



# 2018/2019 Academic Catalog & Student Handbook

*Bellevue University Addendum 18/19 Catalog for Florida Volume II  
potential students.*





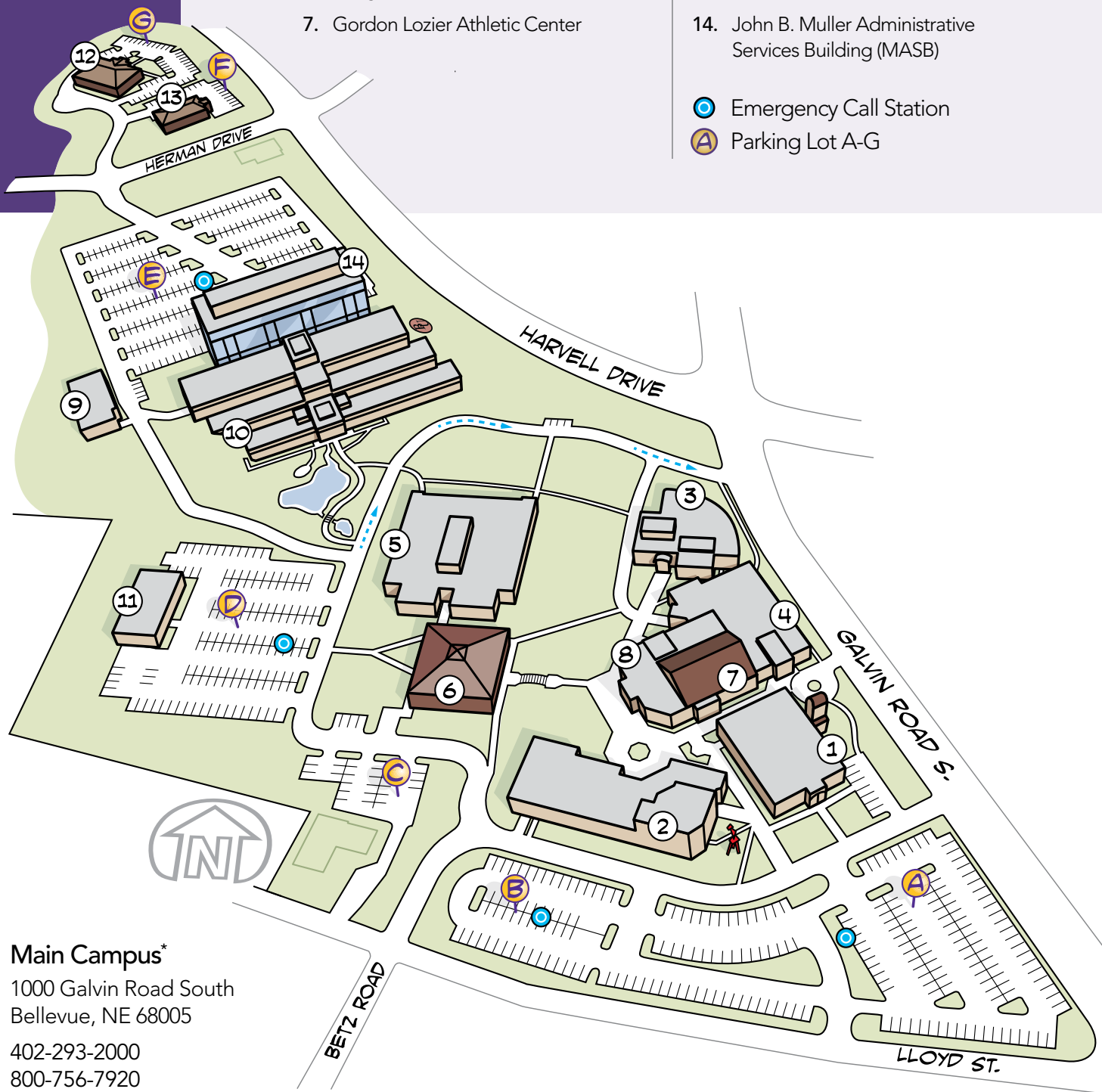
**BELLEVUE**  
UNIVERSITY

REAL LEARNING FOR REAL LIFE

# Bellevue University Main Campus

1. Durham Administration Building (DUR)
2. Hitchcock Humanities Center (HUM) / Criss Auditorium
3. Riley Technology Center (RTC)
4. Freeman/Lozier Library (LIB)
5. R. Joe Dennis Learning Center (LCN)
6. Margre H. Durham Student Center
7. Gordon Lozier Athletic Center
8. Venteicher Wellness Center
9. Hollis and Helen Baright Bookstore
10. Educational Services Building (ESB)
11. Maintenance
12. Educational Technology Building (ETB)
13. Rotert Office Building (ROT) / Military Veteran Services Center (MVSC)
14. John B. Muller Administrative Services Building (MASB)

