pain. The goal of this course is to empower the fellow-in-training to take an active role in inspiring healthy behaviors within in a person-centered approach to meet the needs of society.

**DSC 640 WRITING CASE REPORTS & CASE SERIES – 1 credit**
This course reviews the steps involved in completing a case report suitable for publication, including examination of foundational material and critique of the initial submission of a published case report. Students complete the National Institutes of Health (NIH) Office of Extramural Research online training program titled "Protecting Human Research Participants."

**DSC 641 OMPT PATIENT MANAGEMENT FRAMEWORK/ADVANCED CLINICAL DECISION MAKING – 6 credits**
This course is designed to teach an advanced patient management framework by combining the interpretation of basic science knowledge with an evidence-informed clinical reasoning approach.

Students develop dynamic critical thinking skills needed to complete a high-quality differential evaluation, resulting in identification of key interventions to manage patients safely and efficiently. This course highlights important aspects of the examination, such as the use of effective communication strategies, the test/retest approach to evaluate the effectiveness of each intervention, and selection of targeted home exercise and educational interventions.

**DSC 642 TA TEACHING PRACTICUM 5 – OMPT PATIENT MANAGEMENT FRAMEWORK/ADVANCED CLINICAL DECISION MAKING – 2 credits (May 2021 and prior = 1 credit)**
The purpose of this course is to provide mentored teaching experience in multiple learning environments. Students develop and apply skills through continued clinical application in a supportive teaching environment.

**DSC 650 MANAGEMENT OF LUMBOPELVIC DISORDERS – 3 credits (May 2021 and prior = 4 credits)**
This course provides an in-depth review of current concepts and published evidence related to the clinical examination, evaluation, diagnosis, and interventions for patients with disorders of the lumbopelvic spine and hip. Evidence-based classification systems, diagnosis, and outcomes tools are addressed.

**DSC 651 MANAGEMENT OF LOWER EXTREMITY DISORDERS – 3 credits (May 2021 and prior = 4 credits)**
This course integrates manual therapy and exercise intervention techniques in the management of individuals with lower extremities musculoskeletal disorders. The course includes discussion of radiology rules for acute lower extremity injuries as well as diagnostic information for systemic and vascular disorders affecting the lower extremities. An intensive laboratory weekend is included.

**DSC 652 TA TEACHING PRACTICUM 1 – MANAGEMENT OF LUMBOPELVIC DISORDERS – 1 credit**
In this course, students' function as teaching assistants for students enrolled in DSC 650 Management of Lumbopelvic Disorders. Under faculty oversight, students participate in course oversight, instruction, student evaluation and mentorship.

**DSC 653 MANAGEMENT OF CERVICAL AND THORACIC DISORDERS – 3 credits (May 2021 and prior = 4 credits)**
This course integrates manipulative intervention techniques in the management of individuals with cervical-thoracic spine and ribcage disorders. It includes the application of diagnostic imaging as a component of the diagnostic process. Classification systems and outcomes assessment tools, within the framework of evidence-based practice are included. An intensive laboratory weekend is included.

**DSC 654 TA TEACHING PRACTICUM 2 – MANAGEMENT OF LOWER EXTREMITY DISORDERS – 1 credit**
In this course, students' function as teaching assistants for students enrolled in DSC 651 Management of Lower Extremity Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

**DSC 655 MANAGEMENT OF UPPER EXTREMITY DISORDERS – 3 credits (May 2021 and prior = 4 credits)**
This course integrates manipulative intervention techniques in the management of individuals with upper extremity disorders and dysfunction. Classification systems and outcomes assessment tools, within the framework of evidence-based practice, are included. Diagnostic information for the medical screening of systemic and vascular disorders is discussed. An intensive laboratory weekend is included.

**DSC 656 TA TEACHING PRACTICUM 3 – MANAGEMENT OF CERVICAL AND THORACIC DISORDERS – 1 credit**
In this course student's function as teaching assistants for students enrolled in DSC 653 Management of Cervical and Thoracic Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

**DSC 658 TA TEACHING PRACTICUM 4 – MANAGEMENT OF UPPER EXTREMITY DISORDERS – 1 credit**
In this course, students' function as teaching assistants for students enrolled in DSC 665 Management of Upper Extremity Disorders. Under faculty guidance, students participate in course oversight, instruction, student evaluation and mentorship.

**DSC 660 WI MANAGEMENT OF LUMBOPELVIC DISORDERS – 0 credit (May 2021 and prior = 1 credit)**
This weekend intensive lab focuses on the clinical reasoning and hands-on skill development necessary to effectively integrate manual physical therapy examination and intervention techniques into the clinical management. Classification systems, outcomes assessment tools, and the application of diagnostic imaging are discussed as components of the diagnostic process within the framework of evidence-based practice.

**DSC 661 WI MANAGEMENT OF LOWER EXTREMITY DISORDERS – 1 credit (May 2021 and prior = 1 credit)**
This weekend intensive lab focuses on the clinical reasoning and hands-on skill development necessary to effectively integrate manual physical therapy examination and intervention techniques into the clinical management. Classification systems, outcomes assessment tools, and the application of diagnostic imaging rules for acute lower extremity injuries are discussed as components of the diagnostic process within the framework of evidence-based practice.

**DSC 663 WI MANAGEMENT OF CERVICAL AND THORACIC DISORDERS – 1 credit (May 2021 and prior = 1 credit)**
This weekend intensive lab focuses on the clinical reasoning and hands-on skill development necessary to effectively integrate manual physical therapy examination and intervention techniques into the clinical management. Classification systems, outcomes assessment tools, and the application of diagnostic imaging are discussed as components of the diagnostic process within the framework of evidence-based practice.

