

# *Bellin College*

## Doctor of Physical Therapy



## 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 Physical Therapy, 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 of our work and interactions with our students, board members, alumni, friends, and the community. Personally, I have been a part of the college for more than 30 years and truly enjoy all that Bellin College has to offer.

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

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

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

Positively,

*Dr. Connie J. Boerst*

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

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**January 2022** - if discrepancies exist between official Bellin College DPT 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 DPT Guide Handbook & Catalog is not intended to create or represent a contractual relationship between the College and any student. The Bellin College DPT Guide Handbook & Catalog, in conjunction with other official College documents such as Financial Aid Policies and Procedures, is intended to provide a student reference for rules, regulations, policies and procedures governing student behavior and the college's expectations of its students. The college reserves the right to change the requirements published in this Guide at any time. The College reserves the right to change the program of study as needed to fulfill state approval and national certification requirements.

Students are responsible to become familiar with information in all of the listed college documents and adhere to the policies contained in these documents. Bellin College reserves the right to make changes in its policies and procedures as conditions warrant.

# The Bellin College DPT 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.

### **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 teaching students 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.

### **Bellin College Doctor of Physical Therapy (DPT) Program Mission Statement**

Bellin College is dedicated to promoting an inclusive and innovative educational environment that prepares autonomous and collaborative Doctors of Physical Therapy who are altruistic, caring, and dedicated to providing excellence in practice. Graduates and faculty will be leaders, dedicated to lifelong learning, service, and advocacy for the advancement of the profession and society.

## **DPT Program Goals**

- The program will promote excellence in physical therapy practice and education through an optimal learning environment that offers best practice models of contemporary physical therapy care and healthcare administration.
- The program will advance the physical therapy profession through a commitment to scholarship, leadership development, and professional advocacy and partnerships.
- The program will foster diversity and inclusion across all program stakeholders.

## **Student/Graduate Goals**

- Students/graduates will demonstrate excellence in person-centered evidence-based physical therapy care.
- Students/graduates will demonstrate a commitment to lifelong learning and leadership.
- Students/graduates will improve the health of society by providing respectful care, that is collaborative and responsive to diverse cultural health beliefs and practices.

## **American Physical Therapy Association Code of Ethics (Updated 8/12/2020)**

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). Bellin College DPT students are obligated to comply with these behaviors.

**Principle 1:** Physical therapists shall respect the inherent dignity and rights of all individuals. (Core Values: Compassion and Caring, Integrity)

- 1A. Physical therapists shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- 1B. Physical therapists shall recognize their personal biases and shall not discriminate against others in physical therapist practice, consultation, education, research, and administration

**Principle 2:** Physical therapists shall be trustworthy and compassionate in addressing the rights and needs of patients and clients. (Core Values: Altruism, Collaboration, Compassion and Caring, Duty)

- 2A. Physical therapists shall adhere to the core values of the profession and shall act in the best interests of patients and clients over the interests of the physical therapist.
- 2B. Physical therapists shall provide physical therapist services with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapists shall provide the information necessary to allow patients or their surrogates to make informed decisions about physical therapist care or participation in clinical research.
- 2D. Physical therapists shall collaborate with patients and clients to empower them in decisions about their health care.
- 2E. Physical therapists shall protect confidential patient and client information and may disclose confidential information to appropriate authorities only when allowed or as required by law.

**Principle 3:** Physical therapists shall be accountable for making sound professional judgments. (Core Values: Collaboration, Duty, Excellence, Integrity)

- 3A. Physical therapists shall demonstrate independent and objective professional judgment in the patient's or client's best interest in all practice settings.
- 3B. Physical therapists shall demonstrate professional judgment informed by professional standards, evidence (including current literature and established best practice), practitioner experience, and patient and client values.
- 3C. Physical therapists shall make judgments within their scope of practice and level of expertise and shall communicate with, collaborate with, or refer to peers or other health care professionals when necessary.
- 3D. Physical therapists shall not engage in conflicts of interest that interfere with professional judgment.

- 3E. Physical therapists shall provide appropriate direction of and communication with physical therapist assistants and support personnel.

**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. (Core Value: Integrity)

- 4A. Physical therapists shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapists shall not exploit persons over whom they have supervisory, evaluative, or other authority (e.g., patients/clients, students, supervisees, research participants, or employees).
- 4C. Physical therapists shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.
- 4D. Physical therapists shall not harass anyone verbally, physically, emotionally, or sexually.
- 4E. Physical therapists shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.
- 4F. Physical therapists shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

**Principle 5:** Physical therapists shall fulfill their legal and professional obligations. (Core Values: Accountability, Duty, Social Responsibility)

- 5A. Physical therapists shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapists shall have primary responsibility for supervision of physical therapist assistants and support personnel.
- 5C. Physical therapists involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapists shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapists who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.
- 5F. Physical therapists shall provide notice and information about alternatives for obtaining care in the event the physical therapist terminates the provider relationship while the patient or client continues to need physical therapist services.

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

- 6A. Physical therapists shall achieve and maintain professional competence.
- 6B. Physical therapists shall take responsibility for their professional development based on critical self-assessment and reflection on changes in physical therapist practice, education, health care delivery, and technology.
- 6C. Physical therapists shall evaluate the strength of evidence and applicability of content presented during professional development activities before integrating the content or techniques into practice.
- 6D. Physical therapists shall cultivate practice environments that support professional development, lifelong learning, and excellence.

**Principle 7:** Physical therapists shall promote organizational behaviors and business practices that benefit patients and clients and society. (Core Values: Integrity, Accountability)

- 7A. Physical therapists shall promote practice environments that support autonomous and accountable professional judgments.
- 7B. Physical therapists shall seek remuneration as is deserved and reasonable for physical therapist services.

- 7C. Physical therapists shall not accept gifts or other considerations that influence or give an appearance of influencing their professional judgment.
- 7D. Physical therapists shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.
- 7E. Physical therapists shall be aware of charges and shall ensure that documentation and coding for physical therapist services accurately reflect the nature and extent of the services provided.
- 7F. Physical therapists shall refrain from employment arrangements, or other arrangements, that prevent physical therapists from fulfilling professional obligations to patients and clients.

**Principle 8:** Physical therapists shall participate in efforts to meet the health needs of people locally, nationally, or globally (Core Value: Social Responsibility)

- 8A. Physical therapists shall provide pro bono physical therapist services or support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
- 8B. Physical therapists shall advocate to reduce health disparities and health care inequities, improve access to health care services, and address the health, wellness, and preventive health care needs of people.
- 8C. Physical therapists shall be responsible stewards of health care resources and shall avoid overutilization or under- utilization of physical therapist services.
- 8D. Physical therapists shall educate members of the public about the benefits of physical therapy and the unique role of the physical therapist.

### **Faculty and Staff Directory**

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

### **Board of Trustees Directory**

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

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## College Information

### **Bellin College Doctor of Physical Therapy Guide Handbook & Catalog Effective Dates**

This Bellin College Doctor of 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 Doctor of Physical Therapy Guide Handbook & Catalog on the Bellin College website until it is superseded by a new Bellin College Doctor of 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 Doctor of Physical Therapy (DPT) and Health Science Resource Center (HSRC) are included throughout the Bellin College Doctor of Physical Therapy Guide Handbook & Catalog.

### **Type of College**

Bellin College is an independent, accredited, coeducational, baccalaureate, masters, and doctoral degree granting institution.

## Degrees Conferred

- Doctor of Science in Physical Therapy (DSc)
- Certificate: Fellowship in Orthopedic Manual Physical Therapy (OMPT)
- Doctor of Physical Therapy (DPT)

## Accreditation

Graduation from a physical therapist education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone; 703-706-3245; [accreditation@apta.org](mailto:accreditation@apta.org) is necessary for eligibility to sit for the licensure examination, which is required in all states.

Bellin College is seeking accreditation of a new physical therapist education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on March 1, 2022. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional phase of the program; therefore, no students may be enrolled in professional courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation. (1)

(1) CAPTE Rules of Practice and Procedure 7.8 (f) Page 51 December 2018

Bellin College's Doctor of Physical Therapy program is accredited by the Higher Learning Commission (HLC).

The College is accredited by the following agencies:

- **The Higher Learning Commission (HLC)**  
30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504  
Phone: (800) 621-7440, [www.hlcommission.org](http://www.hlcommission.org)
  - All academic programs
  - 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, [ccneaccreditation.org](http://ccneaccreditation.org)
  - Bachelor of Science in Nursing
  - Master of Science in Nursing
  - Doctor of Nursing Practice
- **Joint Review Committee on Education in Radiologic Technology (JRCERT)**  
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182  
Phone: (312) 704-5300, [www.jrcert.org](http://www.jrcert.org)
  - Bachelor of Science in Radiologic Sciences
- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**  
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763  
Phone: (727) 210-2350, <https://www.caahep.org>
- **Accreditation Council on Orthopaedic Manual Physical Therapy Education (ACOMPTE)**  
8550 United Plaza Boulevard, Suite 1001, Baton Rouge, LA 70809  
Phone: (225) 360-3124, <https://www.aaompt.org>

- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**  
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763  
Phone: (727) 210-2350, [www.caahep.org](http://www.caahep.org)
- **Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)**  
6021 University Boulevard, Suite 500, Ellicott City, MD 21043  
Phone: (443) 973-3251, [www.jrcdms.org](http://www.jrcdms.org)

## **Memberships**

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Health Sciences Education Consortium (AHSEC)
- National Association of College Admissions Counselors
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National League for Physical Therapy 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**

A vast array of clinical sites are in place, including acute care hospitals, inpatient rehabilitation, home health, long-term care facilities, outpatient clinics, and industrial health programs.

## 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<sup>th</sup> 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 ACOMPT, which stands for the Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education.

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

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

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

In June of 2020, the board approved to convert the 4-year bachelor's degree in radiologic sciences to a 3-year BS program. The ever-increasing demands of healthcare professionals continues. In 2021, the college received approval for HLC to offer a Doctor of Physical Therapy Program (DPT), a Doctor of Nursing Practice (DNP), which will be an online option, expanding the nurses' knowledge for advanced practice, and a bachelor's degree in Surgical Technology/First Assist (BSST). This degree will be a 3-year degree, offering students significant clinical experiences. The DPT program is unique in that students will have a variety of clinical learning throughout greater Green Bay and beyond. The college continues to grow and expand its program offerings to meet the healthcare needs. We have partnered with local healthcare entities to provide the best curricular components for our students.

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

### **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).

## **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 (DScPT) and 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.

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## ► Campus Information

### **Bellin College Eaton Road Campus**

3201 Eaton Road, Green Bay, WI, 54311.

#### **First Level**

- Academic Affairs
- Admissions
- BC Express Café and Micro Market Area
- Classrooms
- Conference Rooms
- Dean of Students & Allied Health
- Information Technology
- Program Directors - BSN, BSRS, BSRT, BSST, and General Education
- Reception Desk (student concierge and security station)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Services - One Stop Shop (Departmental Assistant, Registrar, Bursar, Academic Advisor, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor, and Assistant Director of Campus Life, Diversity, & Belonging)
- Vice President of Business and Finance

#### **Second Level**

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

#### **Lower Level**

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

#### **Parking**

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

## **Bellin College Development Drive Campus**

### **First Level**

- Reception Desk (security station)
- Student Services
- Information Technology
- Instructional Design
- Program Director – DPT
- Faculty and Adjunct Offices – DPT, Science
- DPT Skills Lab / Graduate Nursing Health Assessment Lab
- Science Labs
- Student Life/Commons

### **Second Level**

- Library/Study area
- Advancement
- Program Director – BSDMS, Graduate Nursing
- Sonography Lab
- Faculty and Adjunct – BSDMS, Graduate Nursing
- Classrooms

### **Student Access to Building**

- Students can enter and exit the College via the main entrance or back entrances.
- The College main entrance will be open to students and staff.
- Access with personal ID badge is required from 4:30 p.m. until closing.
- The College main entrance door is open to the public during regular business hours from 7 a.m. to 4:30 p.m. Monday through Friday.
- Student must **always** wear their ID badge. It is required to access the back doors.
- Individual College department hours of operation are 8 a.m. to 4:30 p.m. (Monday through Friday). Students will not have access via their ID before or after regular business hours.
- Hours are subject to change, particularly during holiday and summer months.

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

[www.bellincollege.edu/campus-life/safety-and-security/building-hours](http://www.bellincollege.edu/campus-life/safety-and-security/building-hours)

### **Student ID Badge**

The ID Badge is the official identification for all students. Student ID badges must always be worn when on Bellin College property and during Bellin College clinical training. Students must use their ID badges for entry to the campus during campus hours when the doors are automatically locked (weeknights and weekends).

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

### **Graduate Students**

- Graduate Physical Therapy students have their badge photo taken during their orientation. If they miss their orientation, they must arrange to have their photo taken by Student Services personnel on campus at another time.
- Graduate students must submit their ID badge request to the Student Services Department Assistant.

**Replacement ID Badge:**

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

**Mental Health and Wellness Support Services**

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

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

**Bellin College Wellness Center**

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

**Bellin Health Fitness Center**

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

**Fitness Center Locations:**

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

**Housing**

Students who would like assistance with housing should contact the office of Student Services. Students may make their own housing arrangements.

Posters and flyers advertising rooms, apartments, or houses for rent need to be approved by Student Services.

**Smoke-Free/Tobacco - Free Campus**

Bellin College is a smoke and tobacco-free campus. All areas of the College are designated as non-smoking/non-vaping/non-tobacco areas. Additionally, smoking, vaping or the use of any tobacco products is prohibited on all properties owned, operated, or leased by Bellin College, including the buildings, parking lots, grounds, vehicles, and sidewalks. Tobacco products are defined, but not limited to cigarettes, cigars, pipes and chewing tobacco. Products that produce the illusion of tobacco use (i.e., e-cigarettes) are also prohibited.

**Food Service**

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

**Food and Beverages**

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

- Library
- Health Sciences Resource Center (HSRC) areas including the PT Skills Lab.



## **Student Lounge**

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

## **Bulletin Boards**

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

### **General Guidelines for bulletin boards:**

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

## **Digital Signs**

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

- All digital ads will be designed by the Marketing office.
- No more than 7 to 10 slides will run at a time.
- Student-requested slides must be sponsored by a recognized Bellin College student organization or department and must promote a specific College function, program, service, or event. Marketing may add additional slides of their choosing to use as filler when space permits.
- Slides will be published on the digital signs approximately two weeks prior to the event, fundraiser, notice etc. and will continue to run for the duration of the event, deadline of notice etc. If an event requires participants to sign up in advance, then the slide may start sooner than two weeks prior if space permits. If a notice, activity, or fundraiser is in effect throughout the year, then the slide will be displayed as space permits throughout the year.

## **Student Employment**

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

## **Work-Study Employment Guidelines**

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

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

## **Emergency 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 Statute and are not to be placed in a medical record or personnel files. In general, printing of events is not allowed.
- If a student is injured in the HSRC while under the supervision of a HSRC Student Assistant, the Student Assistant should follow the Individual Identified Needing Medical Assistance policy.

## **Campus Safety and Security**

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

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

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

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

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

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

### **Weapons on Campus**

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

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

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

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

Students are also strictly prohibited from making threats (direct or implied and with or without a weapon of any sort) or engaging in aggressive or violent conduct. Failure to abide by all terms and conditions of this policy may result in discipline up to and including dismissal and/or may result in criminal charges. If a student becomes aware of anyone violating this policy or have questions or concerns about this policy or about weapons or threats of violence in the workplace, please contact Bellin College security or administration immediately.

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

### **Inclement Weather/Class Cancellations**

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

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

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

### **Website:**

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

**Radio/Television Stations:**

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

Radio Stations	TV Stations
<a href="#">WIXX 101.1-FM</a>	<a href="#">WBAY Channel 2</a>
<a href="#">WNCY 100.3-FM</a>	<a href="#">WFRV Channel 5</a>
<a href="#">WTAQ 1360-AM</a>	<a href="#">WLUK Channel 11</a>
<a href="#">WDUZ 1400-AM</a>	<a href="#">WGBA Channel 26</a>

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

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

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## ► College and Academic Resources

### Library Resources/Photocopying and Printing

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

#### Hours

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

#### Online Access

Students have access to online library resources through a portal within the Canvas Learning Management System or through the Bellin Website: <https://www.bellincollege.edu/campus-life/library/>. Help Sheets/Tutorials are available on using library resources.