-  Emergency Call Station
-  Parking Lot A-G



**Main Campus\***  
 1000 Galvin Road South  
 Bellevue, NE 68005  
 402-293-2000  
 800-756-7920  
[bellevue.edu](http://bellevue.edu)

\*The main campus location staff will be supporting the student through the process of their degree completion. Services include Record Retention, Advising, Library Support, and conferral. Student Services listed in the catalog will occur online, by email, or phone.

# 2018/2019 Academic Catalog & Student Handbook

This Academic Catalog & Student Handbook contains official announcements of policies and practices for the academic year 2017-2018, effective July 1, 2017. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained in this Academic Catalog & Student Handbook. This publication is not an offer to enter into a contract.

These academic policies will apply to all students who begin their academic program during the period of this catalog. Students currently enrolled under a previous Academic Catalog & Student Handbook have the option of remaining under that Academic Catalog & Student Handbook or substituting this new catalog. This option may be exercised by informing the Registrar of the requested change in writing.

Students are expected to maintain the Standard of Progress included in this Academic Catalog & Student Handbook. The academic stipulations listed shall remain in effect for seven years from the expiration date of this catalog. Students who have not graduated in this seven-year period will be subject to the provisions of a later Academic Catalog & Student Handbook.

As a post-secondary institution of higher education, Bellevue University protects information and personal records in compliance with the regulations of the Family Educational Rights and Privacy Act of 1974, sometimes referred to as the Buckley Amendment, a part of Public Law 93-380, effective November 19, 1974.

Bellevue University does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, marital status, or disability in its programs and activities.

Bellevue University complies with the requirements of Title II of Public Law 101-542, as amended, also known as the Crime Awareness and Campus Security Act of 1990. The Safety Administrator is responsible for administering this Act.

Those with inquiries concerning Bellevue University's compliance with the regulations implementing Title VI, Title IX, or Section 504, contact the Title IX Office at 402-557-5299. Inquiries may also be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Bellevue University's compliance with the regulations implementing Title VI, Title IX, or Section 504.

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# Undergraduate Degree Offerings

Majors	Degree	Accelerated	Cohort	In-Class	Online
Accounting	BS				•
Adult Education	BS	•	•		•
Behavioral Science	BS	•	•		•
Biology	BS				
Business	BBA	•	•		•
Business	BS	•	•		•
Business Administration	BS				•
Business Analysis & Management	BS	•	•		•
Business Analytics	BS				•
Child Protection and Juvenile Justice	BS	•	•		•
Communication	BS	•	•		•
Communication Studies	BA/BAS				•
Computer Information Systems	BS/BAS			•	•
Criminal Justice	BS	•	•	•	•
Cybersecurity	BS				•
Emergency Management	BS	•	•		•
Graphic Design	BA				•
Health Communicaton	BA				•
Health & Human Performance	BA				
Health Science	BA				•
Healthcare Management	BS	•	•		•
History	BS				•
Information Technology	BS				•
International Business Administration	BS				•
International Security & Intelligence Studies	BS/BAS				•
Investigations	BS	•	•		•
IT Operations Management	BS	•	•		•
Leadership	BS	•	•		•
Legal Studies	BS	•	•		•
Liberal Studies	BA				•
Management	BS	•	•		•
Management Information Systems	BS	•	•		•
Management of Human Resources	BS	•	•		•
Marketing	BS	•	•		•
Non-Profit Management	BS	•	•		•
Nursing	BS	•	•		•
Project Management	BS	•	•		•
Psychology	BA/BS				•
Professional Psychology	BS	•	•		•
Public Health Education	BS				•
Security Management	BS	•	•		•
Software Development	BS	•	•		•
Sport Management	BA			•	•
Supply Chain & Logistics Management	BS				
Supply Chain, Transportation and Logistics Mgmt	BS	•	•		•
Sustainability Management	BS	•	•		•
Systems and Network Administration	BS	•	•		•
Web Technologies	BS				•

NOTE: To view the descriptions, objectives, and outcomes of each major visit the Degree & Program page at [www.bellevue.edu](http://www.bellevue.edu).