**DSC 665 WI MANAGEMENT OF UPPER EXTREMITY DISORDERS – 1 credit (May 2021 and prior = 1 credit)**
This weekend intensive lab focuses on the clinical reasoning and hands-on skill development to effectively integrate manual physical therapy examination and intervention techniques into clinical management. Classification systems, outcomes assessment tools, and the application of diagnostic imaging are discussed as components of the diagnostic process within the framework of evidence-based practice.

**DSC 667 ADVANCED MANUAL THERAPY TECHNIQUE I – 1 credit**
The student will complete 160 hours of supervised lab hours focused on advanced examination/interventions, including mechanical diagnosis and therapy concepts, adverse neural dynamics, mobilization/manipulation techniques, and therapeutic exercise. Lab hours should include discussion on optimizing patient history, key differentiation testing in the physical exam, and strategies to select optimal intervention procedures.

Lab hours may be accumulated throughout their enrollment as a fellow in training. Several college-sponsored weekend intensives will be offered, which students may attend at no additional tuition cost. Students may also choose to gain lab hours through outside opportunities with prior approval from the program director.

**DSC 680 LEADERSHIP IN HIGHER EDUCATION – 2 credits**
This course provides graduates with the skills necessary to be a visionary leader by improving the performance of educational programs to drive continuous improvement, collaborative decision making, and strategic planning. Students will address contemporary and future educational issues relevant to the field of physical therapy.

**DSC 690 INDEPENDENT STUDY I – 0 credit (May 2021 and prior = 1 credit)**
This course includes the preparation of two up-to-date, well-researched, evidence-focused presentations on pre-approved topics. These presentations must be: 1) recorded for posting in an open access forum, 2) presented live at weekend intensive or other approved post-professional continuing education course, 3) presented to a multi-disciplinary audience, 4) presented to a direct consumer audience, or 5) presented to another pre-approved audience.

**DSC 728 FELLOWSHIP SCHOLARLY PROJECT – 0 credit (May 2021 and prior = 1 credit)**
This course requires the student to complete a patient case report or case series, as well as a poster presentation and oral presentation of the case.

**DSC 751 BIOSTATISTICS 1 – 3 credits**
This course will provide a foundation for understanding biostatistics and basic proficiency with running basic biostatistical models. The course will cover such topics as simple descriptive statistics, basic probability concepts, probability distributions, sampling distributions, t-tests, and confidence intervals.

**DSC 752 BIOSTATISTICS 2 – 3 credits**
The purpose of this course is to build upon the topics of Biostatistics 1. This course will cover such topics as correlation, analysis of covariance, post-hoc testing, factorial designs, simple linear regression, and reliability analyses. Students will present doctoral research questions, hypotheses, methods, and data analysis plans for critique and discussion. Pre-requisite: DSC 751

**DSC 767 FELLOWSHIP VIRTUAL ROUNDS – 6 credits**
This course focuses on advanced clinical decision-making regarding clinical care in a collaborative virtual environment. Synchronous live virtual case tutorial sessions are typically conducted in the evenings (usually 4 sessions monthly) for approximately 2-3 hours. This course includes one lab intensive weekend for students.

**DSC 768 WI ADVANCED MANUAL THERAPY TECHNIQUE II – 0 credit (May 2021 and prior = 1 credit)**
This weekend intensive lab focuses on the advanced examination/interventions targeting the lower quarter, including mechanical diagnosis and therapy concepts, adverse neural dynamics, mobilization/manipulation techniques, and manual resisted exercise. The course includes discussion on optimizing the patient history, key differentiation testing to use in the physical exam, and strategies to select optimal intervention procedures.

**DSC 769 FELLOWSHIP MENTORED CLINICAL PRACTICE – 2 credits (May 2021 and prior = 6 credits)**
This Clinical Practicum is an advanced clinical practice experience in orthopaedic manual physical therapy in which students are mentored in both live 1:1 clinical practice hours and orthopaedic manual physical therapy clinical practice hours based on current American Physical Therapy Association requirements. Emphasis is placed on advanced clinical decision-making, outcomes evaluation and autonomous patient management.

**DSC 790 INDEPENDENT STUDY II – 0 credit (May 2021 and prior = 1 credit)**
This independent study course includes the completion of self-paced coursework focused on the foundations of manual physical therapy practice and the standardized manual physical therapy examination. Enrollment in this course starts upon entering the fellowship program and is completed once the student has successfully completed all learning modules included in this course.

**DSC 799 FELLOWSHIP PROGRAM CAPSTONE EXAMINATIONS – Capstone credit**
This capstone course consists of the final examination process. Students complete a final comprehensive written examination that focuses on medical screening, clinical reasoning, decision-making, and the application of manual physical therapy concepts. Students complete 4 regional technique examinations to demonstrate mastery of selected manual physical therapy interventions. Finally, 2 live patient examinations are completed, one with a spinal/axial focus and another with a peripheral/appendicular focus.

**DSC 800 CURRICULUM DEVELOPMENT – 3 credits**
A deep understanding of the development and implementation of curriculum will be explored by examining the philosophical and theoretical perspectives of the science of teaching and learning. This is the 2nd course in a 2-part series that will utilize an in-depth analysis of curricular design models and application congruent with identified curricular objectives, goals, and learner outcomes. Development of curriculum will systematically address technology integration, evidenced-based practices, and innovative and collaborative learning experiences.