#### Phone:

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

#### Research Assistance

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

#### Electronic Resources

The library provides access to a variety of electronic resources including databases, books, full text articles, videos, and point-of-care resources. These resources, along with the library catalogs and instruction guides are accessible by clicking the **Library** link located either under Quick Links on the Bellin College website or in Canvas course pages under Bellin College Resources. Canvas is the Bellin College learning management system, which is essentially a virtual learning environment. It is managed locally by the College's IT department.

**Borrowing Materials**

Books and journals may be checked out for three weeks. Items may be renewed once unless needed by another person. Course textbooks, reference resources, new journal issues and bound journals do not circulate and are to be used in the library or Student Success Center. Interlibrary loan services are also available for books and journals not held by the library. Required and recommended textbooks may not be requested through interlibrary loan.

**Course Reserves**

Faculty may place required readings on reserve. These readings may be available electronically or in print format. Electronic reserves are accessible via Canvas. Print reserves are available at the circulation desk and may not leave the library or Student Success Center.

**Computers/Laptops**

Students may use the computers located in the library and the Student Success Center. The library has four laptops that may be checked out at the circulation desk for use within the Bellin College building.

**Photocopying/Printing**

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

**Group Study Rooms**

The library has three study rooms available for student use at the Eaton Rd campus, and one study room at the Development Dr campus. These rooms are intended for testing, group study or audiovisual viewing. Students may reserve the rooms in one-hour blocks (not to exceed two consecutive hours) by contacting the library at (920) 433-6659 or [library@bellinCollege.edu](mailto:library@bellinCollege.edu). Reservations will be forfeited if a group does not show up within fifteen minutes of their scheduled reservation. Rooms must be kept clean and orderly and users are responsible for their personal property. Groups exhibiting loud or disruptive behavior will be asked to leave.

**Student Success Center**

All computers have access to the internet and Microsoft Office. The computers also provide access to several educational programs for Physical Therapy.

Students are expected to understand and comply with the College policies regarding use of the internet and email. Failure to comply with these policies may result in consequences up to and including dismissal from the College. When using a College computer, students should use a jump drive to save any data. Students can also save information on their College-assigned H: drive.

Installing programs or changing computer settings is prohibited.

**Writing Resources – AMA Style**

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

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

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

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

### **Papers/Proofing Advice**

Bellin College offers writing support in the Student Success Center. Call (920) 433-6662 to set up an appointment. In order to maintain fairness and consistency, Bellin College faculty will not review drafts of a paper that will be submitted for a grade. Students seeking assistance should refer to the AMA manual. Copies are available in the Hendrickson Library or can be purchased at a bookstore. Please contact the Academic office.

### **Wireless Internet**

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

### **Information Technology – Student Technology Requirements**

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

### **Information Technology – Online Proctoring**

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

### **Policy**

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

### **Acceptable Use**

Reference the Acceptable Use Policy for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally.

Sensitive information - such as social security numbers, addresses, age, gender, etc. - must not be forwarded to any party outside of the College without the prior knowledge or approval of that individual.

### **User Responsibility**

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

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

### **Privacy**

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

### **Email Etiquette**

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

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

### **System Monitoring**

Bellin College collects statistical data about its email systems consistent with generally accepted business practices. The College monitors the use of email to ensure the ongoing availability, reliability, and security of the system. The College may employ, at any time, tools to analyze statistical information to detect unauthorized usage, denial of service attacks, capacity planning and network problems. Under certain circumstances, it may be necessary for the IT staff or other appropriate College officials to access email files to maintain the system, to investigate security abuse incidents, and violations of this or other College policies. Such access will be on an as-needed basis and any email accessed will only be disclosed to those individuals.

### **Mailbox Size Limits**

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

### **Records Retention**

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

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

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

### **Email Size Limits**

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

### **Email Signature**

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

### **Data Backup**

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

### **Supported Mail Clients**

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

### **SPAM and Virus Protection**

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

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

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

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

### **College Logo**

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

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

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

## Primary Bellin College Logo



### Social Networks Advisement

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

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

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## ► Student Organizations

Bellin College prides itself in attracting highly engaged students that, through education and experience, develop into future leaders in the healthcare professions. Student organizations provide opportunities for students to engage with each other. The Assistant Director of Campus Life, Diversity, & Belonging oversees all student organizations.

### Student Organizations Guidelines

#### Activity and Fundraising

Student organizations should consult their organizations facilitator(s) regarding activity and fundraising events. The "activity/fundraiser request" form will be approved by the Assistant Director of Campus Life, Diversity, & Belonging. The form is available on the College website at <https://www.bellinCollege.edu/campus-life/student-services/student-organizations/activityrequest/>.

The following standards apply to each organization:

Submit the request form two weeks prior to the event. The Assistant Director of Campus Life, Diversity, & Belonging will notify the organization whether the event is approved.

Assistance with publicity and room availability will be provided as needed.

#### Meetings

All student organizations are required to keep significant documents stored on Bellin College S: drive. Significant documents are defined as but are not limited to: constitutions, bylaws, committee agendas, meeting minutes, proposals, fundraising request documents and annual reports. Organization bylaws are available on the S drive.

### Student Organizations

#### Ambassador Club

The Ambassador Club is a select group of students who work with various College departments such as admissions, marketing, advancement, office of the president and Student Services to promote the College. Ambassadors assist with College-wide events, such as information sessions, campus visits, summer camps, commencement and other designated College and community functions.

### **American Assembly for Men in Nursing (AAMN)**

The Bellin chapter of the American Assembly for Men in Nursing (BAAMN) functions to provide resources, knowledge and opportunities for individuals interested in gender equality and advocating for men in nursing. The chapter provides a framework for students and professional nurses to meet, discuss and influence factors which affect men as nurses. This includes equitable treatment of nurses of all diverse backgrounds. While the focus is on men and men's health, the AAMN promotes equality in all aspects in nursing.

### **Bellin College InterVarsity (BCIV)**

BCIV is a Christian-based group that focuses on learning how to incorporate spirituality into the care of patients; as well as continue to develop a personal relationship with God. The group is open to all Bellin students and faculty and meets weekly for bible study and monthly THRIVE meetings, featuring speakers on different spirituality topics. BCIV also supports the community through service opportunities.

### **Bellin Student Nurses Association (BSNA)**

The Bellin Student Nurses Association (BSNA) is a pre-professional organization for Bellin student nurses. The organization participates in community service activities aimed at improving healthcare and educating the public. Collaborative relationships with nursing professionals and healthcare organizations are encouraged through membership. BSNA is a constituent of the Wisconsin Student Nurses Association (WSNA) at the state level and the National Student Nurses Association (NSNA) at the national level. The goal is to improve the nursing profession. Membership in BSNA is voluntary. Yearly dues are required for membership.

### **Beyond the Rainbow (LGBTQ)**

This organization serves to promote acceptance of the LGBTQ community throughout Bellin College and in healthcare. It supports social-justice-based education, resources, programming, and encouragement for students across the spectrums of gender and sexuality. Beyond the Rainbow provides a safe space where members of the LGBTQ community and allies are free to express themselves in a non-judgmental environment. The organization empowers all to become agents of change in the healthcare field through service projects, campus events, and networking.

### **Institute for Healthcare Improvement (IHI) – Bellin College Open School Chapter for Health Professions**

The Institute for Healthcare Improvement (IHI) Open School for Health Professions is an inter-professional education community that gives participants the skills to become change agents in healthcare improvement. The IHI Open School offers a range of online courses in the areas of quality improvement, patient safety, and leadership. Each course takes approximately one to two hours to complete and consists of several lessons. Certificates are offered after completion.

The IHI - Open School Chapter of Bellin College provides a forum to support initiatives focused on quality and safety. Students are encouraged to join and become a part of an exciting opportunity for networking and learning about how to provide safe, quality care to patients with students at the national and international level. Each academic year, chapter officers are elected by the organization members. Participation is free to students.

### **Kappa Pi of Sigma Theta Tau Nursing Honor Society**

The Kappa Pi Chapter at Large of Sigma Theta Tau is a professional organization that evolved in order to foster an environment in which professional development, scholastic achievement and advancement of nursing is nurtured through research. Honor society membership is by invitation to nursing program juniors and seniors who meet the academic and leadership eligibility requirements, as well as community leaders in nursing and students pursuing a master's, Post-Graduate, or doctoral degree.

### **Student Governance Committee**

The Student Governance Committee is comprised of student leaders from the Bellin College student organizations. The purpose of this committee is to provide a forum for student input regarding student life, student services and to make recommendations for change. The committee encourages student participation in College activities, facilitates student community service and coordinates student organization fundraising.

### **Student Senate**

All students are members of the Bellin College Student Senate Organization. This organization provides a means for students to organize and actively participate in the decision-making related to student life. There is a nominal fee charged per year, payable each semester from student fees. Fees are often used to support many of the all-College social activities. In addition to elected senate officers, each class elect's members to serve as senate class representatives.

### **Wisconsin Omega of Lambda Nu Medical Imaging Honor Society**

The Omega Chapter at Large of Lambda Nu is a professional organization that fosters academic scholarship, promotes research in the imaging sciences field and recognizes exemplary scholarship. Honor Society membership is by invitation to medical imaging juniors and seniors with a 3.5 GPA and community leaders in medical imaging.

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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, he/she should contact the Advisor and Accommodations Coordinator, who acts as the College's accommodations specialist.

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

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

### **Service Animal Request**

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

## **Student Success Center**

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

### **Requesting a Tutor**

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

### **Procedure for Applying to be a Tutor**

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

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

## **Minors on Campus**

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

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

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

## **Child Care**

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

## **Demographic Information**

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

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

## **Bereavement Policy**

Bellin College is a close-knit, caring community committed to student success. In the event that a student experiences the death of a loved one during the course of an academic term, the student may request to utilize the Bereavement Policy for Students. Bellin College recognizes the impact that a loss may have on the emotional and academic well-being of a student and wishes to support the student during this stressful time. Bellin College also understands that grief impacts every student differently and, therefore,



this policy is not an attempt to quantify the impact of the death of a loved one or in any way address the nature of the grief process. Rather, the purpose of this policy is to provide a formal process to allow grieving students access to bereavement services, as well as the opportunity to be available for their families/loved ones during times of death and grief.

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

## **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.

## **Lucyanna Hitch Award for Excellence**

The purpose of this award is to recognize the graduating student who best exemplifies the Bellin College values. The award is given in honor of Lucyanna Hitch, who was a nurse, community leader, long-time College advocate and a member of the Board of Trustees. She was also the first Board President for the BSN program. Lucyanna Hitch's dedication to fundraising has enabled many students to receive scholarships.

**Eligibility:** A graduating student of any program who is in good academic standing.

**Criteria:** Behaviors which consistently demonstrate the College values of excellence, integrity, community and caring.

**Definitions:**

- EXCELLENCE – being the best
- INTEGRITY – honest and ethical behavior
- COMMUNITY – partnership and shared participation
- CARING – empowering relationships based on empathy and respect

All applicants must submit a written narrative describing how they have demonstrated the College values throughout their educational program. The student must also request one Bellin College employee who can best attest to the student's achievements to complete the letter of recommendation form. The call for

applications is made two to three months prior to graduation with a deadline for application submission clearly stated. An individual plaque is presented to the recipient at the commencement ceremony and the individual's name is placed on a permanent plaque at the College. The recipient also receives a modest cash award.

## **Title IX**

Title IX of the Education Amendments of 1972 Implementing Regulations is a federal civil rights law that prohibits **discrimination on the basis of sex** in educational programs and activities that receive Federal financial assistance. Bellin College continues to have a responsibility under Title IX to protect students' rights to equal education in an environment free from sexual harassment and discrimination based on sex by employees, students, or third parties against students, employees or third parties. For more information, <https://www.bellinCollege.edu/campus-life/student-services/policies-and-procedures/title-ix/>

All students must complete the Title IX training courses assigned by the Dean of Student & Allied Health annually. Failure to complete this mandatory training by the designated deadline will result in a "hold" status on the student's record. This "hold" status will not allow the student to register for classes or receive a reference or transcript until the training courses are completed and the "hold" is removed.

## **Harassment and Discrimination**

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

Bellin College believes that each individual should be treated with respect and dignity and that any form of harassment and/or discrimination is a violation of human dignity. The College condemns harassment and discrimination and maintains a zero-tolerance stance. The College will take all reasonable efforts to prevent and promptly correct instances of harassment, or discrimination. Additionally, students have the right to a structured process for resolving problems, complaints, or grievances relating to the execution of institutional policies. For more information, visit: <https://www.bellinCollege.edu/campus-life/student-services/policies-and-procedures/>.

## **Complaint Process**

The complaint process serves as an ongoing means for students to discuss concerns or register formal complaints that pertain to alleged violations of state consumer protection laws that include but are not limited to: fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state or accreditation requirements. Academic Affairs, Student Services, Admissions, the Bursar, the Registrar, and the Financial Aid Offices all provide specific administrative means to address and resolve most, if not all of the questions and concerns you may have. For more information on the complaint process, student grievance procedure and appropriate forms, visit: <https://www.bellinCollege.edu/campus-life/student-services/policies-and-procedures/>.

The Commission on Accreditation in Physical Therapy Education (CAPTE) has a mechanism to consider formal complaints about physical therapy education program that allege a program is not in compliance with one of more of CAPTE's evaluative criteria or the Standards and Required Elements or has violated any of CAPTE's expectations related to academic integrity. To obtain the materials necessary for submitting a complaint, contact the APTA Accreditation Department at 703-706-3245 or [accreditation@apta.org](mailto:accreditation@apta.org). Further information regarding CAPTE's complaints procedure may be found at <http://www.capteonline.org/complaints>.

## **Non-Discrimination Policy**

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

In conformance with applicable federal and state regulations, Bellin College is committed to nondiscrimination, equal opportunity and affirmative action in its educational programs and employment policies. Inquiries concerning this policy may be directed to the Dean of Students & Allied Health.

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

## **Anti-Harassment Policy**

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

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

Bullying takes on many forms, including:

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

Students at the College who believe they are or have been the object of such conduct outlined above should contact the Dean of Students & Allied Health 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/>.

## **Retaliation**

The College prohibits any form of retaliation against a complainant. Any allegations of retaliation will result in an immediate investigation and appropriate action consistent with the College's due process procedures.

## **Student Behavior/Code of Conduct**

Students are expected to follow Bellin College rules and conduct themselves in a manner compatible with its values. Violations of College rules, including violations of the American Physical Therapy Association Code of Ethics, 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 Foundational Behaviors**

The following behaviors are expected of every Bellin College employee and should be used to guide daily work and decision making:

**Be a Team Player** – I will work collaboratively with my team 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 to all committees.

**Use Effective Communication** – 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 for information.

**Freely Share Information** – I will use my expertise and skillset to benefit all of Bellin College. I will be open to other ways of looking at a situation, noticing if I have a strong preference and allowing time for others to speak. I will strive for transparent communication.

**Follow Through** – I will understand my role and responsibility to respond in a timely manner, following through on all commitments I have made.

**Safe Space** – I will create a safe space where people feel empowered to speak up. I will share my observations and concerns in a constructive manner, while honoring confidentiality. I will work to build and maintain trust.

**Diversity and Inclusion** – 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 my colleagues.

**Growth** – I will promote the programs and services of Bellin College in a positive manner, both internally and externally. I will support initiatives and opportunities for personal and professional growth.

**Encourage and Gratitude** – I will encourage people and celebrate their growth, efforts, and contributions. I will thank and recognize others, in the manner in which they like to receive it.

**Financial Integrity** – I will use my time and resources appropriately, demonstrating integrity. I will look for ways to improve the quality, experience, and outcomes of Bellin College.

**Customer Service** – I will be positive, friendly, and kind in my interactions. I will place people before tasks, address people by name, and personalize their experience. I will strive to meet the expectation of our internal and external stakeholders.

**Go to the Bellin College [Mission, Vision, Values and Philosophy](#).**

## **Student Bill of Rights**

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

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

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

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

### **Classroom/Lab Activities**

It is the general understanding that clothes worn on campus are appropriate to wear in a classroom setting and are not provocative in nature. Students are not allowed to wear hats during exams. During lab sessions, students are asked to wear clothing that allows access to the topical anatomic area while still assuring modesty. Examples include shorts, t-shirts, tank tops. Some classes will require access to spinal landmarks, in this case, wearing a gown or sports bra is appropriate. Standard medical scrubs are required for cadaver anatomy lab.

### **DPT Clinical Dress Code Guidelines – see DPT Clinical Education Handbook**

### **Consequences and Exceptions**

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

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

## **Drug Abuse and Alcohol Prevention Program (DAAPP)**

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

## **Drug and Alcohol Policy**

Bellin College carries out its mission and comply with the Drug-Free Workplace Act of 1988.