# Graduate Degree Offerings

Majors	Degree	Accelerated	Cohort	In-Class	Online
Accounting	MS				•
Acquisition and Contract Management	MS				•
Business Administration	MBA		•		•
Business Analytics	MS				•
Business and Professional Communications	MA				•
Clinical Counseling	MS				•
Computer Information Systems	MS				•
Cybersecurity	MS	•	•		•
Healthcare Administration	MHA	•	•		•
Human Capital Management	PhD				•
Human Resource Strategic Management	MS	•	•		•
Human Services	MA				•
International Security & Intelligence Studies	MS				•
Justice Administration & Crime Management	MS	•	•		•
Leadership and Coaching	MS				•
Management	MS				•
Management of Information Systems	MS				•
Professional Studies	MPS				•
Project Management	MPM				•
Public Administration	MPA	•	•		•
Organizational Performance	MS	•	•		•
Security Management	MS	•	•		•
Strategic Finance	MS				•
Strategic Industrial and Organizational Psychology	MS	•	•		•
Strategic Marketing	MS	•	•		•
Strategic MBA	SMBA	•	•		•
Technology Innovation & Entrepreneurship	MPS				•

NOTE: To view the descriptions, objectives, and outcomes of each major visit the Degree & Program page at [www.bellevue.edu](http://www.bellevue.edu).

## REAL Learning for REAL Life

More than fifty years ago, Bellevue University was founded to help adult learners advance their careers by earning bachelor's degrees. The founders envisioned a college education that provided four critical components:

- Deep, relevant knowledge that relates to current and future in-demand careers.
- Powerful, professional skills that give graduates the ability to make good decisions and communicate meaningfully.
- Effective, engaging learning models that respect students' experiences and expect purposeful contributions from them.
- Access that makes all of this possible for busy, working adults, as well as those just starting out in their careers.

Over the past five decades Bellevue University has been an innovator of programs, learning models, and support services for motivated students intent on bettering themselves in a variety of careers. Today we offer more than 80 degrees at the bachelor's, master's, and Ph.D. levels in business, information technology, healthcare, safety, and security.

More than 50,000 graduates have benefited from Bellevue University's mission and commitment to our students. Our graduates are in fulfilling careers in the greater Omaha community and throughout the United States. We stand ready to help you reach your goals, too. Peruse this catalog to discover the degree for you, and for additional information, see [Bellevue.edu](http://Bellevue.edu).



## College of Arts and Sciences

### Dean

K. Clifton Mason, Ph.D.

### Assistant Dean

Stephen J. Linenberger, Ph.D.

The mission of the College of Arts and Sciences (CAS) at Bellevue University is to provide students with educational opportunities in the liberal arts; to engage students in critical thinking and active learning environments that build knowledge and skills important to work, citizenship, lifelong learning, and personal fulfillment; and to prepare students for careers, as well as advanced work in selected disciplines and professions. CAS serves as the focus, not only for traditional programs, but also for several accelerated undergraduate programs, professional certificate programs, and graduate programs. The College also oversees teaching and innovation in courses offered in the Bellevue University General Education Core Curriculum.

## College of Business

### Dean

Rebecca T. Murdock, Ed.D. (in progress), MBA

### Assistant Dean

Jane Schaefer, Ph.D.

The mission of the College of Business (COB) is to develop high performing, lifelong learners ready to innovate and lead in a competitive and international business environment. To achieve this, we deliver high quality programs designed to engage students and build their value as professionals. COB focuses on applied learning and reinforcement of business principles and practices. Individual courses and entire academic programs have clear performance goals and are designed to introduce, reinforce, and master critical concepts and skills. Market oriented in its program offerings and in the design and development of programs for our students, COB emphasizes and cultivates innovation, strengthens leadership skills, and emphasizes high-quality performance for our students.

## College of Science and Technology

### Dean

Mary Dobransky, Ed.D. (in progress), MS

### Assistant Dean

James Lewis, M.S.