**DSC 810 SCIENCE AND DESIGN OF EDUCATIONAL ASSESSMENT – 3 credits**
Through the study of the basic principles of curriculum development and assessment this course is designed to provide the learner with knowledge, skills, and experiences to be actively involved in multiple facets of the curricular process. This is the first course in a 2-part series that will focus on developing the knowledge and skills to identify, develop, and design assessment instruments and strategies for effective evaluation of student learning through both formative and summative assessment methodologies. Pre-requisite: DSC 800

**DSC 900 RESEARCH METHODOLOGIES AND DOCTORAL PROJECT – 1 credit**
This course will assist students in facilitating completion of their systematic or scoping review. Students will be required to complete all screening of included studies in their systematic or scoping review and complete 50% of their data extraction by the end of the course.

**DSC 901 RESEARCH METHODOLOGIES AND DOCTORAL PROJECT I – 2 credits**
This course will provide a foundation for the principles of evidence based-practice and research design so that the student may immediately integrate scientific knowledge with practice and complete a clinically relevant research proposal. This course is the first phase of the doctoral project and is designed to prepare doctoral students to develop a research project. Prerequisites: None

**DSC 902 RESEARCH AND METHODOLOGIES AND DOCTORAL PROJECT II – 2 credits**
This course will familiarize students with the steps required to successfully complete a systematic or scoping review, which are considered gold standards for appraising and evaluating the scientific literature. Students will also continue to work on their group research project. Prerequisites: DSC 901 Research Methodologies and Doctoral Project III

**DSC 903 RESEARCH METHODOLOGIES AND DOCTORAL PROJECT III – 2 credits**
This course will require students to submit a draft manuscript of a systematic or scoping review. Students will also continue to participate in ongoing work on their group research project. This is a hybrid course including 15 weeks of online coursework and optional bi-weekly virtual meetings. Prerequisites: Completion of DSC 901 Research Methodologies and Doctoral Project I and DSC 902 Research Methodologies and Doctoral Project II, passing score on the comprehensive examination.

**DSC 904 RESEARCH METHODOLOGIES AND DOCTORAL PROJECT IV – 2 credits**
The goal of this course is to focus on the completion of the systematic or scoping review and continue with the group research project. This will be largely project-dependent, but will include data preparation and cleaning, data analysis, and creation of a manuscript draft. This is a hybrid course including 16 weeks of online coursework and bi-weekly virtual meetings. Prerequisites: Completion of DSC 901 Research Methodologies and Doctoral Project I, DSC 902 Research Methodologies and Doctoral Project II, and DSC 903 Research Methodologies and Doctoral Project III.

**DSC 905 RESEARCH METHODOLOGIES AND DOCTORAL PROJECT V – 2 credits**
The goal of this course is to finalize the research project, and independently defend a presentation of their research before a scientific panel. Both the scoping/systematic review and research project manuscripts must be under peer review or accepted by the end of this course. This is a hybrid course including 16 weeks of online coursework. Prerequisites: Completion of DSC 901 Research Methodologies and Doctoral Project I, DSC 902 Research Methodologies and Doctoral Project II, DSC 903 Research Methodologies and Doctoral Project III and DSC 904 Research Methodologies and Doctoral Project IV

**EDUCATIONAL COMPREHENSIVE CAPSTONE – 1 credit**
This course provides a comprehensive learning assessment by integrating the learning experiences of DSc 680, DSc 800, and DSc 810. Students will complete a final teaching project with oral defense.

## ▶Orthopaedic Physical Therapy Fellowship Program Appendices

## 8.1 Appendix A
## Bellin College Clinical Mentorship Requirements and Considerations for Fellows-In-Training

**Clinical Mentor Requirements for Fellow Mentors**
A Bellin College fellowship mentor for 1:1 clinical mentorship hours will have all the qualifications listed below. Additionally, many will have teaching experience (academic, continuing education presentations, and/or clinical instructor.

- Credentialed as a Fellow of the AAOMPT (FAAOMPT) with current FAAOMPT status
- Actively engaged in patient care
- Able to spend a portion of clinic hours in 1:1 time with the FiT at a mutually agreeable location
- Agrees to allow observation of active mentorship at least one annually, either live or via electronic means, by Bellin College Program Director.
- Approved by the Bellin College Orthopaedic Manual Physical Therapy (OMPT) Fellowship Program Director/Coordinator.
- Agrees with and upholds the patient care principles of Bellin College and the clinic, and is supportive of Bellin College's goals, philosophy, and requirements for fellowship clinical mentorship experiences
- Agrees to participate in Bellin College Mentorship Program Initiatives (mentorship webinars, mentorship courses, mentorship sessions at conferences, etc.)