Drug and alcohol violations must be reported to the Board of Nursing with the application of state licensure. The Board of Nursing will determine if you are eligible for state licensure.

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

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

## **Leave of Absence**

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

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

## **Reference Request**

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

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

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

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

- Release of directory information. (Please see below for what is considered directory information.)
- Instances when state or federal agencies request information essential to fulfill legal requirements for accreditation.

- Requests from agencies or organizations from which students have received financial aid.
- Requests in accordance with a lawful subpoena or court order.
- Requests from College officials with legitimate educational interests. (Please see below for the definition of a College official.)

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

Bellin College has defined the following as directory information:

- Name
- Address
- Email address
- Cell phone number
- Date of birth
- Confidential recommendations to which the student has in her/his records prior to Jan. 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 & Allied Health.

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 Jan. 1, 1975, and/or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admissions, or award purposes.
- Admission records accumulated prior to enrollment.

### **Disclosure to Parents**

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

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

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

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

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

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

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



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## ► Student Health and Safety Policies

### Admission Health and Safety Requirements

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

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

Documentation of required immunizations, such as hepatitis B, measles, mumps, rubella, varicella (chickenpox), meningococcal, tuberculosis and COVID-19 is required. Specific information can be found in the student's CastleBranch account. All students will upload immunization documents into CastleBranch, Inc. to show they completed their immunization requirements.

### Immunization Requirements

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

<b>Measles</b>	Positive immune blood titer <u>or</u> dates of two vaccines.
<b>Mumps</b>	Positive immune blood titer <u>or</u> dates of two vaccines.
<b>Rubella</b>	Positive immune blood titer <u>or</u> dates of two vaccines.
<b>Varicella (Chickenpox)</b>	Positive immune blood titer <u>or</u> dates of two vaccines. If you have had Chickenpox, you will need a blood titer and must provide documented results of a positive blood titer showing proof of sufficient immunity. <b>History or documentation of the disease IS NOT acceptable proof of immunity.</b>
<b>Hepatitis B/ Heplisav-B</b>	HEPLISAV-B (Two Vaccine Series) <b>OR</b> Hepatitis B (Three Vaccine Series), <b>OR</b> Post Vaccination Antibody Screen - This is a series of either two or three vaccinations and post vaccination antibody screen. The vaccination series is voluntary but is highly recommended for all students entering a health career field. <b>OR</b> a Positive Hepatitis B Antibody Titer <b>OR</b> Signed Declination Form.
<b>Meningococcal</b>	Date of one vaccine or signed declination.
<b>Tetanus</b>	Td or Tdap is required. A booster is required every 10 years.
<b>Influenza</b>	Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical site will have flu season protocol/requirements that students will be expected to abide by, which includes proof of receiving the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year.
<b>Tuberculosis (TB)</b>	It is a requirement of all applicants to have two TB tests before admission. The two-step TB screening involves receiving the test, then returning to have it read within a specific time period. The second step involves the process repeated one to three weeks after the first TB skin test.
<b>COVID-19</b>	Documentation of COVID vaccine and/or booster or file request for vaccine exemption to Bellin College. For clinical assignments:

	Has COVID vaccine or proof of exemption if applicable by agency, per their timeline. NOTE: Exemption from one agency does NOT mean exemption from other agencies. COVID guidelines and deadlines need to be followed per agency.
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Blood titers showing immunity must be documented as “antibodies present”, “immune” or have an ISR value of 1.10 or higher. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. Any declination of vaccines will put the student’s ability to advance through the curriculum in jeopardy.

## COVID-19 Vaccination and Surveillance Testing

Bellin College recognizes the importance of providing a safe and healthy learning environment for its employees, students, and the community. Surveillance testing is required for unvaccinated individuals to identify those who are asymptomatic and do not have known, suspected, or reported exposure to COVID-19. COVID vaccination and surveillance testing are recommended by the [CDC’s Guidance for Institutions of Higher Education](#).

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

Unvaccinated: An individual who is not fully vaccinated including individuals whose vaccination status is unknown, have an approved medical and/or religious exemption, for the purposes of this policy.

Surveillance testing: COVID testing of an unvaccinated individual who is asymptomatic and has not had known, suspected, or reported exposure to COVID-19.

The college requires all students to be vaccinated against COVID-19 unless they have an approved religious and/or medical exemption. College leadership continues to monitor developments that could lead to requiring the COVID-19 vaccine, including FDA approval of additional vaccines as well as the spread of COVID in the local and campus communities.

COVID-19 vaccine appointments can be made on the MyBellinHealth website or by calling 920-445-7313. COVID-19 vaccination may also be received at other than Bellin locations.

## Protocol for Surveillance Testing

COVID-19 surveillance testing is a crucial aspect of these efforts to support the health and well-being of our campus community. It is recommended by the [CDC’s Guidance for Institutions of Higher Education](#) that colleges should implement surveillance testing for individuals who are not fully vaccinated.

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

Currently enrolled students on campus are required to be fully vaccinated for COVID-19 with either Pfizer, Moderna, or Johnson and Johnson or have an approved medical and/or religious exemption on file by January 3, 2022.

## Surveillance Screening

Unvaccinated students with an approved exemption or are between first and second dose will be required to participate in regular surveillance screening<sup>1</sup>. Unvaccinated students who have an approved medical and/or religious exemption are required to have at least weekly testing at their own expense. Testing frequency may change based on COVID-19 positive cases and vaccination rates on campus as well as in the community.

Each clinical agency may have different requirements in place to participate in clinical experiences. Clinical agency specific requirements supersede the college requirements. An approved exemption does

not guarantee clinical placement which may impact academic progression. Students should work with their specific Program Director and the Academic Clinical Affiliation Coordinator to assure compliance.

- Students must self-schedule for this testing.
- Students will have a full seven days (Sunday – Saturday) to complete their testing.
- Students must ensure that testing is done on a consistent day each week to meet the seven-day requirement.
- Students must upload their weekly surveillance form and test results to the confidential *COVIDSurveillanceTest* link on the Bellin College website.

If student is in clinical course	If student is NOT in a clinical course
Rapid or PCR as required by agency Test 2 days prior to clinical	Rapid or Home Covid test is acceptable Test to be done Fridays or Mondays

Bellin College will monitor student compliance weekly.

Students who are not timely in their submission of test results or refuse to participate in screening will be subject to sanctions from Bellin College.

Surveillance Testing will end if the student were to get fully vaccinated.

## **Criminal Background Checks**

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

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

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

## **Drug Screen**

Students must undergo a drug screen prior to entry. The Dean of Students & Allied Health will review the confidential drug screen results. Any student whose drug screen reports the use of illegal drugs may have their admission revoked. Drug screens must be completed through the Bellin Occupational Health clinic.

## **CPR Certification**

CPR certification must be American Heart Association – Healthcare Provider/Basic Life Support (infant/child/adult). Physical therapy students will be trained at the College if needed. Students must show proof of CPR certification by uploading the front and back of their CPR card into their CastleBranch account. CPR is required every two years by most clinical agencies.

## Annual Health Requirements

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

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

### Tuberculosis Testing

The Wisconsin Administrative Code states that all persons having direct contact with hospital patients must be assessed for the presence of active pulmonary tuberculosis. Once enrolled as a Bellin College student, annual screening is mandatory during the month of March. January entry students will obtain their annual skin test in November.

If the student presents with a TB skin test conversion (positive skin test) on his/her annual health assessment or has had a past positive TB skin test, a baseline chest x-ray is required, and the student must follow-up with her/his healthcare provider for treatment. A written statement regarding clinical status/restrictions is required from the treating healthcare provider. A Quantiferon test is also acceptable. An annual review of TB signs and symptoms will be required thereafter. Bellin College is not responsible for payment for QuantiFERON blood tests, chest x-rays or further medical care.

TB skin tests are free of charge for Bellin College students if given by Occupational Health Services. Vaccines and blood tests are discounted. Payments must be cash only. Checks and other forms of payment are not accepted. To receive the discounted pricing, incoming students should identify themselves as a Bellin College student when making appointments and at the time of service.

### TB testing and/or immunizations, visit:

Primary healthcare providers.

- Bellin Occupational Health (1630 Commanche Ave) for TB tests, titers, and some vaccines. Call (920) 430-4560 for an appointment.
- Brown County Public Health Department (111 North Jefferson St. or 2198 Glendale Ave., Green Bay) for vaccines. Call (920) 448-6400 for appointments and more information.

### Influenza (flu) Immunization

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

- The influenza (flu) vaccine will be provided free of charge to all Bellin College students through its annual flu clinic.
- To be compliant, students must receive the influenza vaccine by the annual participation deadline of December 1. (This date is subject to change based on flu activity and vaccine availability and will be determined by BHS.)
- Students are mandated to sign a Bellin College consent in order to receive the influenza vaccine at the college.
- Students immunized at a location outside of Bellin College, such as private physician office, pharmacy, or public clinic, must provide proof of immunization and sign a declination. Acceptable forms of proof are a physician's note or immunization record which includes date of vaccination.
- All students will receive a sticker, showing they received the vaccine, which must always be worn on their badge during the influenza season.
- Any request for an exception must be directed to the Dean of Students & Allied Health.

Rapid strep throat culture testing is available to Bellin College students via Bellin Health Fast Care or your healthcare provider for an extra fee.

## **Occupational Health Services for Students**

Bellin Health system – Occupational Health Services and Bellin College are the primary providers of student healthcare services. Appointments are needed for immunizations.

### **Bellin Health System – Occupational Health Clinic –West**

1630 Commanche Ave.	Hours:
Green Bay, WI 54313	Monday through Friday .....7:00 a.m. to 5:30p.m. (closed holidays)
Phone: (920) 430-4560	Saturday and Sunday.....Closed

## **Bellin College DPT Program-Related Essential Functions**

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

There are certain required abilities, standards, and qualifications necessary to achieve satisfactory competence to practice physical therapy. These essential functions are not achieved solely by gaining academic knowledge. In addition to academic knowledge, the student must meet a combination of cognitive, psychomotor, affective, sensory, and communication skills that are required for entry level competency. The Essential Functions document allows each candidate/ student to evaluate his or her ability to successfully perform the specified tasks and complete the program.

The DPT program at Bellin College requires students to demonstrate essential functions that are expected of all physical therapists. These functions are required to ensure the safety and wellbeing of patients/ clients, colleagues, faculty, and other health care professionals. In order to be admitted to and successfully complete the requirements for a doctorate degree in physical therapy, students must be able to perform, with or without reasonable accommodations, the essential functions listed below. During matriculation, if it becomes apparent to DPT faculty and staff that the student cannot perform these essential functions with reasonable accommodations; or the accommodations are not reasonable and would put an undue hardship on the university; or that the performance of these functions would significantly increase the risk the harm or jeopardize the safety of others, the program may withdraw the offer of admission to DPT program or dismiss the student from the program. The university cannot guarantee that the clinical education facility will be able to offer the same reasonable accommodations that are made available to the University.

### **Cognitive Functions**

The student must have the intellectual ability to solve problems by integrating a variety of complex information from different sources in a safe, appropriate, effective, and timely manner.

1. Measure, calculate, analyze, comprehend, integrate, recall, retain and synthesize a large body of knowledge under time constraints.
2. Gather appropriate information from a variety of sources during clinical encounters, including medical records, past medical history, interviews, and examinations to make effective clinical decisions that consider the individual patient and their unique needs.
3. Critically analyze information from a variety of sources including research, literature, textbooks, lectures, class discussions, patient demonstrations, medical history, and laboratory classes in order to make effective clinical decisions.
4. Participate in the process of scientific inquiry by applying the principles of scientific methods to read and interpret professional literature; participate in, plan, and/or conduct research; evaluate outcomes; and assess new concepts and technologies.

5. Evaluate and assess information gathered during a clinical encounter to formulate a diagnosis, prognosis, and plan of care and modify if appropriate.
6. Engage in outcomes data collection and analysis at each step of patient management as well as with discharge planning
7. Assess limitations of one's own knowledge and/or performance in order to provide safe, effective patient care and acknowledge the need to refer the patient/client to other healthcare professionals.
8. Select and disseminate appropriate, clear, and concise information to all stakeholders, including patient/client, family, health care professionals, researchers, and payers.
9. Demonstrate ability to plan, organize, supervise, and delegate in order to accomplish tasks and goals.
10. Effectively utilize technology such as computers and equipment for research, classroom assignments and clinical experiences, including electronic medical records.

### **Motor Function**

Students must have sufficient gross and fine motor skills, coordination, and mobility to perform all responsibilities of a physical therapist safely, accurately, and efficiently in all settings. This includes patients/clients across the lifespan and conditions involving all body systems.

1. Assume and maintain for extended periods a variety of positions and movements, including but not limited to sitting, standing, squatting, kneeling, reaching, walking, stair climbing and pushing and pulling.
2. Demonstrate appropriate and safe body mechanics and respond safety and effectively to sudden or unexpected movements of patients and/or colleagues.
3. Respond quickly to emergency situations and perform procedures such as lifting, pulling, or pushing patients/clients, transporting patients, and applying force to perform CPR.
4. Safely, reliably, and efficiently perform required physical therapy screenings, examinations, and intervention procedures in order to evaluate and treat movement dysfunction and promote health and wellness.
5. Safely and reliably operate physical therapy related equipment, patient monitoring devices and therapeutic devices.
6. Demonstrate the required neuromuscular control and eye-hand coordination required to perform all physical therapy skills and procedures safely, reliably, and efficiently.

### **Communication**

Students must be able to communicate effectively utilizing the appropriate verbal and nonverbal, written, and electronic communication that is professional and meets the needs of the target audience including but limited to: colleagues, health care professionals, patients/ clients, caregivers, faculty, policy makers and payers.

1. Comprehend and interpret the verbal, non-verbal, and written communications of others and respond in an appropriate, professional manner.
2. Gather a thorough history from patients and caregivers.
3. Communicate clearly, effectively and with sensitivity both verbally and non-verbally in English with a variety of audiences.
4. Demonstrate the ability to give and receive constructive feedback.
5. Actively listen to others and modify communication style to meet the needs of the audience.
6. Communicate complex information in an appropriate, efficient and clear manner to a variety of stakeholders, including but not limited to patients, caregivers, health care professionals and third-party payers.
7. Demonstrate interpersonal skills as needed for productive classroom discussion, respectful interaction with classmates and faculty, and development of professional relationships with others.
8. Educate others by applying teaching and learning theories and methods in health care and community environments.
9. Complete reading and written assignments, document and maintain written records, participate in group activities, present oral and written reports and provide constructive feedback.

### **Sensory**

Students must be able to perceive all information necessary to provide effective patient care. Students will be required to utilize their visual, auditory, and tactile sensations in order to assess patient status and detect any changes.

1. Observe audiovisual presentations, written materials, demonstrations, and physical therapy procedures.
2. Observe activity and behavior as well as changes in patient/ client status from a distance as well as closely, in order to make clinical decisions.
3. Accurately monitor and interpret results from equipment and patient monitoring systems, including therapeutic exercise equipment, therapeutic modalities, EKGs, and radiographs.
4. Ability to perform auscultation and auditory evaluation including but not limited to lungs, heart, pulse, blood pressure, joint noises and prostheses.
5. Appreciate tactile feedback related to safe and accurate application of procedures such as palpation, manual muscle testing, and joint mobilization.
6. Demonstrate ability to discern changes in body structures through observations and palpation of body surfaces.
7. Perceiving appropriate tactile feedback in order to perform examinations, procedures and skills that require application of various pressures, such as joint mobilization, palpation, and manual muscle testing.
8. Recognize the signs of disease and impairments through the use of multiple senses simultaneously including observation, palpation, smell (signs of infection or poor hygiene) auditory information (voice, lungs, and heart sounds)

### **Affective**

Students must be able to demonstrate emotional intelligence, maturity and respect for others and their differences. Students must be able to maintain effective, professional relationships with others, and be able to engage with sensitivity, honesty, compassion, and integrity.

1. Act in an ethical, legal, and responsible manner consistent with the Core Values and Professional Behaviors outlined by the American Physical Therapy Association.
2. Recognize and demonstrate respect for cultural, ethnic, ethical, and value differences among students, faculty, staff, patients, caregivers, and other health care professionals
3. Develop professional, empathic relationships with individuals from a variety of backgrounds, ages, and needs, based on mutual trust.
4. Develop and maintain effective, respectful working relationships with professional colleagues, peers, patients, families, and the general public.
5. Work effectively as part of a team, whether at school, in the community or as part of an interdisciplinary team.
6. Demonstrate flexibility and adaptability to changing situations and uncertainty.
7. Maintain personal hygiene at all times.
8. Recognize the impact of their own personal values, beliefs, emotions, and experiences affect perceptions and relationships with others.
9. Respond appropriately to stressful situations in the classroom and clinic.
10. Value the importance of the interprofessional team to the health and function of individual and society.
11. Effectively manage multiple demands and deadlines effectively both in the academic, clinical, and personal arena.
12. Accept responsibility for all actions, reactions, and inactions.
13. Value the importance of personal, emotional, spiritual, and professional development in professional practice.
14. Discern important environmental cues in a complex and distracting environment.