The mission of the College of Science and Technology (CST) is to meet the educational needs of professionals in computing, information technology, graphic design, technology management, math, analytics, and the natural sciences; to provide an active learning environment that fosters critical thinking, intellectual capability, and professional competence. This mission is achieved by specializing in both undergraduate and graduate programs and courses that concentrate on the knowledge, skills, and understanding vital to being a valuable

contributor to the natural science and technology professions and to our local, national, and global society.

## College of Continuing and Professional Education

### Dean

Michelle Kempke Eppler, Ed.D.

### Continuing Education Director

Jonathan Titus, MBA, CPLP

The mission of the College of Continuing and Professional Education (CPE) is to multiply individual value creation by integrating education with training and professional development, to help learners become leaders. As a recognized leader in organizational development and education for certified professionals, CPE provides customized credit and non-credit solutions. CPE also offers consulting services and tailored professional degree programs for companies and organizations in Nebraska and our surrounding states. CPE supports and supplements its partners' ongoing professional development efforts in succession planning, human capital management, and management training. CPE is a chosen solution for career development services and education – its partners experience high return on investment with long-term benefits, customized programs tied to specific outcomes, and employee engagement with real results.

### Mission

Bellevue University effectively engages students in earning degrees that prepare them to thrive in a connected, competitive world. We provide students with a powerful foundation for personal value creation, instilling the confidence they need to take control of their lives and to be responsible citizens of the global community. We teach the value of a free market, capitalist economic system, and the importance of preserving our American heritage of a democratic and free way of life.

### Vision

To reinvent education to effectively increase access, relevance, and value.

### Values

- Integrity in all we do
- Belief in the transformational value of education
- Student-centric
- Market focused
- Innovative



## Accreditation & Awards

Bellevue University is accredited by The Higher Learning Commission through the U.S. Department of Education. The Higher Learning Commission has approved Bellevue University for the Notification Program, allowing Bellevue University to open new additional locations within the United States. The Higher Learning Commission has approved Bellevue University to offer distance education courses and programs.

Bellevue University has received specialized accreditation for its business programs: Bachelor of Science in Accounting, Bachelor of Science in Business Administration, and Master of Business Administration degree programs through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas.

Bellevue University has been designated by the National Information Assurance Education and Training Program (NIETP), under the authority of the U.S. National Security Agency (NSA) and Department of Homeland Security (DHS), as a National Center of Academic Excellence in Information Assurance Education (CAE-IAE) for the academic years 2012-2017.

As of January 2014, Bellevue University is also one of eight universities worldwide to offer a project management bachelor's degree that is accredited by the Global Accreditation Center for Project Management Education Programs (GAC) of the Project Management Institute (PMI®).

## Campus Facilities

Bellevue University hosts numerous events on campus. In addition, University facilities can be reserved by students, faculty, employees, and outside organizations. Facilities may be rented for meetings, training sessions, or private functions. For more information, contact the Event Coordinator at 1-800-756-7920, ext. 557-7013 or [burental@bellevue.edu](mailto:burental@bellevue.edu).

The University strives to provide a quality learning environment. All Bellevue University main campus facilities have been built or renovated since 1993.

**John B. Muller Administrative Services Building** opened in the fall of 2011. The six-story (including garden level) building occupies 130,000 square feet. Bruin Support Services is located just inside the front doors on the first floor. The building also houses many student-facing administrative functions such as Enrollment, Advising, Financial Services, Registrar, Student Support, and Marketing.

**Educational Services Building**, completed in late 2006, is a 72,000-square-foot building connected to the Muller Administrative Services Building. Its classrooms, meeting rooms, and faculty offices serve the University's growing student and employee populations. The building is also home to the College of Science and Technology. Its proximity to the ASB allows students quick access to all support services.

**Baright Bookstore** was opened in February 2008, thanks to

the generosity of the Hollis and Helen Baright Foundation. The 6,700-square-foot building is operated by Follett Corporation and specializes in textbooks, educational supplies, Bellevue University branded clothing, and promotional items. The Bookstore is also accessible to online students, offering online ordering of required texts and materials at [efollett.com](http://efollett.com).

**Freeman/Lozier Library** houses the University's Integrated Media Center and Collaborative Learning/Study Areas. The Integrated Media Center offers access to computerized and web-based resources, with training facilities and workshops on how to effectively use these resources. The Learning Commons area, which holds the Tutor Center, Writing Center, and library offices is located in the library building. The library contains more than 78,000 print volumes, as well as periodicals and audio/visual materials. The online collection consists of more than 387,000 e-books, 55,000 e-journals, and 59,000 e-videos. Group and individual study tables are available for both serious study and leisure reading. Bellevue University and its librarians provide the academic services necessary to support and maintain quality education.