**In addition to the above requirements, a clinical mentor for Fellows should:**

- Supervise the FiT in direct patient care, providing critique and guidance on fellowship-level clinical decision making and manual therapy skills
- Provide critique and guidance to the FiT on professional communication, teaching techniques, and teaching effectiveness
- Be proactive in modeling and instilling leadership and mentorship qualities
- Provide critique and guidance for the development of teaching modules, educational and marketing materials as applicable
- Work with Bellin College Faculty to conduct live patient and/or techniques examinations (note that live patient examinations need to be recorded for Bellin College Program Director review or two FAAOMPT credentialed examiners must be present on site).
- Support Bellin College Clinical Mentorship Initiatives (Mentorship Webinars, attend mentorship sessions at AAOMPT/CSM meetings as able, go through mentorship course with Bellin College, etc.) as able

**Clinical Mentorship Hours Requirement for Manual Requirement for Manual Therapy Fellows**
1 on 1 clinical mentorship hours

According to AAOMPT, **none of the clinical mentorship hours for Fellows may take place in a POPTS or Referral for Profit (RFP) situation.** An RFP situation is one in which a referring physician (medical doctor, doctor of osteopathy, podiatrist, dentist, or chiropractor) derives a financial benefit from the physical therapy services provided to the person who is referred. The situations to which this restriction applies include those in which: (a) a physician has an ownership interest in a physical therapy practice to which he or she refers, (b) a physician or the physician's practice employs or contracts with physical therapists to provide physical therapy services within the physician practice, or (c) a physician's income or bonus is directly or indirectly tied to the revenues of the physical therapy service to which he or she refers patients. Noncompliance with this clause constitutes grounds for withdrawal of credentialing, and therefore FiT must not perform all mentorship (1:1 and clinical practice hours) in clinical situations that are not in POPTS or other RFP situations.

It is each FiT's responsibility to document completion of their clinical mentorship hours using Form 01, 1:1 mentorship Forms 3/4/5, and their clinical outcomes tracking using FOTO (exceptions granted by program director on a case-by-case basis). **By submitting your 1:1 hours to Bellin College, you are vouching**

**that your hours were not performed in an RFP situation or POPTS**. See section 7.4 for additional detail on requirements related to Mentorship, FOTO/KEET, and documentation.

**Timing**
For FiTs who will travel to acquire your clinical mentor hours outside of daily clinical environment, **it is ideal for you to begin your hours at the same time you start the OMPT Patient Management Framework / Advanced Clinical Decision-Making module of the OMPT course series.** You then should work to spread out your 1:1 mentorship hours over 12-18 months. If you spread out over 18 months as evenly as possible, this would allow you to accomplish 50 hours during the OMPT Patient Management Framework / Advanced Clinical Decision Making, 50 hours during your TA role in the OMPT Patient Management Framework / Advanced Clinical Decision-Making course, and 50 hours once you are in Fellow Virtual Rounds. **The 1:1 mentorship hours should be spread out over at least a 12-month time period to maximize your ability to synthesize mentor feedback and improve your clinical practice skills.**

**Fellows Clinical Hours, Description of Advanced Specialty Practice (DASP) and Form 01 documentation**

- Note that the clinical hours must represent a demographically and clinically diverse patient population. The total number of patients must represent disorders that approximate that listed by the DSP (see DSP proportion table below). It is the responsibility of the fellow to ensure that this occurs, and that the diversity of the population is reflected on the Form 01 that is submitted monthly.
- When the discrepancy between DASP category percentages and the fellow's total percentage for a category is deficient by > 2%, then the fellow is responsible for working with the Program Director to arrange for learning module experiences, case experiences, or both to satisfy the deficiency. These additional learning experiences must be documented on a Fellowship Form 09 and submitted to the Program Director and the Registrar for approval.

## Orthopaedic Description of Specialty Practice (DSP)

| Body Region | Percent of Cases |
|---|---|
| Cranial/Mandibular | 3% |
| Cervical Spine | 13% |
| Thoracic Spine/Ribs | 6% |
| Lumbar Spine | 20% |
| Pelvic Girdle/SI/Coccyx/Abdomen | 7% |
| Shoulder/Shoulder Girdle | 15% |
| Arm/Elbow | 4% |
| Wrist/Hand | 4% |
| Hip | 7% |
| Thigh/Knee | 12% |
| Leg/Ankle/Foot | 9% |
| TOTAL | 100% |

## Process and Documentation Requirements

**Documenting Clinical Mentorship Hours**
All FiTs must provide evidence of completion of all clinical hour requirements (1:1 and non 1:1 clinical hours) by documenting them on a monthly Bellin College Form 01 in the Bellin College Student Information System. The form is arranged by region similar to what is outlined in the DASP.

**Fellows-in-Training** document hours that the FiT used manual physical therapy techniques in the management of the patient and where the FiT had the ability to discuss this case with FAAOMPT faculty (either live or through electronic forms of communication). FiTs should be sure to engage in discussion

with the FAAOMPT faculty in the various virtual communities regarding these patient cases (virtual case discussions, online coursework, email, telephone, etc.). Note that there is specific case discussion built into the core management courses, the OMPT course series, and Fellow Virtual rounds to meet the AAOMPT & APTA's requirements for time discussing your individual patient cases. **FiTs do not need to do any additional documentation beyond monthly Form 01 submissions, normal coursework, and KEET/FOTO submissions to document/support these 310 non-1:1 hours.**

**FiTs who enrolled prior to 2018 may stop tracking and logging monthly patient care hours in the Form 01 submissions once:**

- The FiT has logged >310 hours (and >/= 400 patients) of patient care management where manual therapy techniques were used in the overall care of the patient, and where the FiT had the ability to discuss this case with FAAOMPT faculty (either live or through electronic forms of communication). These hours must be in a non-RFP situation.
- The FiT has at least 400 patients total recorded.
- The FiT's clinical hours and patient cases adequately represent a demographically and clinically diverse patient population as described in the DSP (shown above). Percentages must be within 2% of the minimum requirements of percentages shown.

Once all three criteria are met, FiTs should confirm with the mentor leader and registrar.