### **Professional Conduct**

Students must possess the ability to practice in an ethical, legal, and responsible manner. Students must be willing to learn and adopt professional standards of conduct as well as the Code of Conduct for the University. Students must abide by the core values of the profession including: compassion, integrity,

altruism, professional duty, excellence, accountability, and social responsibility. Students must be able to engage in the care of all patients, in all settings.

Adopted from Faulkner University and the University of Wisconsin-Madison Department of Physical Therapy

#### Resources

1. American Physical Therapy Association. Guide to Physical Therapist Practice. Alexandria, Virginia, 2008.
2. American Physical Therapy Association. Minimum Required Skills of Physical Therapist Graduates at Entry Level. BOD G11-05-20-449.
3. Ingram, D. (1997) Opinions of physical therapy education program directors on essential functions. *Physical Therapy*. 77: 37-45.
4. Rangel A, Wittry A, Boucher B, Sanders B. A survey of essential functions and reasonable accommodations in physical therapist education programs. (2001) *Journal of Physical Therapy Education*. 15: 11-19.

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

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



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

## **Student Pregnancy**

Pregnancy may render the expectant mother susceptible to environmental conditions during her educational or clinical experiences at Bellin College. The College does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

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

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

## **Injury Reporting**

If a student is injured or underwent surgery, he/she should inform his or her course faculty and Program Director. The student must provide a report from his or her healthcare provider, documenting any restrictions and/or any prescription medications. The appropriate Program Director will provide clearance to participate in coursework, including lab and clinical experiences.

Any student injured in class should report the injury to his or her faculty member. Basic first aid will be provided by the College. If further medical care is warranted, the student will be referred to his or her healthcare provider or taken to the emergency department. The cost for care will be billed to his or her health insurance. The College expects all students to maintain health insurance coverage.

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

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

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

## **Illness Reporting**

For their own safety and the patient's safety, students should immediately report all illnesses to their faculty member. Students must report any contagious diseases or suspicion of such. Students on clinical or practicum assignment must avoid transmitting illness to their patients. Accordingly, students should be evaluated by a healthcare provider and/or faculty member before reporting to their clinical or practicum location.

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

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

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

## **Healthcare Insurance**

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

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

## **Malpractice Insurance**

Malpractice insurance is not required for students. The College recommends that students evaluate the malpractice issue and obtain coverage prior to their first clinical course if they desired. DPT students may want to consult the DPT Program Director regarding coverage. The College liability insurance only covers students during College-sponsored activities. Malpractice insurance coverage is available through the APTA or local and national insurance agencies.

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# Tuition and Fees – 2022-2023

## **2022-2023 Tuition**

### **Tuition Costs**

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

### **Graduate Physical Therapy Tuition**

- The 2022-23 tuition charge for graduate courses is \$800 per credit.

## **Out-of-State Tuition**

Bellin College does not have a separate tuition cost for out-of-state students.

## **Veteran Applicants Tuition**

### **Federal Veteran Benefits**

The Bursar is the Veterans Administration (VA) representative for Bellin College students. To receive veterans’ educational benefits, student-veterans must be certified. Students eligible for federal programs such as the Montgomery GI Bill®, Post 9/11 and other VA programs - must be certified by both the VA and the Bellin College Bursar office. All VA benefits are subject to the individual’s specific length of duty

and the benefits of the program. Since the College is a private institution, they are subject to the tuition cap set by the Department of Defense for each program.

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

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

- Chap. 30 Montgomery GI Bill ® - Active Duty (MGIB-AD) Servicepersons and Veterans
- Chap. 31 Montgomery GI Bill ® - More information at [Vocational Rehabilitation Program](http://www.va.gov)
- 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](http://www.va.gov) for more information.
- Contact your local County VA Representatives.

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

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

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

## Reservation Fee – DPT

Upon acceptance into the College, DPT students must pay a non-refundable reservation fee of \$500. The \$500 is credited on the tuition bill. For all programs, the reservation fee is applied to the student's first semester tuition at the College. If an applicant fails to enroll, this fee is nonrefundable.

## Mandatory Fees

Fees and charges are dependent upon program option and enrollment term. You will see the following fees, as applicable, included on the tuition bills:

- **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 associated with services, simulations, rentals, and consumable supplies needed in the clinical instructions of students.
- **Technology Fee:** Includes support for computers, media supplies and web-based features.
- **Student Activity Fee:** Supports student related functions, events, and organizations.

Students will need to enroll in Typhon and CastleBranch prior to their first semester of study. Further information will be sent to the student once the reservation has been paid.

- **Typhon Fee:** One-time fee required to enroll in Typhon program which is used to coordinate clinical education
- **CastleBranch Fee:** One-time fee required to enroll in CastleBranch program which is used to verify admission and enrollment requirement documents

All DPT students are required to hold CPR certification through the American Heart Association and maintain membership in the American Physical Therapy Association. APTA membership rates may be found at <https://www.apta.org>

### **Orientation Makeup Fees**

Attendance at all parts of orientation is mandatory. Students who do not attend scheduled orientations are required to re-schedule with the appropriate College personnel and will be charged a \$100 rescheduling fee. All fees must be paid prior to the rescheduled date.

### **Course Audit Fee**

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

### **Lab, Simulation, Computer and Standardized Testing Makeup Fees**

Attendance at all parts of labs, simulations, computer trainings and standardized testing are mandatory. All fees must be paid prior to the rescheduling date. The following fee parameters apply:

- **Simulations** - Students who do not attend simulation activities as scheduled are required to reschedule with the course facilitator and will be charged a \$100 fee.
- **Computer Trainings and Standardized Testing (DPT)** - Students who do not attend computer trainings or standardized tests, as scheduled, are required to reschedule and will be charged a \$100 fee.

### **Additional Expenses – DPT**

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

- Books (hard copy or e-book)
- Room and board
- Transportation
- DPT 731 Materials Fee
- CPR Certification through American Heart Association
- American Physical Therapy Association Student Membership

### **Federation of State Boards for Physical Therapy License Exam**

There are a number of costs associated with (PT) licensing. DPT students should consult with FSBPT <https://www.fsbpt.org/> and the state board they wish to practice in prior to graduation.

### **Graduation Fee**

The Graduation Fee is a one-time, non-refundable fee that is added to the student's account when he/she 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 graduation fee does **not** cover the cost of regalia (cap and gown). 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.

### **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](http://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 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](http://www.irs.gov).

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## **► Financial Aid Policies and Procedures**

### **Applying for Financial Aid at Bellin College**

Bellin College students who wish to apply for any form of need-based or non-need based financial aid from federal and/or state sources must file a Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://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 (and at least one parent if the student is a dependent) 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 and parents are encouraged to use the IRS Data Retrieval Tool (DRT) on the FAFSA website in order to import the official income data directly into the FAFSA for the appropriate tax year. This will ensure that the data is accurate.

## **Enrollment Status and Financial Aid**

Generally, when the term enrollment status is used, it is referring to a student's credit load (full-time, etc.). Most financial aid programs require at least half-time enrollment for financial aid to be 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 student who is enrolled for nine credits at Bellin College and taking three credits at another campus, would be considered full-time student for financial aid purposes, although the student may be reported as less-than-full-time to loan holders and other agencies since Bellin College cannot report enrollment at another institution to those agencies. At least half-time enrollment is required for most financial aid programs including federal student loans and state grants. For some aid programs, the award amount may be prorated if the student is less than full-time. For example, if a student is eligible for a Federal Pell Grant in the amount of \$2,000 for a semester based on full-time enrollment and he/she enrolls half time instead, the award will be reduced to \$1,000. In most cases, the only programs which may be prorated in this manner are the Federal Pell Grant and the Wisconsin Grant.

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

## **Financial Aid Documents and Forms**

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

## **Agency Forms**

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

## **Financial Aid Programs**

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

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

Before a Federal Direct Stafford Loan (subsidized or unsubsidized) will be processed for a student, a loan agreement or MPN (Master Promissory Note) and an entrance counseling session must be completed at [www.studentaid.gov](http://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](http://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 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.

### **Financial Aid Offer Letter**

When the student's eligibility for financial aid programs has been determined, the Director of Financial Aid will print a financial aid notification letter and mail it to the student's billing address. An email notification will also be sent to the student with instructions to view aid in his or her MyBC 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.

### **Aid Disbursements**

Aid will be paid to the student's account not more than three working days prior to the start of the semester; excess funds, if applicable, will be refunded to the student via a check. Refund checks will be distributed by the College's Bursar. Students should allow at least three to five working days from payment date before the refund check may arrive. If funds are required to make payment to another institution, it is the student's responsibility to work out payment arrangements with that institution.

### **Special Condition/Dependency Override**

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

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

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

### **Scholarship Reception and Thank You Acknowledgement Requirement**

Students who receive donor scholarship money from Bellin College are required to send a thank you note to their donor(s) and attend a reception. Thank you, letters must be turned, into the development office staff by the designated due date. The development office will inform students of the date for the scholarship reception.

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



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

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

### General Guidelines

- Unless otherwise noted, Physical Therapy students 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.
- It is the student's responsibility to ensure that the Registrar receives an official transcript for all transfer courses at the end of each enrollment term. An official transcript must be submitted within four weeks of the last day of completing the course.
- Students are subject to the SAP policy of the College or university awarding financial aid. The Director of Financial Aid will track the SAP status of all students, including those receiving aid through other Colleges. However, students will not be subject to the Bellin College policy until applied for and received through Bellin College. Eligibility for first enrollment term aid through Bellin College will be based on the student's SAP status as of the most recently completed enrollment term. For example, SAP status for a student who first receives aid fall of junior year will be based upon the SAP record as of the end of his or her sophomore year. Therefore, it is possible for a student to be placed on financial aid warning for his or her first enrollment term receiving aid through Bellin College.

### Financial Aid Warning

A student who fails to meet one or more of the SAP requirements noted in this policy will be placed on *financial aid warning* for the following enrollment term. Students that do 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. 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.

### Financial Aid Probation

A student who fails to meet SAP standards at the end of the financial aid warning enrollment term will be placed on *financial aid probation*. The student will not be eligible to receive federal, state, or institutional financial aid until all SAP requirements are again met. Students that do not meet SAP standards will be sent a letter from the Director of Financial Aid informing him or her of the probation status within five business days of the date. **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.

### 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 in order to maintain satisfactory academic progress.

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.
- 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 their 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**

The Financial Aid SAP standards for GPA mirrors the expectations of Bellin College academic standards.

### **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 his or her degree program. **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, a traditional DPT student who has attempted 153 credits will be ineligible to receive aid in the following term if he or she is enrolled for five or more credits for that term.

<b>Program/Track</b>	<b>Required Credits</b>	<b>Maximum Credits of Aid Eligibility</b>
<b>DOCTOR OF PHYSICAL THERAPY</b>	106	157

### **Appeal Procedure**

#### **Incomplete grades:**

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 student will be notified in writing of the outcome of the appeal within ten business days. Possible outcomes of the appeal include remaining on financial aid warning or probation lifting the warning status and the student will once again be in good standing. *Credits not completed within four 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.

#### **Financial Aid Probation**

To appeal a financial aid probation, a student must submit a signed and dated letter of appeal to the Director of Financial Aid within 14 calendar days of notification of the probation. The letter must explain why the student failed to meet SAP standards and how the student plans to improve upon his or her academic performance if financial aid eligibility is allowed to continue. 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 may be required. The Director of Financial Aid and the Dean of Students & Allied Health will review the request and a decision will be made within ten business days of receipt of the letter and supporting documentation (if applicable). The student will be notified in writing of the decision. If the appeal is granted, the student will be allowed one additional enrollment term of financial aid warning. Only one suspension appeal will be allowed; no further appeals will be accepted. The decision of the Dean of Students & Allied Health and Director of Financial Aid is final.

### **Return of Unearned Aid**

When a student withdraws from Bellin College prior to completing an enrollment period (block, semester, session term), the College must determine the amount, if applicable, of grants and loans the student earned as of the student's withdrawal date in accordance with Section 668.22 (e) of the Higher Education Act. If the total amount of aid that the student earned is less than the amount of assistance that was disbursed to the student or parents, the difference must be returned to the aid programs from which they originated in accordance with Section 668.22 (g), (h) and (l). The student is not eligible to receive any additional disbursements of aid, if applicable, for that term of enrollment.

Bellin College will return (within 30 days of the Colleges determining the student withdrew) unearned aid on behalf of the student up to the amount of refunded tuition and fees charges paid by the student or parent on their behalf. Any additional aid returns become the responsibility of the student. 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.

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

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other federal grant or loan assistance
8. WI Grant Programs
9. Institutional programs (merit scholarships, Fergus scholarships, patron scholarships)
10. 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.

### **Refund 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 to be returned to their sources. This includes the amount the student is responsible for returning within 30 days of the date the College determined the student withdrew.

### **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 period and is required to return a portion of federal aid received 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 in accordance with Section 668.22 (h) (4) (l) of the Higher Education Act 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 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 then paid to Bellin College will be returned to the appropriate aid sources in accordance with Section 668.22 of the Higher Education Act.

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 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.

The College will offer any amount of post-withdrawal disbursement to the student or parent, depending on the type of aid, within 30 days of the date the College determined the student withdrew. A written notification will be sent to the student or parent which will identify.

- The type and amount of aid 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 will be made to the student or parent if no response is received within 14 days of the date the notification was mailed to them.
- Inform the student or parent the procedures for receiving the accepted post-withdrawal disbursement. The College will disburse the requested post-withdrawal disbursement within 90 days of the date of the institution's determination the student withdrew. Post-withdrawal disbursements will first be made from available grant funds. Any remaining disbursement will be made from loan funds.

### **Withdrawal Date Determination for Non-Attendance**

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.
- Use 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.

### **Enrollment at Another Institution**

If a summer course is taken at Bellin College, the student will receive a billing statement for all charges associated with that course. Summer charges must be paid by the due date. Charges cannot be carried over and added to the fall semester billing. A summer installment plan is available. Interested students

should consult with the Bellin College Bursar. **Please note:** If summer charges are not paid in full by the end of the summer term, participation in fall semester courses may be restricted.

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## ► Admissions Policies and Procedures

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

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

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

In addition to the other stated requirements below, all applicants must be beyond the age of compulsory school attendance in the State of Wisconsin (Wisconsin State Statute 118.15) and have earned a high school diploma or recognized equivalent or will have at the time enrollment at Bellin College begins.

**Note:** WI Statute states that school attendance is required of a child ages six to 18 unless he or she:

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

### Admission Requirements

Application to the Bellin College Doctor of Physical Therapy program will be made through the institutional website. The Bellin College Admissions Department will coordinate applications, facilitate admission material submission and be the primary conduit of communication during the admissions process. Once the application is complete, the admissions department will review the application using a standardized admissions rubric. Bellin College evaluates applicants holistically, utilizing a combination of cognitive and non-cognitive qualifications for admission. All files are reviewed on an individual basis.

Students will submit proof of the following admission requirements through the application portal:

- Completion of a Bachelor's Degree from an accredited institution of higher education
- Recommended cumulative  $\geq$  GPA 3.0; or  $\leq$  3.0 with cumulative GPA  $\geq$  3.50 over last 60 SH/90 QH
- Pre-requisite class
  - Recommended GPA  $\geq$  3.0, with no course less than "C."
  - All courses need to be completed within ten years before application, except Anatomy/Physiology, which must be completed in the last five years. Exceptions may be made for practical work experience relevant to the physical therapy field.
- 1 semester Human Anatomy with lab
- 1 semester Physiology with lab (may take 2-semester sequence Anatomy/Physiology)
- 2 semesters Chemistry with lab
- 2 semesters Physics with lab

- 2 semesters Biology with lab (Exercise Physiology class with lab may be substituted for one Biology class)
- 2 semesters Psychology
- 1 semester Statistics
- 1 credit Medical Terminology
- GRE completed within five years before application
  - Exception: Applicants with a graduate degree from a regionally accredited institution may report earlier GRE scores. Transcripts of post-graduation education must be provided.
  - There is no minimum GRE score required for admission, although achievement within the 40<sup>th</sup> percentile or Verbal + Quantitative score of 295 or above is preferred.
- Resume/CV: provide evidence of work experience, extracurricular, leadership, and service
- Two references (at least one from a former teacher and one from a licensed medical professional is preferred).
- Written statement of purpose.
- Observation hours: Recommend eight hours in a variety of PT settings.