**Gordon Lozier Athletic Center** provides facilities for basketball, volleyball, weight lifting, and fitness programs. In the **Venteicher Wellness Center**, exercise equipment further meets the health and recreational needs of our total community, including students, alumni, faculty, and staff.

**Hitchcock Humanities Center**, opened in 1982, includes an entrepreneurial lab, the College of Business, classrooms, and faculty offices. In 2004, a major upgrade included a new look and feel for the building and evolving the Criss Auditorium into a high-tech presentation center with web-conferencing capability. The center is also home to the Joyce Norene Wilson Art Gallery, in honor of Professor Wilson, who dedicated 42 years of service to the University prior to her retirement.

**Margre H. Durham Student Center** was dedicated in December 1986. The facility was originally known as the Richard D. Winchell Student Center. This facility has been remodeled twice to accommodate changing student needs. A major upgrade completed for the 2011-2012 academic year includes a game room and a quiet study lounge. The building is also available for rental to accommodate meetings, training, or private functions.

**R. Joe Dennis Learning Center** was dedicated in 1993 and houses 23 classrooms. The 40,500-square-foot facility provides office space for faculty, Disability Services, Test Center, College of Arts and Sciences, and science and language labs.

**Riley Technology Center** and the A.C. Nelsen Computer Labs were designed to meet evolving technology needs. The University continually upgrades software to meet the needs of today's workplace, and experts are on hand to help with any technology questions. The 12,000-square-foot addition opened in fall 1999 and houses the Center for Academic Excellence, computer classrooms, labs, and MathX.

**Durham Administration Center** features a 50-foot-high clock and bell tower and is home to the Bellevue University Foundation, College of Continuing and Professional Education, faculty offices, and the Bellevue Chamber of Commerce.

**Rotert Building** was acquired in 2009 thanks to the generosity of Alice and Bill Rotert. The Rotert building is home to the Military Veterans Service Center.

**Educational Technology Building** was also acquired in 2009 thanks to the generosity of Alice and Bill Rotert. The Educational Technology building is home to the Center for Learning Innovation.

## Premier Partner Locations

**Hurlburt AFB** - 221 Lukasik Ave, Ste. 118 Building 90220

Information showing compliance with relevant location safety and health standards, fire building and sanitation is available to students upon request. The Education Office is located at 221 Lukasik Avenue in a Department of Defense owned building on Hurlburt Air Force Base, Florida. Classes will be taught in rooms designed for professor/teacher-led programs located within the education office building and the security forces headquarters building. Bellevue University will have access to three classrooms designed for educational instruction - Room C- 401.18 square feet, Room D - 432.21 square feet, Room G - 364.44 square feet and will operate from an office for student support - 107.35 square feet.

Students who are not living on base or not part of a military family will need to contact the USAF Education and Training Section (EYTS) Chief at 1-850-884-6000. The USAF Education and Training Section (EYTS) Chief will assist in obtaining temporary passes/id cards for faculty, administrative personnel and students as required by base regulations. The Pass duration will be 30 days at a time.

Additional information regarding the institution, may be obtained by contacting the Florida Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number 888-224-6684.

### **Cerro Coso Community College**

3000 College Heights Blvd.  
Ridgecrest, CA 93555  
760.384.6141

### **Mount San Jacinto College**

Blg. 3000, Room 3005  
28237 La Piedra Road  
Menifee, CA 92584  
951.639.5669

### **Santiago Canyon College**

U-105-4  
8045 E. Chapman Avenue  
Orange, CA 92869  
714.628.5981

### **Indian Hills Community College**

Blg, 17 Room 4  
721 N. First St  
Centerville, IA 52544  
515.782.6315

### **Stand Alone (Des Moines)**

Space #149  
1111 East Army Post Road  
Des Moines, IA 50315  
402.660.2244

### **Western Iowa Tech Community College**

Dr. Robert H. Kiser Building  
Room A221  
4647 Stone Avenue  
Sioux City, IA 51102  
712.274.8043