**FiTs who enrolled in or after 2018 may stop tracking and logging monthly patient care hours in the Form 01 submissions once:**

- The FiT has logged >310 hours (and >/= 400 patients) of patient care management where manual therapy techniques were used in the overall care of the patient, and where the FiT had the ability to discuss this case with FAAOMPT faculty (either live or through electronic forms of communication). These hours must be in a non-RFP situation.
- The FiT has at least 400 patients total recorded.
- The FiT's clinical hours and patient cases adequately represent a demographically and clinically diverse patient population as described in the DSP (shown above). Percentages must be within 2% of the minimum requirements of percentages shown.

Once all three criteria are met, FiTs should confirm with the mentor leader and Program Director.

**Self-assessment**
Fellows will engage in ongoing self-assessment and ongoing feedback with their mentors regarding their clinical performance and clinical reasoning. All forms will be completed through web-based links to mentorship forms. E-mail notification with links to the forms will be sent and will also be available in the respective program's orientation course.

Forms 03, 04, & 05 will be used to both guide and document this process. Fellows will complete these forms through web-based links to survey forms, which are available in the Fellowship Orientation, Resource, and Archive Course. Form submission is required to submit completed forms for every 20 hours of mentoring completed. An exception is made for FiTs who spend a full week (5-6 consecutive workdays in a row) with a FAAOMPT credentialed mentor. In this situation, one set of forms (Forms 3, 4, and 5) can be submitted for the entire weeks' worth of hours. These documents must clearly state how many hours are supported by the form/documentation. Additionally, at least one set of forms (Form 03, 04, and 05) must be completed per each FAAOMPT mentor that a fellow-in-training works with for 1:1 hours.

FiTs should be very detailed in documenting their 1:1 hours and should make sure that the hours documented on the monthly Form 01 submissions match all Form 03, 04, and 05 submissions.

It is important to note that your mentorship hours **WILL NOT COUNT** if the proper documentation is not submitted to Bellin College. It is the fellow's responsibility to initiate and ensure completion of all mentorship paperwork.

**Responsibilities of the Bellin College Fellow**
It is the responsibility of the FiT to seek and make arrangements with a fellow mentor directly. The Fellow must provide evidence of this arrangement submitting a Clinical Mentor Agreement form (Form 06) for every clinical mentor who serves in a 1:1 mentorship role and in a practical examination supervisory/grading role. Each clinical mentor must also submit: 1) Clinical Mentor Agreement form, and 2) their CV. Clinical mentors must then be approved by the Bellin College Fellowship Program Director and/or the Program Administrative Assistant. Bellin College will assist the participant as able in securing a clinical mentor.

**Any financial arrangement related to activity with a clinical mentor is a matter addressed between the Fellow-in-Training, the residency/fellowship site, and mentor.** Bellin College does not participate in this activity. If required, the costs associated with mentoring hours (honorarium to the mentor or practice, travel costs and additional liability insurance if necessary) are an added expense for the Fellow beyond standard tuition.

**Please Note:** It is highly recommended that each Fellow take a systematic and proactive approach to compiling documentation related to their clinical mentoring hours. We have found the best method to be in the form of a self-maintained (in addition to what Bellin College collects and maintains) well-organized portfolio of the clinical hours log (Form 01) and other forms associated with the clinical mentoring requirements. **DO NOT** approach documentation of clinical mentoring hours and requirements in a haphazard manner, **be purposeful, proactive, and diligent in managing and documenting the work you do.** You may be asked at any time to support the clinical mentoring hours you report.

All copies of the mentorship forms must be submitted to the Program and maintained in the Fellow's files. If we do not have the paperwork supporting your 1:1 mentorship hours in your main student files, **we cannot count the 1:1 hours towards graduation requirements.** It is the Fellow's responsibility to make sure all documents are submitted and received by the Registrar or by other Bellin College mentorship coordinators.

Completing mentoring hours can be a rate-limiting step to completing fellowship because there are still so few FAAOMPT qualified/credentialed therapists in the US who are available and willing to provide mentorship hours to FiTs. In coordination with Bellin College, persons considering fellowship training should give very careful consideration from the outset regarding how he or she plans to address this issue. The "find a fellow" function is available to AAOMPT members at the AAOMPT web page. This function can help the FiT to find a mentor in their region:

http://aaompt.org/Main/Public_Resources/Find-A-Fellow/Main/Member_Resources/Find-A-Fellow.aspx?hkey=108c9a56-f793-45e4-b3ed-cefe5d871a94

## 8.3 Appendix C
## Fellowship Clinical/Supervised Lab Hours Guidelines

APTA/AAOMPT guidelines require 160 hours clinical practical (lab) instruction in OMPT assessment and treatment techniques, with at least 100 hours spent with a focus on the spine and 60 hours on the extremities. All lab hours that count towards these hours must occur after acceptance into the program. No previous clinical/supervised lab hours can be transferred into the program.

Bellin College's Orthopaedic Manual Physical Therapy Curriculum includes 64 hours in lab during the core course weekend intensives (32 focusing on the spine, 32 focusing on the extremities). Additionally, the weekend courses that are part of the OMPT Patient Management Framework and the Fellow Virtual Rounds courses together contribute another 32-40 hours (distribution of spine vs extremity hours will vary). In total, the Bellin College FiT may obtain all needed 160 supervised lab hours by attending the required fellows-only lab weekends (2 per year), the four core course weekend intensives, and additional WIs and/or FOWIs. Additional clinical lab hours through different sources may be accomplished according to the guidelines provided below. FiTs should discuss their course selections with their Fellow Mentor Leader and the Program Director to ensure that the course selection is targeting a key area of desired or needed additional training for the individual FiT.