Any course graded as "pass/fail" or "satisfactory/unsatisfactory" will not be considered in the GPA/rubric calculation. The admissions counselor will verify that "pass" or "satisfactory" represents at least a grade of C.

## **Application Deadlines**

Application deadlines may be found at <https://www.bellincollege.edu/admissions/admission-deadlines/>

## **Special Considerations/Conditional Acceptance**

Students may apply before the completion of pre-requisite classes. The student may be conditionally accepted, contingent on successfully completing the in-progress coursework. No more than three pre-requisite classes may be outstanding at the time of application. The student must earn a "C" or better grade, and an overall pre-requisite GPA of  $\geq 3.0$  is recommended.

Students may apply before completing the GRE. However, an official score must be submitted before beginning the DPT program. If a student takes the GRE multiple times, their highest score will be taken upon review of their application.

Students may apply prior to baccalaureate degree completion but must hold a degree before beginning the DPT program.

## **Waitlist**

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

The wait list is only composed of students who are academically qualified and have been interviewed and deemed an acceptable candidate by the DPT admissions committee. Students who elect to remain active on the wait list are notified periodically about their status. While there is no guarantee of admission, Bellin College maintains the active wait list if additional program spaces are likely. Students who elect to remain on the wait list will be informed of their final admission status prior to the start of the semester. If there is available space, students will be admitted from the wait list in the order in which they were placed on the wait list.

## **Final Admission for All Stated Programs Above**

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

## Accepted Students

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

## Non-Citizen Applicants

Non-Citizen applicants are encouraged to contact the Admissions department for more information. The application process is the same, however, the following additional documents are required:

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

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

Program of Study	Theory Credit Hour (classroom or online)	Lab Credit Hour	Clinical Practicum Credit Hour
DPT	1 credit = 15 hours	1 credit = 30 hours	1 credit = 60 hours

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

### Grade Point Average

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

### Academic Honors

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

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

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

## Graduation Honors

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

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

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

## Academic Calendar

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

## Add/Drop Dates

Please see the Bellin College website at [www.bellinCollege.edu](http://www.bellinCollege.edu) for a 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 applicable refunds.

## Course Drop Procedure

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

- Consult with 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. Students enrolled in the should contact the Program Director. A drop date is identified on the official form.
- This date determines the implications for grade, tuition, adjustment, and/or possible refund. Students dropping general education courses taken at other institutions must comply with that college or university's procedure for add/drop but must also inform the Academic Advisor of the change. Students who drop all courses in a required semester are considered withdrawn from the College.
- \*Check the academic calendar to identify final dates to drop courses and the ramifications that dropping courses has on applicable grades/transcripts/tuition and refunds.

## Incompletes

No more than two incompletes 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.

## Physical Therapy Courses

It is the responsibility of the student to request an incomplete and make arrangements with the appropriate course facilitator/faculty to complete the required work. Incompletes must be removed within



four weeks of the last day of the course, or the incomplete becomes an F. In the DPT Program, each course must be completed successfully in order to progress to the next semester.

## **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 the College for any reason, elective or due to College policy, must meet with the Academic Advisor or, if an DPT student, the DPT Program Director, to assure that all necessary procedures and paperwork are completed to meet institutional, state and federal requirements. This will include contact with the appropriate Program Director, financial aid personnel and the Bursar. Failure to meet with the appropriate personnel within five workdays will place a hold on all Bellin College records.

The Academic Advisor and DPT Program Director will assist the student with the exit process.

- If a student notifies the College that he/she will be withdrawing at the end of an enrollment period (semester/session/term), it is permissible for them to complete the official exit form on or before the last day of the enrollment term. The student may meet with the designated College personnel before the last day of the enrollment period in anticipation of the exit.
- If the student completes the official exit form prior to the end of the enrollment period, but is electing to specific courses, the Advisor and Accommodations Coordinator/DPT Program Director will initiate the completion of an add/drop form for each course the student is dropping. This add/drop form must be completed at the time the student notifies the College of plans to drop specific courses.
- If a student is withdrawing from the College before the end of the enrollment period (session/semester), an official exit form must be completed at that time.
- If a student does not complete the official exit form or fulfill the withdrawal requirements, the student will be automatically withdrawn, and a hold will commence the day of the official exit date.

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

### **Official Exit Date**

A student may electively exit or withdraw from Bellin College at any time. The College requires the student notify the College of his or her intent to withdraw in writing. The only exception to this is a personal emergency in which a verbal intent to withdraw will be accepted. This written notification should identify the student's intended last date of class attendance, which will be the official exit date. Notification must be made to the Academic Advisor, Dean of Students & Allied Health and the appropriate Program Director or his/her representative. If a student withdraws from the program without completing that enrollment term, the exit date will be the date the notification is received from the student. If a student drops all courses during the add/drop period, the official exit date is the last day of the previous enrollment period.

A student may decide to exit the College prior to the end of an enrollment period and remain enrolled through the end of that session/semester/term. In this situation, the student will identify the last day of the enrollment period (session/semester/term) as the official exit date. Students may meet with the Academic Advisor DPT 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/semester/term in order to complete the exit process.

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

If a student is dismissed from the College due to academic or non-academic misconduct, the official exit date will be determined by the Dean of Students & Allied Health (for non-academic misconduct).

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

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

### **Re-Entry of Former Bellin College DPT Students**

Applicants who were dismissed from the Bellin College graduate program have one calendar year from the dismissal date to apply for re-entry. 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. Former students who exited Bellin College for reasons other than dismissal will follow the standard admission policy and procedures. All applicants must not have a hold status.

### **Procedure for Re-Entry – DPT**

1. Complete a Graduate Re-Entry Application Program form and provide supporting documentation as needed. Submit to the Admissions office. The re-entry application should include:
  - A personal statement highlighting any extenuating circumstances leading to the dismissal, behavioral changes that will contribute to success, etc.
  - Contact information including address, home telephone and cell phone numbers and email address.

- Official transcripts from other institutions.
  - 2. The application for re-entry is reviewed by the DPT Program Committee and all applicants are interviewed by the DPT Program Committee. A decision to readmit may be contingent on space available in the program.
  - 3. The student will be notified of the committee's decision, which is final. The committee will make one of two decisions:
    - Accept the re-entry application
    - Deny the re-entry application
  - 4. If the DPT Program committee denies re-entry, the student's opportunities for readmission are exhausted.
  - 5. If the DPT Program committee accepts the re-entry, the student will be admitted with the probationary requirement that all program course work must be completed at Bellin College and failure to earn a C in any course will result in permanent dismissal from the College.
  - 6. Applicants who are re-admitted will have a plan of study developed according to current policies, procedures, and timelines. It is the responsibility of the applicant to meet with the DPT Program Director to discuss the plan of study. Failure to meet this requirement will result in automatic of the re-entry application denial.
  - 7. The date of re-entry is determined by the committee based on classroom, lab, and clinical resources. Students will be bound by the qualifications of The Bellin College Physical Therapy Guide – Handbook and Catalog in effect at the time of re-entry.
  - 8. Depending on the circumstances, re-entry students may be required to remediate theory, lab and/or practicum courses as designated by a Personal Assessment for Student Success (PASS) Plan. A PASS plan is designed and implemented to help ensure student success with both course work and certification after re-entry.
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## ► College Credits – Earning, Evaluation and Transfer

### Transfer Credits – DPT

The DPT program will not grant advanced placement, credit for experiential learning, or transfer credits from another program or institution. All courses within the professional didactic and clinical curriculum are required.

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## ► Academic Policies and Procedures

### Course Delivery

The purpose of this policy is to provide clear expectations for faculty and students regarding course delivery options. Bellin College recognizes 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 – DPT**

Each student will be assigned a DPT faculty advisor at the start of the program. The DPT faculty advisor will meet with each student at least once per semester (Semester 6 and 8 may be in conjunction with the Academic Coordinator of Clinical Education). Objectives of the DPT Faculty Advisor are to:

1. Facilitate communication and support for the DPT student
2. Foster successful progress through close monitoring of academic performance
3. Provide professional mentorship and support to students as a means of ensuring academic success and professional development
4. Provide an avenue for students to relay urgent concerns (illness, pressing situations) to faculty
5. Serve as a conduit to further academic support and services available such as tutoring and use of the Student Success Center and Library Services
6. Serve as a conduit to further non-academic support and services such as the Student Life Assistance Program
7. Advise and assess the co-curricular portfolio

### **Professional Mentor**

Students will be matched with a non-faculty mentor to offer support and professional advice. Mentors will be asked to communicate with students periodically throughout the duration of the program.

### **Attendance Policy**

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

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

### **Absences and Rescheduling Fees**

Attendance at all College orientation/informational activities is mandatory. All fees must be paid prior to the rescheduling date.

### **Orientations**

Students who do not attend scheduled orientations are required to reschedule with the appropriate College personnel and may be assessed a rescheduling fee.

**Clinical**

Students who do not attend clinical may be offered an alternate day or assignment from the faculty and Program Director and may be charged a make-up fee.

**Lab**

Students who do not attend lab may be offered an alternate day to review material from the faculty and/or Program Director and may be assessed a rescheduling fee.

**Lab Testing**

Those who do not attend lab testing at the scheduled time are required to reschedule with the course facilitator and will be charged a lab testing rescheduling fee.

If a student is unsuccessful with a lab test, they are allowed to retake the test one time and may be charged a lab testing rescheduling fee.

**Computer Trainings/Standardized Testing**

Students who do not attend computer training and standardized tests as scheduled are required to reschedule and may be charged a fee.

**Simulations**

Students who do not attend simulation activities as scheduled are required to reschedule with the course facilitator and may be charged a fee for rescheduling.

**Audio/Video Recording of Faculty Lectures/Conferences**

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

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

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

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

**Electronic Devices**

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

**Please note:** Clinical sites may have additional policies regarding the use of electronic devices. Ensure that you are familiar with these policies before using your device at a remote location.

**Grading Policies – DPT**

All courses in the DPT program require a final grade of C or better. Lab practical's must pass all safety criteria and the final grade to pass a lab practical must exceed 77%.

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
	AB	3.5 points	90.00-92.99
	B	3.0 points	85.00-89.99
	BC	2.0 points	82.00-84.99
Bellin College DPT Minimum Progression Requirements	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 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. Students must pass all skills check, and practical exams to pass a course and must achieve an overall course average of 77%

It is the policy of Bellin College to not offer extra credit.

### 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 a course in which the student is currently registered.
N	No Report or In Progress	No grade report received or course in progress.
P	Pass	Represents work was completed at or above the passing standard in a pass/fail course but is not included in the GPA calculation.
F*	Fail	Represents work was completed at lower than the passing standard in a pass/fail course but is not included in the GPA calculation.
PL	Credit for Prior Learning	Credit achieved by demonstrated learning experience.
R	Repeated Course	Designates a course repeated for grade betterment. The prior grade is removed from cumulative GPA calculation.
T	Transfer Credit	Transfer credit from a course taken at another institution of higher learning that is accepted at Bellin College.
WF	Withdrawal/Failing	Withdrawal from a course after the sixth week of a 15-week semester or after 40% of the course has been completed.
W	Withdraw	Dropped course before 40% of course is completed. No effect on GPA.

### Course Grade Reports

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

All final clinical evaluations will be retained in the student's individual portfolio, for student achievement tracking purposes, for a period of five years.

## **Practical Exam Policy**

A minimum of 77% proficiency is required on all clinically related practical examinations. Safety requirements must be met at a 100% competency level. The practical examinations require the student to meet both safety and technical skill performance competencies. If a student does not perform in a safe manner, the student will receive an F grade for the practical examination; if the student earns less than 77% on the technical skill performance, the student will likewise receive an F grade for the practical examination. In either case, the student must retake the practical examination. The student must meet both safety (100%) and technical skill performance competencies (77%) to pass the practical retake.

### **First Retake Practical Examination Process**

It is the student's responsibility to contact the faculty instructor within 1 to 2 business days of failing the exam to receive instructions on how to write a plan of remediation. The student is required to submit a written plan of remediation to the faculty instructor that will effectively prepare the student for their first retake practical examination. The faculty instructor will review and approve the student's remediation plan and administer the first retake practical examination.

The highest grade awarded for passing the first retake practical examination will be 77%. The approving instructor will notify the lead faculty for the course of the student's permission to retake the practical, and the lead faculty will document the student's retake for reporting to the Program Director for monitoring progression through the curriculum.

A student who receives an F on the first retake practical examination is required to follow the second retake practical examination process below.

### **Second Retake Practical Examination Process**

The student will contact the faculty instructor within 1 to 2 business days of failing the first retake practical exam to determine a revised remediation plan. The student is required to submit to the faculty instructor a written revised remediation plan that will effectively prepare the student for their second retake practical examination. If the student's remediation plan is not approved by the faculty instructor and the student's progress could affect the Clinical Education placement, the faculty instructor will notify the Clinical Education Coordinator. The faculty instructor will review and approve the student's revised remediation plan.

The student will then submit the approved remediation plans (both the original remediation plan and the newly revised remediation plan) to the Program Director. The Program Director will gather appropriate past academic data that could help provide insight for the approval process. The Program Director will review and approve that the student's remediation process (following steps above for both retakes) has been met. The Program Director will review and approve that the faculty's remediation process (following steps above for both retakes) has been met. If the Program Director approves the remediation process, the Program Director will send an approved email to the student, faculty instructor, and Faculty Advisor for progressing forward with the second practical exam retake.

When the remediation plan and process have been approved, the practical retake exam is required to be taken before the next scheduled exam of the course or before the last day of final exams (unless otherwise permitted by the faculty instructor).

If the Program Director does not approve the remediation process, the Program Director will send a rejection email to the student, faculty instructor, Faculty Advisor, and Dean. This rejection email will include the criteria for disapproval and the requirements for remediation process approval. The student should resubmit his or her remediation plan to the Program Director, Dean, Faculty Advisor, and faculty instructor after the remediation process has been met.

The second retake exam will not be allowed until the remediation plan is approved by the faculty and the remediation process is approved by the Program Director. If the student takes the second retake practical examination and receives an F on this second retake, the student will receive a D or F for that course.

If the student passes the second retake practical exam (100% safety, 77% technical skill performance), the highest grade awarded on the second retake practical examination is 70%. All practical exams must be completed by the date grades are due as published on the Academic Calendar. If the student has any concerns about the remediation process or plan, he or she can contact the Program Director for counsel.

### **Late Assignment Policy**

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

- 1 calendar day late = 4 percentage points
- 2 calendar days late = 8 percentage points
- 3 calendar days late = 16 percentage points
- 4 calendar days late = grade of zero

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

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

Any deviation from this policy must be approved by the Program Director and stated clearly on the syllabus. Extenuating circumstances will be handled by faculty on an individual basis.

### **Late Exam Policy**

Students should understand the following:

- Failing to take an exam at the scheduled day/time will result in a grade of zero for that exam unless the student communicates prior to the exam and the absence is deemed excused by the course faculty
- Examples of excused absences include illness and family emergencies.
- Prior to the start of the scheduled exam, students must inform the course faculty if they will be absent for the exam.
- After a discussion with the student, faculty will reschedule the student to take the exam within seven calendar days.
- If the exam is not taken at the time determined by the faculty, a grade of zero will be recorded as the exam's final grade.

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

### **Repeated Courses**

DPT students may repeat a Bellin College DPT course if they do not earn a passing grade of C. This would require the student to fall back one year to the next cohort in order to meet all pre-requisite course requirements.

### **Grade Appeal Policy**

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

#### **Procedure**

The grade appeal procedure is as follows:

- The student must contact the course instructor within 10 working days of the grade return.
- The course instructor will review how the grade was determined with the student based on written criteria in the course outline.
- If the issue is not resolved, the student should contact the appropriate Program Director within



five working days. The student must present, in writing, the reasons he or she believes the grade should be changed. If the Program Director is also the course instructor in the appeal, a different Program Director must handle the appeal process for review of information and final decision. The appropriate Academic Dean will assign a different Program Director to the appeal.

- The appropriate Program Director will request and review a written explanation of the grade from the course instructor. This explanation must be submitted within two working days.
- The appropriate Program Director's decision on the grade appeal is final.
- The student and faculty will be notified of the Program Director's decision in writing.

### **Audit Course Policy**

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

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

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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) and/or non-academic professional performance issues. This allows for student consultation with appropriate College personnel to determine steps for success.