### **Ivy Tech Community College**

Ivy Hall Rm. 2117F  
3101 S. Creasy Ln.  
Lafayette, IN 47905  
765.269.5460

### **Ivy Tech Community College**

c/o Room 106-6 Bellevue Univ  
220 Dean Johnson Blvd.  
South Bend, IN 46601  
574.289.7001 ext. 1166

### **Baltimore City Community College**

Room #121C  
2901 Liberty Heights Avenue  
Baltimore, MD 21215  
410.462.8273

### **Mid Michigan Community College**

Room 249  
2600 S. Summerton  
Mt. Pleasant, MI 48858  
989.317.4606

### **Mott Community College**

Room ML2013  
1404 East Court St.  
Flint, MI 48503  
810.762.0451

### **Central Community College**

3134 W. Hwy 34, Room 247  
Grand Island, NE 68802  
308.381.8988

### **Iowa Western Community College**

ESB 4442  
1000 Galvin Road South  
Bellevue, NE 68005  
402.557.5060

### **Metropolitan Community College**

Room 332  
289 N. 204th Street  
Elkhorn, NE 68022  
531.622.1216

### **Metropolitan Community College**

ESB 4426  
1000 Galvin Road South  
Bellevue, NE 68005  
402.557.7249

### **Mid-Plains Community College**

Room 140  
601 West State Farm Road  
North Platte, NE 69101  
308.535.3730

### **Mid-Plains Community College**

McMillen Hall, Room 221  
1205 East Third Street  
McCook, NE 69001  
308.345.8118

### **Mid-Plains Community College**

2520 South E. Street  
Broken Bow, NE 68822  
402.651.4701

### **Northeast Community College**

Lifelong Learning Center  
601 East Benjamin Ave.  
Suite 102  
Norfolk, NE 68701  
402.690.9698

### **Offutt Air Force Base**

Suite 2N3  
106 Peacekeeper Drive Ste.  
323C  
Offutt AFB, NE 68113  
402.291.8853

### **Southeast Community College**

Room U 101A  
8800 O Street  
Lincoln, NE 68520  
402.475.2255

### **Western Nebraska Community College**

1601 East 27th Street  
Scottsbluff, NE 69361  
308.635.6772

### **Bergen County Community College**

400 Paramus Road  
Paramus, NJ 07625  
201.879.1143

### **Jamestown Community College**

Hamilton Collegiate Center  
BU Office  
525 Falconer Street  
Jamestown, NY 14701  
716.338.1400

### **Mohawk Valley Community College**

ACC 102  
1101 Sherman Drive  
Utica, NY 13501  
315.731.5848

### **Onondaga Community College**

Gordon Student Center  
Room 240C  
4585 W. Seneca Turnpike  
Syracuse, NY 13215  
315.498.2685

### **Rockland Community College**

Brucker Hall Room 6102  
145 College Road  
Suffern, NY 10901  
845.574.4538

### **Southeast Technical Institute**

Technology Center, Room 116  
2320 N. Career Avenue  
Sioux Falls, SD 57107  
605.335.8010

### **Pellissippi State Community College**

Portable A102  
10915 Hardin Valley Road  
Knoxville, TN 37933  
865.440.6981

### **Weatherford College**

Couts Bldg. 407  
225 College Park Dr.  
Weatherford, TX 76086  
402.332.6517

### **Danville Community College**

Lower Level LRC-Room 14  
1008 South Main Street  
Danville, VA 24541  
434.797.8502

### **Fairchild AFB**

Building 2380, 6 West Castle  
92 FSS/FSDE  
Fairchild AFB, WA 99011  
402.830.6594

### **Gateway Technical College**

Racine Bldg. Room R234  
1001 S. Main Street  
Racine, WI 53403  
262.619.658

### **Northcentral Technical College**

Room A221  
1000 W. Campus Drive  
Wausau, WI 54401  
715.803.1463

# University Policies, Regulations, and Expectations

## Annual Notification of Student Privacy (FERPA)

Section 99.7 of the Family Educational Rights and Privacy Act (FERPA) requires students be informed of their rights under the FERPA regulations. Student rights include the following:

1. The right to inspect and review their education records. (See Inspection and Review of Educational Records.)
2. The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights. (See Amendment of Educational Records.)
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent the Act and regulations in this part authorize disclosure without consent such as University officials with legitimate educational interest.
4. The right to file with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the University to comply with the regulations of the Act. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202