Note that written petitions must be submitted to the Program Director for other courses/lab hours to count towards the Fellowship Clinical Lab Hours requirement. The Program Director must approve any substitutions before counting towards lab hours. Additionally, the clinical lab hours must be completed after formal acceptance into the Fellowship.

Clinical lab hours will be recorded on the monthly online Form 01. On this document, Fellows will record the number of hours spent with clinical practical/lab instruction with a focus on the spine and the extremities, respectively. Additionally, the Fellow will record the course attended, location of the course, and who taught the course.

**It is the sole responsibility of Fellows to acquire the additional mentored lab hours beyond those provided in the formal courses taken as part of the curriculum. As such, any expenses associated with acquiring these hours is the responsibility of the FiT.** Because each Fellow will choose a different path to acquire these hours, it is impossible to include a reasonable estimate for these hours in the cost of the Fellowship.

**Guidelines**

1. FiTs can acquire mentored lab hours by attending or acting as lab assistants for any Bellin Health/College sponsored manual therapy courses.
2. Bellin College hosts "fellows-only" lab weekends 2-3 times annually. Two of these fellows-only lab weekends (FOWI) are required during participation in the OMPT Patient Management Framework course and the Fellow Virtual Rounds course.
3. FiTs may coordinate with FAAOMPT therapists to acquire clinical lab hours. Some examples are: 1) spending time practicing techniques with a FAAOMPT in normal daily clinical practice, 2) teaching manual techniques in educational programs with an FAAOMPT therapist supervising and providing feedback, 3) working with a local study group to practice techniques on a regular basis as long as adequately trained / credentialed PTs are present to provide oversight and feedback, 4) attending an Open Lab experience hosted by Bellin College OMPT Fellowship graduates (FAAOMPTs), etc. Hours achieved in this way should be pre-approved with the Bellin College Fellowship Director and/or Program Coordinator.
4. Fellows may acquire mentored clinical lab hours through the following 'pre-approved' courses, as well as through other courses specifically approved by the Manual Therapy Fellowship Director. We do encourage fellows to attend a course focused on the soft tissues to complement the Bellin College curriculum.

## 8.4 Appendix D
## Fellowship Practical Examination Guidelines

Live patient examinations are an important aspect of assessing the FiT's competencies in evidence based orthopaedic manual physical therapy practice. The two live patient examinations, one with a spine/axial focus and one with an extremities/ appendicular focus, provide an opportunity for the tester to assess integration of evidence-based practice, advanced clinical decision making, and expertise in manual therapy techniques with a real patient. Post-surgical patients in the first 6 months of their primary rehabilitation process are not appropriate for and may not be included for these practical examinations. Additionally, the patient should not be previously known to the therapist.

**The live patient examinations may be conducted by:**

- The Program Director or Bellin College Faculty who are Fellows of the AAOMPT.
- Fellowship Clinical Mentors or other FAAOMPT credentialed therapists.

**Overall Guidelines:**

- The practical examinations should be conducted within the last 6 months of the fellowship program, and after completion of the OMPT Patient Management Framework course and the OMPT Patient Management Framework TA role. Any exceptions to these timeframes must be approved by the Program Director.
- At least one FAAOMPT must be present (in the room) during the practical examination.
- If a FiT is not able to perform video recording and submission of the patient case to the Program Director, two FAAOMPT credentialed examiners must be present for the testing session.
- The live patient practical examination will be conducted with a patient that is new/unknown to the FiT, and will include submitted documentation of all aspects of the initial visit from obtaining general health screening information and health outcomes tools, through the patient history, physical examination, interventions, patient education, exercise instruction, etc.
- At the end of the patient interaction, the FiT should discuss and defend the clinical decision-making used in the patient examination, interventions, and planning for the course of care through discharge. This is documented on the Practical Exam Defense Form (posted in the Fellowship Graduate Requirements course). FiTs should not discuss the case with the mentor until the Practical Exam Defense form is completed and submitted.
- All practical examinations will be video recorded unless performed with two FAAOMPTs onsite during the practical or specifically excused by the Program Director. The video recording, grading by FAAOMPT on a signed Form 02, and "sanitized" patient documentation (initial notes with all patient's identifiable information removed) must be uploaded to the Fellowship Graduate Requirements course within 1 week of the examination.
- The video recording and corresponding documentation will undergo a second review from the Program Director or approved Bellin College Fellowship Faculty member, within approximately 4-8 weeks of the testing date for final approval. If additional testing or remediation is needed, the Fellow-in-Training will be notified within approximately 8 weeks of submission of the video and case documentation.
- Fellows-in-Training must achieve at least a 90% grade on the practical exam and must receive passing grades from both testers.
- FiTs may retest up to two times after failing an initial submission (total of 3 attempts per spine and extremities). If a FiT fails a practical examination three times, the FiT is failed from the program.

## 8.5 Appendix E
## Fellowship Professional Behaviors and Expectations

Professional behaviors are dependent on a core set of generic abilities which are behaviors, attributes, or characteristics. These generic abilities are not explicitly part of the physical therapy profession's core knowledge or technical skills but are required for successful professional practice. They are also extremely important for successful and optimal learning in this fellowship program! Professional behaviors expected of Bellin College OMPT FiT are exemplified by the generic abilities outlined in this Appendix.