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

- **Academic Performance**
  - Failure to meet course outcomes.
- **Professional Performance (inappropriate or unsatisfactory professional performance)**  
**Examples include, but are not limited to:**
  - Late work.
  - Tardiness or absence from lab/clinical.
  - Violations of the Dress Code Policy.
  - Unethical or illegal behavior.
  - Repeated infractions of College policies.
  - Persistent negative responses toward constructive feedback.

### **SPN Category**

SPN's are leveled based on pattern and/or severity of the issue, resulting in either Monitoring or Probation. Each situation is evaluated on a case-by-case basis.

### **Academic Performance: Class/Lab/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. The following may result in academic monitoring:

- Failure to pass a written exam, skills check, or practical exam
- Average course grade is below 77% with at least 20% of the course completed

### **Professional Performance/Disciplinary Issues Monitoring**

- 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.

### **Probations – Overview**

Failure to meet the terms of classroom/lab/clinical monitoring will result in probationary status.

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

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

### **Academic Probation**

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

- Failure to maintain a 3.0 grade point average (GPA) each semester/session in the DPT program.
- Failure to attain a grade of C or better in any DPT course.
- Failure to pass a lab practical for any course after 3 attempts
- Failure to attain a P in any Pass/Fail Physical Therapy course.
- Failure to meet the terms or expected outcomes of classroom/lab and/or clinical monitoring.

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

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

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

## **Progression Policy**

A student having failed a Physical Therapy course should be aware:

- A student may be allowed to continue in their program while on probation.
- A student's curriculum plan may be altered and likely extend the student's graduation date.
- Any failed course may be repeated one time only, when the course is next available (following year).
- Each student situation will be reviewed on an individual basis by the Program Director and the Dean of Allied Health.

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

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

## **Clinical Experience: Incomplete/Withdrawal/Failure**

Students who:

- Receive an "Incomplete" while on a clinical experience will not be allowed to progress in the program until the grade is remediated to a grade of "Pass."
- Receive a "Withdrawal" from any clinical experience is subject to the College Grade and Progression Policy as described in the Catalog/Handbook. Students must meet with the CEC to establish a remediation plan.
- Receive a "Fail" from any clinical experience is subject to the College Grade and Progression Policy as described in the Catalog/Handbook. The student has the right to engage in the appeals process for failed clinical experiences as outlined in the Catalog/ Handbook

## **Progression Deferment**

A progression deferment is defined as a temporary, elected suspension of enrollment in a degree program for not more than one year. It is allowed for graduate students who need, for various approved reasons, to voluntarily suspend degree progression. Students must be in good standing and do not have to follow the standard reapplication process when ready to return to Bellin College, provided not more than one year has passed since previous semester of enrollment. Students must meet with the Program Director or Assistant Program Director 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 Program Director or Assistant Program Director will assist the student in completing the Return to Progression form.
- A student must request the deferment at or near the completion of a currently enrolled semester, otherwise an elective exit (withdrawal) is required.
- A student is not allowed to be enrolled at any other institution of higher education for credit during the deferment.
- A progression deferment is not considered a Leave of Absence (LOA), as defined by the U.S. Department of Education.
- A student will notify Bellin College of a projected return date for enrollment. A return to Bellin College must occur within one year, otherwise the student will be changed to withdrawn status and will need to follow the readmit procedure.

## **Grade and Progression Policy – DPT**

All courses require a final grade of 77% or better.

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

### **Repeat and Progression Policy**

One DPT 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 writing appeal to the DPT Program Director.

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

Students who receive a final grade below a C in a repeated course will be dismissed from the program. Appeal for readmission after dismissal may be done per policy.

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

### **Academic Misconduct – Overview**

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

Academic misconduct includes but is not limited to:

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

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

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

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

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

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

The suspecting faculty member discusses the situation with the student within three 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 appropriate Program Director.
- *Proceed to Step 2.*

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

The appropriate Program Director will determine if evidence supports a claim of academic misconduct by investigating the allegation. The Program Director will meet with the faculty member and the student individually. If the student chooses not to meet with the Program Director in person, the process will continue with the information available. The Program Director may request information from other

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

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

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

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

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

- The Dean of Allied Health may conclude that academic misconduct was unfounded.
- The student may acknowledge the behavior occurred.
- The Dean of Allied Health 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 Dean of Allied Health will determine the consequences following consultation with Program Director.

Furthermore, the Dean of Allied Health will:

- Assure that due process has been followed throughout all stages of the claim.
- Review documentation and request additional information as needed.
- Communicate with the student, as necessary. If student does not choose to meet with the Dean of Allied Health 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 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 & Allied Health. Appeals must be received within 10 working days of termination.

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

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

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

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

- Behaviors that constitute harassment, discrimination and/or intimidation.
- Conduct which constitutes actual or threatened, serious danger to one's own personal health, safety, the health and safety of any member, visitor, or guest of the College.
- Unauthorized possession, storage or use of any weapon or explosive.
- Unlawful possession, use, distribution or sale of any narcotic or drug as defined by the statutes of the State of Wisconsin.
- Possession or consumption of alcoholic beverages in contradiction of State of Wisconsin law and/or College policy.

- Forgery, counterfeiting, alterations, misuse of any College record, logo, document, or ID card.
- Attempts or actual stealing, destroying or defacing materials or property belonging to the College or College members, visitors, or guests.
- Unauthorized entry into or alteration of, any Bellin College computer records or the violation of the College Informational Technology policies and procedures.
- Failure to comply with the lawful directives of College employees or College security.
- Signing in a computer, class, clinical or test for someone else.
- Persistent or inappropriate behaviors that interrupt the teaching and/or learning environment/process.
- Conduct that violates the APTA Code of Ethics for PT's.
- Violations of policies/procedures as stated in The Bellin College Physical Therapy Guide Handbook & Catalog - 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 appropriate Program Director.
- *Proceed to Step 2.*

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

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

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

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

### **Step 3: Dean of Students & Allied Health Notification**

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

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

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

Furthermore, Dean of Students & Allied Health 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 & Allied Health, the process will continue with the information available.
- The faculty member, staff member, student and/or other parties may be asked to provide further information.
- Consult with the Bellin College president.

The decision of the Dean of Students & Allied Health 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 & Allied Health. Appeals must be received within 10 working days of termination.

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

## **Causes for Dismissal from Bellin College**

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

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

- Failure to fulfill or resolve academic or disciplinary probation requirements via breach of contract.
- A student who is unsuccessful in two courses will be dismissed (see progression policy). Exceptions may apply to students in their last session/semester.
- A failure in any course in any session as all courses must be completed in sequence.
- Receipt of an incomplete in more than two enrollment sessions or two incompletes in one semester or grading period.
- 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 150% of enrollment term.
- The College reserves the right to dismiss any student from the program when that student's health, performance and/or behavior jeopardizes the safety of patients, other students, or College faculty, staff, visitors and/or guests.

## **Appeal of Dismissal**

A student who believes their dismissal from the College has occurred in error may appeal the dismissal.

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

- Be received within 10 working days of receipt of notice of dismissal.
- Include a detailed narrative, along with any supporting documentation, explaining why the student believes the dismissal was made in error.
- Include student's contact information: address, home telephone and cell phone numbers and email address.

Submit the appeal to the appropriate Dean as outlined below.

### **Reason for Dismissal:**

Academic Misconduct

Non-Academic Misconduct

Reasons outlined in "Dismissal from Bellin College"

### **Student writes appeal to:**

Dean of Allied Health Sciences

Dean of Allied Health Sciences

Dean of Allied Health Sciences

## Student Grievance Procedure

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

To provide students with a direction to voice their concerns, a four-step grievance procedure has been established for an individual student to express problems, concerns, or disagreements relative to their experiences at the College. If resolution is obtained in any given step, that resolution is considered final. The procedural steps outlined below need to be completed sequentially within the timeframes outlined in each step.

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

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

### Step 1: Informal Grievance Process

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

Possible following outcome:

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

### Step 2: Informal Grievance Process

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

The administrator is accountable to:

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

Possible following outcome:

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

### Step 3: Formal Grievance Process:

If the student is not satisfied with the outcome of steps 1 & 2, the student may begin a formal grievance process by documenting his/her grievance and the steps that have been taken to resolve the situation. The student completes the student grievance procedure step 3 form located in the Academic Advisor office.



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

The documented student grievance form is submitted to the involved College employee with copies submitted to the employee's immediate supervisor and within three business days of step 2. The College employee has three business days from receipt of the formal grievance to respond in writing to the student. A copy of the response should be provided to the employee's immediate supervisor. The immediate supervisor will provide a copy of all the formal grievance documentation and the employee's response to the student and the appropriate administrator.

Possible following outcome:

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

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

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

The Dean of Students & Allied Health (or designee) convenes and meets with the student Grievance Ad Hoc Committee within three business days of meeting with the student. This committee is chaired by the Dean of Students & Allied Health (or designee) and members include: appropriate Dean of academic affairs, appropriate Program Director, a staff member, a student representative chosen from the student senate. If any member(s) of the committee feels he/she is unable to be impartial they will be recused and replaced with another member.

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

The Student Grievance Ad Hoc Committee may determine:

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

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

The outcome shall include:

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

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

### **Appeals Process:**

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

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

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

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

The President/CEO will respond, in writing, within 15 business days of receipt of the appeal.

The decision of the President/CEO is final and not appealable.

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

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## **► Health Science Resource Center (HSRC) – Resources and Policies**

### **HSRC**

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

- |                                     |                               |
|-------------------------------------|-------------------------------|
| • Advance Practice/Procedure Room   | • MRI Simulator Classroom     |
| • Birthing Suite                    | • Patient Lounge              |
| • CT Simulator Classroom            | • Practice Lab                |
| • Diagnostic Medical Sonography Lab | • Radiology Labs – Two        |
| • Exam Rooms - Four                 | • Science Lab Classroom       |
| • Fundamental Skill Labs            | • Simulation Control Rooms    |
| • Health Assessment Labs            | • Simulation Lab              |
| • ICU/Pediatric/Emergency Suite     | • Standard Classrooms - Three |

- Lactation Room
- Mammography Simulation Lab
- Student Lounge
- Surgical Suite
- Physical Therapy Skills Lab  
(Development Drive Campus)

## HSRC Guidelines

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

Universal precautions will always be followed while in the HSRC. Masks will be worn when in any of the HSRC areas and hallways as mandated by administration recommendations.

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

Students attire while in the HSRC during hands on practice includes, closed toed shoes, clean clothing, no dangling jewelry, or clothing that may interfere with completing tasks due to safety reasons. Name badges will always to be worn. Bellin scrubs are to be worn during fundamental labs, simulations, and check offs.

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

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

## HSRC Lab Hours

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

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

## Injury Protocol for Students in the HSRC

Any student injured while in the HSRC should immediately report the incident to the faculty member if the incident occurs during class, or to the HSRC staff/student assistant if the incident occurs while practicing. Immediate care will be initiated based upon the type and extent of injury. Bellin College security and an administrator will be notified immediately of any injury in a HSRC area by the HSRC staff. The faculty and/or HSRC employee, in conjunction with the student, will document the injury and interventions. The incident is to be reported using Safety Zone on the Julius website. Immediate care will be initiated based upon the type and extent of injury. “911” will be called for any life-threatening emergencies, or as directed by the HSRC coordinator or college administrator.

The appropriate Program Dean will review and enter follow up information into the Bellin Health Safety Zone as well as place a copy in the student's health record.

### **Health Assessment Labs**

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

### **Simulation Labs**

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

### **Skills Labs**

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

**NO needles or sharps are to be removed from the HSRC.**

### **Equipment in the HSRC**

Every effort is made to purchase equipment that is the same as the equipment health care workers use when caring for patients in the clinical setting. Equipment maintenance is performed on a routine basis as recommended by the vendor. Bellin Health's Biomedical Electronics Department performs annual safety checks on required equipment. Students should report any equipment concerns or malfunctions to the course faculty who will report to the HSRC Director.

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

Invasive procedures can **only** be performed on manikins or task trainers in order to protect the health and safety of our students and faculty.

**NO needles or sharps are to be removed from the HSRC.**

Supplies such as Blood Pressure cuffs and Health Assessment Kits are available for check out, for practice at home, through the HSRC coordinators, or student assistants. Students may check out these items for 48 hours, if accommodations are needed for a longer period, please discuss this with the HSRC staff. When returning the equipment, students will need to follow the return of borrowed equipment procedure.

- Please return item to an HSRC staff member.
- Students will be responsible for physically decontaminating all items (to the fullest extent possible, for at least 3 minutes per item as recommended by the CDC/EPA guidelines) with PDI Sani-Cloth AF3 Germicidal Disposable Wipes (or similar product, which the HSRC will provide).
- The HSRC staff will then place the disinfected item in a separate area that will then be quarantined for five days. The item will then be reintroduced back into the HSRC equipment areas for other students to use.

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

Tongue blades, cotton-tip applicators and otoscope covers are to be discarded immediately after use on a live person.

## **Hazardous Materials**

Bellin College utilizes 3E on Demand for Hazardous Material disposal. In the event of any biohazardous or chemical spill in the HSRC, 3E will be contacted and an Incident Report will be completed. Safety Data Sheets are available in the HSRC and science labs.

## **Skills Lab Testing**

Students will be informed by the course facilitator of the day and time of their assigned testing. Students are responsible for arriving promptly and being fully prepared to test.

If a student is unable to keep a testing appointment, she/he is expected to contact the course facilitator according to Bellin College late exam policy.

## **Adverse Event Involving Student in Clinical Area**

An adverse event is a negative consequence of care that results in unintended injury, illness, or personal property damage of a patient, that may or may not have been preventable. In case of an adverse event, the clinical faculty will follow the procedure documented for patient-related incidents, including significant exposure. A Safety Zone report must be completed if a student is injured while within the Bellin Health System or an incident report must be filled out at a non-Bellin Health facility.

## **Wet (Cadaver) Anatomy Lab Safety**

Bellin College DPT students will participate in wet (cadaver) anatomy lab at St. Norbert College Gehl-Mulva Science Building through a partnership with the Medical College of Wisconsin. The following safety policies pertain to the wet (cadaver) lab.

*This information must be reviewed prior to the beginning of the Anatomy term (reviewed by the Sr. Anatomist conducting the lab). A copy of this material and Material Safety Data Sheets (MSDS) must also be made available in the Anatomy lab.*

The bodies have gone through a chemical embalming process:

1. Embalming is done with an aqueous mixture of isopropyl alcohol, glycerine, phenol, formaldehyde, and methanol. Hydrite Blend 4396 (MSDS available) is diluted approximately 50% with water, and that is the solution with which the bodies are embalmed. The final dilution of embalming fluid contains approximately 27% isopropyl alcohol, 17% glycerin, 2.5% formaldehyde, and 7.5% phenol.
2. Approximately 5 gallons of a 10% alcohol (ethanol/methanol) and water solution have been added to the humidifier.

Some individuals can detect formaldehyde odors as low as 0.04 ppm.

### **FORMALDEHYDE HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE**

<b>Route of entry</b>	<b>Acute symptoms</b>	<b>Chronic Symptoms</b>
<b>Inhalation (Primary route of entry)</b>	May cause eye, nose, throat irritation; eye tearing; coughing; chest tightness	May cause headaches, rhinitis, nausea, drowsiness, respiratory impairment, kidney injury, pulmonary sensitization, and tissue damage.

		Linked to sleeping disorders, irritability, memory deficits, loss of concentration and mood alterations. IARC classifies formaldehyde as a Class 1 human carcinogen for nasopharyngeal cancer. Its role in lung cancer has not been substantiated.
<b>Skin Exposure</b>	May cause irritation, white discoloration, hardness and numbing; some develop sensitization dermatitis, characterized by the sudden eruption of blisters on eyelids, neck, face, hands, or arms.	May cause numbness or itching rash, fingernail damage, hardening or tanning (discoloration) of the skin, sensitization. Once sensitized, symptoms can be seen with very low doses.
<b>Eye Contact</b>	Irritation and tearing as airborne concentration of formaldehyde vapors increase; direct contact with concentrated solutions can cause severe corneal injury and loss of vision; direct contact with dilute concentrations that can cause discomfort and irritation that may diminish over time and if treated promptly.	NA

#### PHENOL HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE

Route of entry	Acute symptoms	Chronic Symptoms
<b>Inhalation</b>	May cause eye, nose, throat irritation; not typically a significant route of entry, as phenol is not very volatile.	Systematic disorders such as digestive disturbances, nervous system effects, and possibly by skin discoloration and eruptions; chronic phenol poisoning is characterized by vomiting, difficulty swallowing, excess salivation, diarrhea, anorexia, headache, fainting, vertigo, mental disturbances and possibly skin eruptions. Prolonged exposure may result in deposition of dark pigment in the skin.
<b>Skin Exposure (Primary route of entry)</b>	May cause irritation, white discoloration, hardness and numbing; some develop sensitization dermatitis, characterized by the sudden eruption of blisters on eyelids, neck, face, hands, or arms.	
<b>Eye Contact</b>	Concentrated phenol solutions are severely irritating to the eye and cause conjunctival swelling; cornea becomes white and loses sensation; can cause chemical burns from exposure.	