The following has been identified as Directory Information and may be released without the student's written consent:

- Student name
- Student address
- Date of birth
- Place of birth
- Major field of study
- Participation in recognized activities and sports
- Height and weight of members of athletic teams
- Photos of students
- Current employer
- Current employer location
- Job title
- Dates of attendance
- Degree and awards received
- Most recent previous school attended
- Telephone number
- Email address
- Grade level
- Enrollment status

*Note: Bellevue University reserves the right to exercise its discretion to limit disclosure of directory information "to specific parties, for specific purposes, or both."*

Under FERPA, a student may request that their directory information not be released. In doing so, directory information required for instances including, but not limited to, classroom administration and Internal Revenue Service remain exempt. Bellevue University does not assume any responsibility for contacting a student for ongoing permission to release directory information and does not assume liability for honoring a student's request to restrict disclosure of directory information. Please contact the Registrar's Office at [ssstudentrecordsteam@bellevue.edu](mailto:ssstudentrecordsteam@bellevue.edu) for more information on restricting directory information.

*Note: Those with restricted directory information wanting to participate at the graduation ceremony, please know the ceremony will be streamed live and will be available on our website for a period of time.*

As a part of FERPA policy, Bellevue University defines University official as: members of the University in an administrative, supervisory, academic, research, support position, or a person employed by (or under contract to) the University to perform a special task, such as an agent, attorney, or auditor. A University official has a legitimate interest if the official has the need to know within the limitations typically required to fulfill his or her official responsibilities or by a contract agreement related to a student's educational experience.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to University officials, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations require Bellevue University to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

1. The disclosure is to other school officials, including teachers, within the institution whom the institution has determined to have a legitimate educational interest.
2. The disclosure is to officials of another institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment transfer.
3. The disclosure is to authorized representatives of federal, state, or local educational authorities.
4. Disclosure is to the student.
5. In connection with the student's request for/receipt of financial aid.

6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for, or on behalf, of the University.
8. To accrediting organizations to carry out their functions.
9. To the student's parents if they claim the student as a dependent for income tax purposes.
10. To comply with a judicial order or lawfully issued subpoena.

*Note: The University will make a reasonable effort to notify the student or a designee of the order or subpoena in advance of compliance.*

11. To appropriate parties in a health or safety emergency.
12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (99.31 9(a)(13))
13. To the general public, the final results of a disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a)(14))
14. To parents of a student regarding the student's violation of any federal, state, or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))
15. Information the school has designated as "directory information" under 99.37. (99.31 (a)(11))

## Inspection and Review of Educational Records

A student may inspect and review their education records upon request to the appropriate record custodian.

A student may submit a written request which identifies as precisely as possible the record or records they wish to inspect to the record custodian or an appropriate University staff member. The record custodian or staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When records contain information about more than one student, the requesting student may inspect and review only the records which relate to them. Bellevue University reserves the right to refuse to permit a student to inspect the following:

- The financial statement of their parents.
- Letters and statements of recommendation for which the

student has waived their right of access, or which were placed in file before January 1, 1975.

- Records connected with an application to attend Bellevue University if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

Bellevue University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.

## Types, Locations, and Custodians of Education Records

Type	Location	Custodian
Admissions Records	Registrar's Office	Registrar
Cumulative Acad. Records	Registrar's Office	Registrar
Financial Records	Student Finan. Srv.	Sr. Director
Financial Aid Records	Financial Aid Office	Director

## Amendment of Educational Records

A student must ask the appropriate University official (Registrar or Chief Academic Officer) to amend a record. The student should identify the part of the record they want amended and specify why they believe it is inaccurate, misleading, or in violation of their privacy or other rights. Please note this procedure excludes grades. (See Grade Appeals on page 55 for more information.)

Bellevue University may comply with the request or decide not to comply. If the University decides not to comply, the student will receive notification of the decision and advice on their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of their rights. Upon request to the Chief Academic Officer, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

The hearing will be conducted by a hearing officer (who is a neutral party). The hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend their educational records. Bellevue University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the University decides the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, we will notify the student that they have a right to submit a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision for placement in the record.



The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Bellevue University discloses the contested portion of the record, it must also disclose the statement. If Bellevue University decides the information is inaccurate, misleading, or in violation of the student's right of privacy, the University will amend the record and notify the student in writing that the record has been amended.