**Communication**

- Professionals need the ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.
- FiTs should: adapt messages to address needs, expectations, and prior knowledge of the audience to maximize learning; effectively deliver messages capable of influencing patients, the community and society; provide education locally, regionally, and /or nationally; mediate conflict.
- Specifically related to the fellowship learning environment, FiTs are expected to respond to faculty/staff within 48 business hours of faculty/staff calling, texting, or emailing the FiT. "Faculty/Staff" includes Bellin College staff, mentors, online or WI faculty, FOWI or Open Lab Faculty, Guest Faculty, the Program Director, the Assistant Program Director, and/or any other individual representing Bellin College. If a FiT is out of reach of their phone/email/internet/etc., the student is expected to respond at the soonest available date.

**Accountability & Timeliness**

- Per the APTA, accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist including self- regulation and other behaviors that positively influence patient/client outcomes, the profession, and the health needs of society. (PROFESSIONALISM IN PHYSICAL THERAPY: CORE VALUES BOD P05-04-02-03 [Amended BOD 08-03-04-10].
- Accountability is necessary in the clinic, but also in the academic environment. Timeliness is one aspect of accountability that becomes very important in our hybrid learning environment.
- In the Bellin College academic environment, unless specific requests have been made for providing/posting work late, FiTs are expected to post and provide work 100% on time. If the FiT has circumstances that the student could predict ahead of time would impact timeliness, the FiT should alert and discuss with faculty. If unpredicted (individual or family health issues, accidents, birth of child, etc.), the FiT should notify faculty at the earliest possible reasonable time to coordinate on any remediation needed or pathway to make up required work.

**Excellence**

- A FiT's submissions should consistently use current knowledge and theory, while also integrating judgment, patient/client preference (when applicable), challenging mediocrity, and working towards the development of new knowledge. (PROFESSIONALISM IN PHYSICAL THERAPY: CORE VALUES BOD P05-04-02-03 [Amended BOD 08-03-04-10].
- Submitted work should be at the level reasonably expected for high level post-professional work. This includes submitting work that is well-thought out, complete, and with proper grammar/spelling. FiTs are encouraged to use online tools such as spell-checkers and grammar checkers to ensure work is of high quality prior to submission or posting written work. FiTs should work out any technical difficulties to ensure that submitted videos have both high-quality audio and video.

**Integrity**

- Integrity is steadfast adherence to high ethical principles or professional standards; truthfulness, fairness, doing what you say you will do, and "speaking forth" about why you do what you do.
- This concept includes being honest and trustworthy, adhering to the highest standards of the profession (practice, ethics), acting based on professional values even when the results of the behavior may place oneself at risk, and handling patient/peer/faculty communication in confidence when indicated (no gossiping or sharing of confidential or sensitive information).

**Compassion/Caring**

- This concept includes the desire to identify with or sense something of another's experience, and this is a precursor to caring. Caring is then the concern, empathy, and consideration for the needs and values of others.
- FiTs are expected to display compassion and caring towards their patients, their peers, and faculty/staff. Simply put, FiTs should respect and value others as unique and of value.

**Interpersonal Skills**

- Interpersonal skills include the ability to interact effectively with patients, families, colleagues, other health care professionals, the community, and Bellin College faculty and staff in a culturally aware, sensitive, and professional manner.
- FiTs should always conduct themselves in an online environment in a similar professional manner as the student would conduct himself/herself in a live or "face-to-face" clinical environment, or in-person professional classroom environment. Extra sensitivity and care must be taken on the phone, in webinars, and in written communication because non-verbal communication and/or voice tone/inflection may be absent.
- In any situation involving potential conflict, FiTs are encouraged to reach out via telephone. Further, FiTs should consider asking the Program Director, Program Coordinator, and/or the Fellow Mentor Leader to also "sit in" or participate in relevant discussions.

**Responsibility**

- Responsibility is the ability to be accountable for the outcomes of both personal and professional actions, as well as follow-through on commitments that encompass the profession within the scope of work, community and social responsibilities, and academic/teaching/mentoring responsibilities.
- At the post-professional level, FiTs should recognize their role as a leader, encourage and display leadership, and facilitate program development/modification/updates.

**Critical Thinking/ Problem Solving**

- This concept includes the ability to question logically and to identify, generate and evaluate elements of logical argument. Critical thinking requires recognition and differentiation of facts, assumptions, and inferences. Critical thinking includes the ability to identify faulty inferences and/or assumptions and to differentiate relevant and irrelevant information. This concept also includes the ability or skill to use, analyze, and critically evaluate evidence from scientific resources, patient values, and professional experience to develop logical arguments, hypotheses, and clinical decisions.
- High levels of critical thinking/problem solving require the learner/clinician to identify and determine the impact of biases on decision making, and the FiT/learner/student/clinician must be able to recognize and define problems, analyze emerging data, develop and implement solutions, and evaluate ultimate outcomes of the decision-making process.
- FiTs must identify complex patterns of associations, distinguish when to think intuitively vs analytically, challenge others to think critically, weigh information based on sources and levels of evidence, suspend judgmental thinking, consider second and third order effects of chosen solutions, and develop new knowledge through research, professional writing, and/or professional presentations.