#### 10% ETHANOL (ALCOHOL) HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE:

Route of entry	Acute symptoms	Chronic Symptoms
<b>Inhalation</b>	May cause respiratory tract irritation, central nervous system depression, headache, nausea, dizziness, narcosis.	Not expected via inhalation route; chronic symptoms from ethanol overexposure typically due to ingestion
<b>Skin Exposure</b>	May be harmful if swallowed; can cause skin irritation.	Alcohols defat the skin, and may produce dermatitis
<b>Eye Contact</b>	Liquid causes eye irritation; stinging.	NA

#### ISOPROPYL ALCOHOL HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE:

Route of entry	Acute symptoms	Chronic Symptoms
<b>Inhalation</b>	May cause respiratory tract irritation; central nervous system depression, headache, nausea, dizziness	Not expected via inhalation route; chronic symptoms from ethanol overexposure typically due to ingestion

<b>Skin Exposure</b>	May be harmful if swallowed; can cause skin irritation/drying skin.	Alcohols defat the skin, and may produce dermatitis
<b>Eye Contact</b>	Liquid causes eye irritation; stinging.	NA

#### GLYCERIN HEALTH HAZARDS/SYMPTOMS OF OVEREXPOSURE:

<b>Route of entry</b>	<b>Acute symptoms</b>	<b>Chronic Symptoms</b>
<b>Inhalation</b>	Low hazard; not volatile; inhalation of a mist may cause respiratory tract irritation .	Not expected via inhalation route unless a mist is formed
<b>Skin Exposure</b>	May cause skin irritation.	No info found
<b>Eye Contact</b>	May cause eye irritation.	No info found

#### Emergency Safety Information

Familiarize yourself with the locations of eyewash stations, emergency showers, and telephone. In the event of skin exposures, wash thoroughly with soap and water. Contact Health and Wellness Services (form for reporting an accident is on-line) and inform your instructor.

In event of eye contact, flush eyes for 10-15 minutes. Contact Health and Wellness Services (form for reporting an accident is on-line) and inform your instructor.

In event you develop symptoms you believe are consistent with exposure to phenol, formaldehyde, or ethanol, notify your instructor and Health and Wellness Services. Remove yourself from the lab and go to an area of fresh air.

**Spills or Medical Assistance:** In the event of a spill or emergency medical assistance is needed, call Campus Safety from any phone inside Gehl Mulva Science (GMS) building (x3260).

**Fire Alarms:** A flashing strobe and alarm requires you to immediately close the humidor; leave the anatomy lab and building via the closest exit ; gather on the grass outside of the building where it is safe to do so. Do not re-enter the building until you are notified it is safe to do so ("All Clear").

**Tornado Alarms:** An alarm would sound with an audible message that can be heard inside and outside of the building. The "Alertus" notification system, located in the Atrium would flash and display the warning message with instructions about what to do. This means that you immediately close the humidor; move to lower levels/hallways that have no exterior windows, and stay there until the "All clear," or the horns stop alarming. You may seek shelter in any interior corridor location.

#### Personal Protective Equipment (PPE)

The following PPE is required as part of the Anatomy lab:

- Safety glasses when in the anatomy lab and you (or your classmates) are dissecting.
- **Double-glove with nitrile gloves** when working on the cadaver. Change your gloves at least every two hours, or more frequently if your hands become immersed in embalming fluid. DO NOT USE latex gloves, as latex does not provide appropriate protection.
- Closed-toe shoes must be worn in the lab; no sandals, flip flops or other shoes that expose bare feet are allowed.
- Scrubs are to be worn while working on the bodies, or any clothes dedicated to the gross lab that will not be worn elsewhere. Street clothes are not allowed, unless covered by a lab coat.

#### General Safety Considerations

Please keep your dissection area clean and organized. At the end of lab, wipe down exterior handles and any exterior soiled surfaces of the humidor with paper towels. If embalming fluid leaks on the floor it can erode the floor surface over time so, please use the mop in the housekeeper's closet to clean up spills at the end of lab.

If you are using an iPad, cover the iPad with a ziplock bag to prevent contamination. That can be removed at the end of class, and you can use your iPad screen through the bag.

- Glycerin is very slippery; wipe up any inadvertent spills quickly to avoid falls.
- Wash hands thoroughly before and after removing gloves. Always wash hands prior to leaving the lab. Do not leave the lab with your gloves on!!
- No food or drink is permitted in the lab.
- Do not leave your clothing, books, instruments, or personal belongings in the lab.
- Briefcases, bookbags, or backpacks should not be brought into the cadaver areas.
- Long hair must be tied back and dangling jewelry should be removed.
- Know the location of the nearest eyewash, shower, and telephone.
- Know the exit door location and closest exit route, should there be a fire alarm in the building.
- Do not work alone in the lab.
- Report all injuries to the instructor and complete an on-line accident report.
- Keep the laboratory clean and clean up any spills immediately.
- Never leave scalpel blades unsheathed where they can injure yourself or a classmate.
- When using sharp instruments, always carry them with the tips pointing down and away from your body. Always cut away from your body. Never try and catch falling sharp instruments. Grasp sharp instruments only by the handle(s).

#### **Waste Disposal**

- All used scalpel blades or disposable needles must be placed inside the red sharps containers for disposal. Do not fill the container more than  $\frac{3}{4}$  full; notify the Chemical Hygiene Officer (x4019) for disposal.

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## **►DPT Academic Planning and Course Descriptions**

The Bellin College DPT Program emphasizes curricular threads that include human movements sciences, professionalism, evidence-based practice, and person-centered care. This curriculum spans 8 semesters and totals 106 credits.

#### **Fall Semester 1 - 16 credits - 5 courses**

DPT 705 Gross Anatomy (5 cr)  
 DPT 710 Human Pathophysiology (4 cr)  
 DPT 785 Professional Foundations 1 (2 cr)  
 DPT 780 Introduction to Evidence Based Practice (1 cr)  
 DPT 731 Clinical Fundamentals (4 cr)

#### **Spring Semester 2 - 17 credits - 5 courses**

DPT 715 Human Movement Science (4 cr)  
 DPT 790 Lifestyle Medicine in Physical Therapy Practice (2 cr)  
 DPT 720 Applied Neuroscience (4 cr)  
 DPT 741 Therapeutic Interventions I - Exercise Testing and Prescription (4 cr)  
 DPT 735 Musculoskeletal Physical Therapy I - Extremity (3 cr)

#### **Summer Semester 3 - 16 credits - 7 courses**

DPT 795 Principles of Business, Entrepreneurship and Administration (2 cr)  
 DPT 751 Therapeutic Interventions II – Strength, Conditioning and Special Topics (3 cr)  
 DPT 755 Musculoskeletal Physical Therapy II - Spine (3 cr)  
 DPT 770 Applied Pain Science (1 cr)  
 DPT 765 Medical Screening for the PT (2 cr)  
 DPT 760 Neurological Physical Therapy I (3 cr)  
 DPT 830 Pharmacology for the Physical Therapist (2 cr)



**Fall Semester 4 - 14 credits - 5 courses**

DPT 745 Biophysical Agents (2 cr)  
DPT 815 Movement Science Across the Lifespan (2 cr)  
DPT 860 Neurological Physical Therapy II (2 cr)  
DPT 870 Cardiovascular & Pulmonary Physical Therapy (4 cr)  
DPT 890 Clinical Education I (4 cr)

**Spring Semester 5 - 12 credits - 5 courses**

DPT 882/NUR 882 Healthcare Ethics (2 cr)  
DPT 880 Applied Biostatistics and Research Methodology (2 cr)  
DPT 835 Musculoskeletal Physical Therapy III – Advanced Topics (3 cr)  
DPT 865 Neurological Physical Therapy III (2 cr)  
DPT 875 Pediatric Rehabilitation (3 cr)

**Summer Semester 6 - 9 credits – 2 courses**

DPT 990 Clinical Education II (8 cr)  
DPT 995 DPT Capstone I (1 cr)

**Fall Semester 7 - 13 credits - 6 courses**

DPT 985 Professional Foundations of Physical Therapy Practice II (1 cr)  
DPT 930 Diagnostic Imaging for the Physical Therapist (2 cr)  
DPT 960 Prosthetics and Orthotics in Rehabilitation (2 cr)  
DPT 970 Geriatric Physical Therapy (3 cr)  
DPT 975 Physical Therapist Management of the Medically Complex Person (3 cr)  
DPT 950 Management of Integumentary and Lymphatic Conditions (2 cr)

**Spring Semester 8 – 9 credits – 2 courses**

DPT 993 Clinical Education III (8 cr)  
DPT 997 Capstone II (1 cr)

Courses are reported in credits according to the following values:	
Classroom:	1 credit = 15 hours
Lab:	1 credit = 30 hours
Practicum:	1 credit = 60 hours 4 credits = 240 hours 8 credits = 480 hours

**Graduation Requirements – DPT**

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

- Completed all courses with a grade of C or higher.
- Successfully completed Student Assessment requirements.
- Successfully completed the Capstone Scholarly Project.
- Successfully completed the ePortfolio.
- Submitted Intent to Graduate Form (available on the College web site).
- Completed the above within five years from start in the DPT Program .

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

## **Mid-Curricular Exam**

The purpose of the mid-curricular exam is to assess student learning in a summative format prior to the first internship. This exam ensures students have the didactic knowledge to progress on to the internship phase of the curriculum while providing a learning assessment to identify gaps in specific knowledge areas. This process is broken down into two multiple-choice, board-style tests. The first occurs during the first two weeks of the third trimester and the second during the first two weeks of the fourth trimester. The first exam covers science content from Human Anatomy, Pathophysiology, Human Movement Science, and Applied Neuroscience. The second exam covers clinical topics including Clinical Fundamentals of Physical Therapy Practice, Musculoskeletal I and II, Therapeutic Interventions I and II, Medical Screening, Pain Science, Neurological Physical Therapy I, Pharmacology, and Lifestyle Medicine. Other non-clinical topics are also included on this exam from Evidence-Based Practice and Business and Administration.

The DPT program faculty develop questions for the exam. The time allotment for the exam is 72 seconds per question without breaks simulating the same time per question as the National Physical Therapy Licensing Board Exam.

Upon conclusion of the exam, students will be provided a breakdown of incorrect content sections and systems to guide future study and remediation efforts. Students must pass both mid-curricular exams with a grade of 70% to successfully progress to the internship phase of the curriculum, which occurs during the second half of the 4th semester.

A student failing the first attempt will be provided with an analysis of items missed. They will receive a minimum time frame of one week for remediation before attempting to take the test on a second occasion. If the student fails the second attempt, an analysis of missed items will be provided. The student will be placed on academic monitoring and required to meet with their academic advisor to review a study plan. The academic advisor will sign off on the remediation plan, and the student will be allowed a third attempt. If the student fails the third attempt, the student is placed on academic probation and will meet with the program director to develop a remediation plan that will include repeating course sections or whole courses. Upon successful completion of those courses, the student will retake the mid-curricular exam for a fourth attempt. If the student fails the fourth attempt, the student will be dismissed from the program.

## **Scholarly Project**

The DPT Scholarly Project is one of the final graduate program projects and is a component of DPT 995 and DPT 997. It demonstrates the student's cumulative knowledge and ability to integrate evidence into practice. The project is focused on a substantive area of professional scholarly interest and displays developing expertise. With mentoring by selected graduate faculty, the student develops an in-depth research project that is either a case report or participation in an experimental or quasi experimental design study. The final scholarly product should benefit an area of professional clinical or educational practice and demonstrate scholarly voice in written work. Ultimately, the scholarly project should demonstrate meaningful commitment and practical application for leadership in improving patient care.

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

## **Graduate Student E-Portfolio – Assessment of Student Academic Achievement**

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

Assessment of student academic achievement is an integral part of the curriculum and of the student's learning experience. Assessment is a process to determine the extent of achievement toward pre-established outcomes for individual students and the aggregate data is used to enhance overall institutional effectiveness, including the integrity of the curriculum in facilitating student achievement of

the Program Outcomes and enhancing curriculum development through continuous improvement. This process is a joint effort between the student and faculty.

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

The E-portfolio project is graded as Pass (P) or Fail (F), dependent upon the successful completion of the Capstone I and II course objectives. Students must successfully complete the E-portfolio project in order to be eligible for graduation.

An introduction to the E-Portfolio Project will take place during the first semester (Professional Foundations I). Complete E-Portfolio Project overview and guidelines are provided at the start of the Capstones I and II course.

### **Portfolio Artifacts**

Assessment artifacts that a student may include in his/her portfolio include written projects and papers, evaluation and feedback forms, presentations, evidence of group process, evidence of community service, professional service, or service to the college. The portfolio must be submitted in an online format for student and faculty to review. The student is responsible for collecting the artifacts in a Graduate Student Portfolio that will be reviewed at the end of all course work and prior to graduation. Introductory information and guidelines for the portfolio are shared on admission and further discussed in the Professional Role Development and Interprofessional Collaboration course.

### **Student Responsibilities**

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

### **Portfolio Confidentiality**

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

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## ► DPT Course Descriptions

### DPT Course Descriptions

#### Year 1 Fall Semester

##### **DPT 705 HUMAN GROSS ANATOMY**

This course will address human anatomy from a structural and functional perspective, incorporating both micro- and macro-anatomy formats. An emphasis will be placed on relationships between musculoskeletal, neurological, and vascular systems through the lens of the movement science. Laboratory sessions include both dry and wet lab exploration of models, diagrams, images, and cadavers.

##### **DPT 710 HUMAN PATHOPHYSIOLOGY**

This course will cover cellular and systems physiology from a normative and pathological perspective. Human body systems are examined with an emphasis on the cardiovascular, pulmonary, musculoskeletal, and nervous systems. Additional topics include the genitourinary and renal, gastrointestinal, hematologic, hepatic, immune, integumentary, and lymphatic systems. Pathophysiology considerations for viral and bacterial infections, genetics, immunology, oncology, and chronic non-communicable disease will be examined. Human response and adaptation to aerobic and anaerobic exercise will be integrated into the learning content for each system.

##### **DPT 731 CLINICAL FUNDAMENTALS OF PHYSICAL THERAPY PRACTICE**

This course will introduce students to fundamental aspects of physical therapy practice necessary for beginning immersion into the clinical environment. Emphasis is placed on safety principles related to infection prevention, identification of lines/tubes, selection and fit of assistive devices, and beginning patient handling skills for bed mobility, transfers, ambulation, and wheelchair mobility. Learners will also develop familiarity with various examination procedures including vital signs assessment, palpation, range of motion assessment with goniometry, and muscle strength assessment with manual muscle testing and dynamometry. This course includes part-time integrated clinical education (ICE) hours for students to develop their professional identity and reinforce laboratory content.

##### **DPT 780 INTRODUCTION TO EVIDENCE-BASED PRACTICE**

This course will introduce students to fundamental principles of physical therapy research and critical thinking including literature search, critique, research methodology and dissemination. Students begin to formulate clinical questions, examine research methods, and learn how to critically appraise the evidence. The student is introduced to the following topics in the research process: basic research design, issues of reliability and validity, diagnostic utility of clinical tests, and fundamentals of conducting a literature review. The goal of this course is to foster the student to become an intelligent consumer of basic scientific design and appraisal of medical literature.

##### **DPT 785 PROFESSIONAL FOUNDATIONS OF PHYSICAL THERAPY PRACTICE I**

This course will introduce students to the Physical Therapy profession covering topics related to history, the professional association, professionalism, ethics, advocacy, core values and jurisprudence. The International Classification of Functioning, Disability and Health (ICF) is also introduced and related to patient/client assessment, management, and documentation. Aspects of billing, coding and reimbursement are covered as well as introduction to other members of the healthcare team, including the physical therapist assistant. Finally, fundamentals of competent person-centered education and communication are addressed.

## **Year 1 Spring Semester**

### **DPT 715 HUMAN MOVEMENT SCIENCE**

This course will introduce students to comprehensive human movement and biomechanical analyses including muscle function and joint kinematics. An emphasis on both isolated and functional movement of the limbs and appendicular skeleton, including gait, sit to stand, occupational and functional tasks will be covered. Lab activities include kinematic analysis using technology for patients with a variety of movement disorders.

### **DPT 720 APPLIED NEUROSCIENCE**

The purpose of this course is for students to learn the fundamentals of how the human nervous system is constructed (neuroanatomy) and how it works (neurophysiology). Clinical examples will be utilized throughout the course to illustrate the relationship between “neuroscience” and the practice of physical therapy. Lectures will provide an overview of the human nervous system, with primary focus on the central nervous system. The peripheral nervous system will also be discussed. During structured laboratory sessions, students will examine virtual vs “wet” specimens, models, and images of human brain and spinal cord. Additional laboratory sessions will address clinical aspects of human neuroscience including psychomotor skill development for completion of components of the neurological screening examination.

### **DPT 735 MUSCULOSKELETAL PHYSICAL THERAPY I – EXTREMITIES**

This course will introduce the student to the management of extremity musculoskeletal disorders. Learners will examine various extremity neuro-musculoskeletal conditions, surgical procedures, and injuries. An emphasis will be placed on the examination principles and progress psychomotor skills related to palpation, and evidence-based interventions emphasizing person-centered education, manual therapy, and therapeutic exercise of the extremities. These principles will be integrated into a standardized clinical reasoning model for addressing individuals with extremity related musculoskeletal disorders.

### **DPT 741 THERAPEUTIC INTERVENTIONS I: EXERCISE TESTING AND PRESCRIPTION**

This course will explore exercise testing and prescription in the context of the physical therapist's practice. Exercise components of frequency, intensity, time, type, volume, and progression will be examined in depth in order to address deficits in range of motion, flexibility, muscle performance and cardiorespiratory endurance. The learner will be introduced to the aquatic medium for performing exercise along with the principles of neuromotor control and learning. Behavioral strategies to overcome barriers to physical activity and exercise will also be emphasized.

### **DPT 790 LIFESTYLE MEDICINE IN PHYSICAL THERAPY PRACTICE**

This course will provide students with an introduction to the physical therapist's role in health promotion and wellbeing through select lifestyle medicine topics. Learners will investigate injury and disease prevention strategies and models, social determinants of health, sleep and nutrition, ergonomics, and the impact of psychosocial factors on health and disability. The goal of this course is to empower the physical therapy student to take an active role in inspiring healthy behaviors in a person-centered manner.

## **Year 1 Summer Semester**

### **DPT 751 THERAPEUTIC INTERVENTIONS II: STRENGTH, CONDITIONING AND SPECIAL TOPICS**

This course will build upon the foundations learned in Therapeutic Interventions I by expanding on strategies for developing strength and aerobic conditioning along the spectrum of a person's presentation. Modifications to an exercise program will be considered for children, adolescents, pregnancy, older adults, and other special conditions. The student will be exposed to commonly used exercise equipment. Special attention will be placed on outcome testing and training necessary to return a patient to sport or occupation, as well as therapist response to a medical emergency within the clinical setting.

### **DPT 755 MUSCULOSKELETAL PHYSICAL THERAPY II – SPINE**

This course will introduce the student to topics and content related to the management of musculoskeletal disorders involving the spine. Learners will examine the clinical application of human biomechanics, functional movement, and examination principles and progress their psychomotor skills related to

palpation, and evidence-based interventions emphasizing patient education, manual therapy, and therapeutic exercise of the spine. These principles will be integrated into a standardized clinical reasoning model for addressing patients/clients with spine related musculoskeletal disorders. The goal of this course is to enable the physical therapy student to examine and treat patients/clients with various spine related musculoskeletal disorders safely and effectively.

#### **DPT 760 NEUROLOGICAL PHYSICAL THERAPY I**

This course will expand upon the neurological examination and introduce students to physical therapy rehabilitation principles for patients with neurological conditions, with emphasis on vestibular conditions, cerebrovascular accident, and spinal cord injury. Students will apply the patient management clinical reasoning model alongside the application of tests and measures to clinical practice. The principles of motor learning, neuroplasticity, and compensation will be examined throughout the recovery process and continuum of care. Lab sessions will integrate hands on clinical tests and measures with evidence-based treatment techniques.

#### **DPT 765 MEDICAL SCREENING FOR THE PHYSICAL THERAPIST**

This course will introduce clinical reasoning as it relates to medical screening and differential diagnosis within a physical therapist's practice. The clinical reasoning model will emphasize potential flags that could signal specific diseases and syndromes and the need for referral and communication with other healthcare providers. Considerations for treatment plan modifications and patient monitoring are also discussed. Lab sessions provide students with the psychomotor skills necessary for thorough medical screening.

#### **DPT 770 APPLIED PAIN SCIENCE**

This course will provide the student with an overview of treating individuals suffering from persistent pain conditions and associated complicating factors. Learners will explore concepts related to the physiology of pain, pain mechanisms, pain diagnoses, fear avoidant behaviors and the biopsychosocial model. Clinical application of modern pain neuroscience education as well as evidence-informed pain assessment and treatment will be performed. The goal of this course is to enable the physical therapy student to treat individuals suffering from various pain conditions as part of an interprofessional medical team confidently and effectively.

#### **DPT 795 PRINCIPLES OF BUSINESS ENTREPRENEURSHIP & ADMINISTRATION**

This course will explore business principles for physical therapists including value-based care, billing, management, and leadership within the context of healthcare systems and clinics. Students will gain knowledge of strategic planning, organizational structures, fiscal management, marketing, and legal considerations as they pertain to the physical therapy profession. Special topics include telehealth, conflict resolution, and communication concepts both internal and external to the business entity.

#### **DPT 830 PHARMACOLOGY FOR THE PHYSICAL THERAPIST**

This course will cover the role of prescription drugs in clinical care throughout the physical rehabilitation process. Pharmacokinetics including specific actions, indications, safety, and side effects are covered within the context of physical therapist practice. An in depth understanding of medications and the impact on timing of rehabilitation interventions alongside a systems-based approach to care will be covered.

#### **Year 2 Fall Semester**

#### **DPT 745 BIOPHYSICAL AGENTS IN REHABILITATION**

This course will introduce students to the use of thermal, acoustic, mechanical, electromagnetic, and electrotherapeutic biophysical agents in clinical practice. Clinical reasoning is emphasized for the appropriate selection of biophysical agents based on current best evidence of physiological effects, recommended dosage, and efficacy as well as considerations of patient characteristics including indications and contraindications. Students will also learn appropriate documentation standards for use of biophysical agents. Laboratory sessions emphasize the safe and effective application of biophysical agents for patient care.

### **DPT 815 MOVEMENT ACROSS THE LIFESPAN**

This course will introduce the student to contemporary theories of human neuromotor development across the lifespan. The course will address typical and atypical developmental directions, progressions, and typical milestones of both gross and fine motor skills. Aspects of gait, balance and the pain experience will be examined as they affect a person throughout their lives. Normal physiological changes associated with aging will be discussed from a systems perspective.

### **DPT 860 NEUROLOGICAL PHYSICAL THERAPY II**

This course will introduce the student to contemporary theories of human neuromotor development across the lifespan. The course will address typical and atypical developmental directions, progressions, and typical milestones of both gross and fine motor skills. Aspects of gait, balance and the pain experience will be examined as they affect a person throughout their lives. Normal physiological changes associated with aging will be discussed from a systems perspective.

### **DPT 870 CARDIOVASCULAR & PULMONARY PHYSICAL THERAPY**

This course will provide the student with in-depth knowledge of the unique aspects of individuals with cardiovascular, metabolic, and pulmonary contributions to movement dysfunction across the lifespan. Learners will explore the pathophysiology, risk factor management, medical and surgical treatments of the cardiovascular, metabolic, and pulmonary systems. Students will engage in activities related to the physical therapist's examination, assessment, and management of the individual with cardiopulmonary and metabolic disorders across the continuum of care.

### **DPT 890 CLINICAL EDUCATION I**

This course is the first full-time clinical education experience (CEE) under the supervision of a licensed Physical Therapist Clinical Instructor. All students will have participated in >120-hours of part-time integrated clinical education experiences prior to this course. As DPT890 is an integrated experience within the curriculum, all academic coursework has not yet been completed.

This is a structured, six-week, mentored clinical education experience that allows students to apply physical therapy principles learned in the first 4-terms of didactic work. This experience could occur in a variety of practice settings (excluding settings that focus only on specialty practice). Examples of settings include, but are not limited to acute care hospitals, rehabilitation centers, home health care agencies, outpatient clinics, schools, and skilled nursing facilities. This experience emphasizes development of clinical reasoning skills while performing fundamental person-centered care using the patient management model. During this experience students should gain confidence in completing comprehensive individualized screening, examination, evaluation, plan of care development, intervention, and re-assessment for individuals with a variety of movement related conditions representative of those conditions commonly seen in practice, while abiding by physical therapy practice standards.

### **Year 2 Spring Semester**

### **DPT 835 MUSCULOSKELETAL PHYSICAL THERAPY III – ADVANCED TOPICS**

This course will provide students with advanced clinical reasoning and intervention skills for the management of patients with neuromusculoskeletal conditions. The integration of manual therapy, therapeutic exercise, pain science and lifestyle medicine knowledge and skills learned in previous courses are honed and expanded upon through case-based learning activities. Students will refine their exercise prescription and thrust and non-thrust manual therapy skills as well as learn basic trigger point dry needling skills for the treatment of soft tissue dysfunction. The goal of this course is to enable the physical therapy student to utilize clinical decision-making to integrate these interventions into person-centered clinical treatment plans safely and effectively.

### **DPT 865 NEUROLOGICAL PHYSICAL THERAPY III**

This course will advance the students' ability to assess and develop a plan of care for individuals experiencing neurological deficits from select diagnoses including concussion, traumatic brain injury, dementia, peripheral neuropathy, brain tumors, and other rare or complex neurological conditions. Topics covered include examination, evaluation, diagnosis, pharmacological management, clinical decision-making, prognosis, standardized assessments, outcome measures and interventions. Special emphasis

is placed on considerations of health policy, billing, and legal requirements for persons with neurological pathologies and for their caregivers.

#### **DPT 875 PEDIATRIC PHYSICAL THERAPY**

This course will present fundamental concepts for the physical therapy management of children with conditions of the various body systems. Emphasis is placed on management of children with musculoskeletal, neurological, and/or cardiopulmonary impairments. A normal developmental framework serves as the course foundation. Students apply the elements of patient/client management in physical therapy practice, including screening, examination, evaluation, diagnosis, prognosis, plan of care, intervention, and outcomes related to the pediatric person.

#### **DPT 880 APPLIED BIOSTATISTICS AND RESEARCH METHODOLOGY**

This course will introduce the specific elements of applied research design and statistics. Students become familiar with relevant research statistics to apply and synthesize the scientific literature. Items related to measurement, statistical analysis, critical inquiry, and strength of evidence are presented. These concepts are applied in the critical evaluation of published physical therapy literature. The goal of this course is to advance the student to become confident in consuming scientific statistical concepts and appraisal of medical literature.

#### **DPT 882/NUR 882 HEALTHCARE ETHICS**

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

#### **Year 2 Summer Semester**

#### **DPT 990 CLINICAL EDUCATION II**

This course is the second of three full-time clinical education experiences (CEE) under the supervision of a licensed Physical Therapist Clinical Instructor. All students will have participated in >120-hours of part-time integrated clinical education experiences and 240 hours of full-time clinical experience prior to this course.

This is a structured, twelve-week, mentored clinical education experience that allows students to increase their experience working with patients in the clinical setting. This experience could occur in any practice setting. During this experience students should progress in confidence and independence while completing comprehensive individualized screening, examination, evaluation, plan of care development, intervention, and re-assessment for individuals with a variety of movement related conditions representative of those conditions commonly seen in practice, while abiding by physical therapy practice standards. This experience emphasizes progression of clinical reasoning skills and evidence-informed practice while performing fundamental person-centered care using the patient management model.

#### **DPT 995 DPT CAPSTONE I**

This two-part course will integrate the didactic, clinical, and evidence-based knowledge from this curriculum applied to a scholarly project. Learners will write a proposal and background during this course that will result in either a case report or assist in a research study conducted at Bellin College. This course also integrates the initiation of a co-curricular portfolio designed to aid in the reflection of learning and professional development that occurred during the time in the DPT program both inside and outside the classroom.



### **Year 3 Fall Semester**

#### **DPT 930 DIAGNOSTIC IMAGING FOR THE PHYSICAL THERAPIST**

This course will cover the use and interpretation of imaging modalities and its impact on clinical decision making for the physical therapist. Guidelines for the selection and interpretation of imaging studies including radiographs, magnetic resonance, computed tomography, and diagnostic ultrasound will be covered. Lab activities include the use and interpretation of diagnostic ultrasound images most commonly seen in clinical practice.

#### **DPT 950 MANAGEMENT OF INTEGUMENTARY AND LYMPHATIC CONDITIONS**

This course will cover the physical therapy management of individuals with integumentary and lymphatic conditions. A specific emphasis is placed on factors that influence tissue healing alongside the examination, evaluation, and overall person-centered care for all types of integumentary lesions seen in a physical therapist's practice to include venous and arterial insufficiency ulcers, pressure ulcers, neuropathic ulcers, and burns. Students will also learn assessment and treatment techniques for management of lymphatic conditions.

#### **DPT 960 PROSTHETICS AND ORTHOTICS IN REHABILITATION**

This course will introduce evidence regarding the indications and considerations necessary for the use of orthotic and prosthetic devices to support a rehabilitation plan of care. Students will be exposed to orthoses for various cranial, spinal, and extremity conditions. A special emphasis is placed on upper and lower extremity amputations and prosthetics, focusing on movement analysis. Treatment planning as it pertains to the types of prosthetics and orthotics will be covered including fitting, device utilization, exercise programs, gait analysis, and training.

#### **DPT 970 GERIATRIC PHYSICAL THERAPY**

This course will reinforce principles of physical therapy management covered in prior courses and applied specifically to the older adult. Normal physiological effects of aging of each body system will be compared to pathophysiology and related to how they affect the human movement system. The use of health and safety screening tools will be promoted as well as evaluation, assessment, care planning and coordination for the older adult. An overview of end-of-life issues, reimbursement models, and community resources will conclude the course.

#### **DPT 975 PHYSICAL THERAPIST MANAGEMENT OF THE MEDICALLY COMPLEX PERSON**

This course will expand upon concepts introduced in pathophysiology and previous systems-based courses. Students will learn to address multiple disease pathologies and co-morbidities as they compound to produce medically complex situations. The learner will examine implications for the physical therapist management of the medically complex person across the continuum of care including inpatient, outpatient, home-based, and institutional settings. This course will take a problem-based learning approach which will include the musculoskeletal, nervous, cardiovascular, pulmonary, metabolic, gastrointestinal, hepatic, renal, lymphatic, immune, reproductive, and integumentary systems as well as disorders related to infectious disease, substance abuse, immunodeficiencies, oncology, and surgical procedures.

#### **DPT 985 PROFESSIONAL FOUNDATIONS OF PHYSICAL THERAPY PRACTICE II**

This course will reinforce and further develop lessons covered in Professional Foundations I. Additional topics include examination of licensure and scope of practice for the physical therapist and physical therapist assistant. This course will also explore concepts of being person-centered, including the duty to refer and report illegal, unethical, and unprofessional behavior. Leadership styles will be explored as it relates to oneself, the profession, and society. Social determinants of health will be reviewed through a population health lens and students will learn the value of cultural competency to physical therapy practice. The student will be exposed to advocacy at the national, state, and local level and will develop a plan for lifelong learning post-graduation.

**Year 3 Spring Semester****DPT 993 CLINICAL EDUCATION III**

This course is the final of three full-time clinical education experience (CEE) under the supervision of a licensed Physical Therapist Clinical Instructor. All students will have participated in >120-hours of part-time integrated clinical education experiences and 720 hours of full-time clinical experience prior to this course.

This is a structured, twelve-week, mentored clinical education experience that allows students to increase their experience working with patients in the clinical setting. This experience could occur in any practice setting. During this experience students should further progress in confidence and independence while completing comprehensive individualized screening, examination, evaluation, plan of care development, intervention, and re-assessment for individuals with a variety of movement related conditions representative of those conditions commonly seen in practice, while abiding by physical therapy practice standards. This experience emphasizes continued progression of clinical reasoning skills and evidence-informed practice while performing fundamental person-centered care using the patient management model

**DPT 997 DPT Capstone II**

This two-part course will integrate didactic, clinical, and evidence-based knowledge from the DPT curriculum applied to a scholarly project. Learners will disseminate a case report or assist in a research study conducted at Bellin College. This course also includes the final submission of a co-curricular portfolio designed to aid in the reflection of learning and professional development that occurred during the time in the DPT program both inside and outside the classroom.



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.