**Humility and Receptiveness of Constructive Feedback**

- Receptiveness to constructive feedback, as a concept, includes the ability to seek out and identify quality sources of feedback, and subsequently reflect on and integrate the feedback. This concept also requires FiTs to provide meaningful feedback to others. The related concept of humility ties into "receptiveness to constructive feedback" because it is the quality or condition of being humble, or modest opinion or estimate of one's own importance, rank, etc.
- In the OMPT Fellowship Program, FiTs are matriculating through a rigorous post-professional experience which involves a highly critical refining process. FiTs must desire and seek feedback from peers and faculty, and they must receive this feedback in a humble and teachable manner. It

is critical to “let go” of one’s personal ego and to embrace humility to its fullest extent to maximize one’s own growth process in this program. Many who have difficulties with the program are those who struggle with being humble, open, receptive, and teachable (and who receive feedback with defensiveness and closed-mindedness).

**Effective and Proactive Use of Time and Resources**

- This is the ability to manage time and resources effectively to obtain the maximum possible benefit of situations such as the fellowship program specific courses, patient care interactions, etc.
- Markers of effective and proactive use of time/resources in a post-professional setting include: organizing and prioritizing effectively; applying best evidence considering available resources and constraints; prioritizing multiple demands and situations that arise on a given day; mentoring others to optimize productivity and/or effectiveness without decrement in quality of care.
- Specifically related to fellowship academic work in a hybrid learning environment, it takes a while to understand how much time to allot to various required activities. However, FiTs should work to manage their own and the faculty/staff’s time wisely. While faculty/staff are indeed key resources for FiTs, key resources should ideally be searched to answer questions (specifically ask the Fellow Mentor Leader, read this Handbook, and look at the resources on the Fellowship Orientation and Resource course in Moodle).
- FiTs should try to prepare for and/or anticipate unexpected occurrences that may hinder or restrict their ability to work on fellowship projects or assignments. Life/work situations often arise leading FiTs to request academic hold periods or extended time for completion of fellowship. FiTs should target completion of <u>all</u> fellowship requirements well ahead of time (at least by the end of 2.5-3.0 yrs. of enrollment) to account for unexpected life/work situations.

**Stress Management**

- This includes the ability to identify sources of stress and to develop/ implement effective coping behaviors. This concept applies for interactions for the FiT himself/herself, clients/patients and their families, members of the healthcare team, Bellin College faculty/staff.
- FiTs should: recognize when problems are unsolvable; assist others in recognizing and managing stressors; demonstrate preventative approaches to stress management; establish support networks for self and others; offer solutions to the reduction of stress; and model work/life balance as able through health/wellness behaviors in professional and personal life.
- FiTs must “know himself” or “know herself” to identify optimal stress management strategies, such as exercise, hobbies/leisure activities, etc. A rigorous three-year program is more of a “journey” than a sprint. Take this mindset and make sure you plan for integration of stress management strategies into daily life.

**Commitment to Learning**

- This is the ability to self-direct learning to include the identification of needs and sources of learning. It includes the continual search for, and application of, new knowledge, behaviors, and skills.
- Post-entry level providers should: act as mentors to physical therapy and health care professionals; use mentors who have knowledge available to them; continue to seek and review relevant literature; commit to understanding the PT’s many potential roles in the health care environment.
- FiTs should demonstrate commitment to learning from day one through graduation from the program.

**Courtesy and Respect**

- FiTs are expected to be courteous and respectful in all their actions and interactions with patients/clients, other health care providers, peers, and faculty/staff. Disrespect in actions/behaviors (such as being disruptive in classroom situations, not paying attention, creating “side-bar” conversation, speaking rudely, and gossiping) are unacceptable.

**Participation**

- Consistent, thoughtful, respectful FiT participation in classroom experiences (online, hybrid, virtual, live) is expected. FiTs are to be leaders in classes, and they should be engaged throughout each course from start to finish unless on excused absence. FiTs should contribute to small group discussions, yet not dominate them. When asked questions, FiTs should respond thoughtfully. When part of a group project/assignment, each FiT should contribute their full share of the work.

**Professionalism**

- Overall, this concept is the ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.
- At the post-professional level, FiTs should: actively promote and advocate for the profession; pursue leadership roles; support research; participate in program development; participate in community education; demonstrate the ability to practice effectively in multiple settings; act as a mentor to other professionals and students online and in person; and advocate for the patient, community, and society.
- This is a broad term and concept, and all prior mentioned professional behaviors / generic abilities fall under the general concept of professionalism.

While there is clearly overlap in some of the concepts discussed, the behaviors/traits/ qualities desired for FiTs are covered in detail to allow each FiT to have a clear outline of expectations. Breaches in adhering to these professional behaviors/traits can be addressed in multiple ways, and the decision on this approach shall be at the sole discretion of the Program Director. Typically, breaches in adhering to these guidelines are met with tiered or incremental consequences. For example, initial problems with timeliness are often addressed simply by faculty identifying the problem and advising the learner to follow guidelines for responsiveness and for posting or submitting their work. If the problem begins to be more systematic and repeated, this may elevate to specific performance plan implementation. The problematic behavior(s) and expected behaviors shall be clearly outlined. Additionally, the timeline for the probationary period shall be identified. FiTs who fail to comply with these identified expectations may be dismissed from the program. In contrast, breaches in ethical standards or integrity may be grounds for immediate dismissal (lying, falsifying data, committing fraud, etc.).

The faculty, staff, and Program Director/Program Coordinator will make every effort to treat FiTs fairly, and in absence of the most grievous issues will give the FiT an opportunity to improve behaviors prior to the implementation of more serious consequences.

Bellin College

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.