Contact the Registrar in writing with questions regarding FERPA or to file a complaint with the University.

## The Solomon Amendment

The Solomon Amendment (1998) is a federal law authorizing institutions that receive federal funding to allow the Department of Defense:

- Entry to campus
- Access to students on campus
- Access to lists containing recruiting information on students

The Solomon Amendment identifies certain information that military recruiters may request about students if the student is aged 17 years or older, and are registered for class(es). This information is known as Student Recruiting Information.

*This information includes only:*

- Name
- Address
- Telephone number
- Age
- Class level
- Academic major
- Place of birth
- Degrees received
- Most recent educational institution attended
- Email address

If the student restricts the release of directory information under FERPA, then the University may not release such information to the military either (FERPA supersedes the Solomon Amendment.) There are additional guidelines for the release of data. The Office of the Registrar authorizes all data released to the requesting units. Please refer any requests to the Registrar.

## Student Academic Honesty Policy

Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); using similar papers or other work product to fulfill the obligations of different classes without the instructor's permission; tampering with library, computer, or student materials; or facilitating dishonesty by others.

In the event an instructor believes an incidence of academic

dishonesty occurred, the instructor will inform and discuss the incident with the student, including which disciplinary action, if any, he/she shall initiate. Penalties for academic dishonesty or plagiarism may include a grade of "F" on the work in question or for the course. In addition, if the student is engaged in academic dishonesty, they may be subject to disciplinary action including reprimand, suspension, and/or expulsion from the University. Policy Statement 1035 provides detailed information pertaining to academic honesty, including procedures for determining disciplinary action, and a student's right to appeal.

## Copyright Protection

It is the intent of Bellevue University that all members of the University community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.) 1980 Patent Law, and Off-Air Guidelines. The following policy statements and guidelines constitute a manual for anyone at the University who wishes to reproduce, alter, or perform works that are protected by copyright. Since copyright protection applies to a variety of creative works—printed materials, sound and video recordings, artworks, computer software, and others—this policy has been constructed to address issues related to particular types of media.

### What Copyright Is

Copyright is a form of legal protection for authors of original works, including literary, dramatic, musical, artistic, and other intellectual products. Publication is not essential for copyright protection, nor is the well-known symbol ©, however, pre-1976 works must be published and be identified as copyrighted in order to have copyright protection. Section 106 of the Copyright Act (90 Statute 2541) generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

1. Reproduce copies of the work.
2. Prepare derivative works based on the copyrighted work.
3. Distribute copies of the work by sale, rental, lease, or lending.
4. Publicly perform the work (if it is a literary, musical, dramatic, or choreographic work or a pantomime, motion picture, or audiovisual work).
5. Publicly display the work (if it is a literary, musical, dramatic, choreographic, sculptural, graphic, or pictorial work—including the individual images of a film—or a pantomime).

The copyright owner retains these rights even when the work itself belongs to someone else. However, the rights are not absolute. They are subject to "Fair Use" limitations, which apply to all media, and medium-specific limitations. For further information, visit the Bellevue University Library's Copyright Center at [www.bellevue.edu/services/library.aspx](http://www.bellevue.edu/services/library.aspx).

## Drug/Alcohol Policy

Bellevue University subscribes to the Drug-Free Work Place Act of 1988 (34 CFR, Part 85, Subpart F), the Drug-Free

Schools and Communities Act Amendments of 1989 (Public Law 101-226), and section 5301 of the Anti-Drug Abuse Act of 1988. In the State of Nebraska, possession or use of alcohol by an individual under the age of 21 is illegal.

Bellevue University strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities. The University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including dismissal from the University or termination of employment and referral for prosecution, for violation of these standards of conduct. Disciplinary sanctions may include the completion of an appropriate rehabilitation program.

Possession or use of drugs/alcohol on University property is prohibited. Empty or partially empty containers, caps, or drug/alcohol related items are considered possession. All drugs/alcohol found in University facilities will be confiscated.

Policy Statement PS 11 Drugs and Alcohol is included in all pertinent school publications, including faculty/staff handbooks and the University's website: Drug and Alcohol Policy. Members of the University community who may need drug or alcohol abuse counseling may contact the Human Resources department or the Office of Student Affairs for appropriate referral.

## Tobacco-Free Policy

Bellevue University is a tobacco-free institution. Therefore, tobacco products (including but not limited to cigarettes, pipes, hookahs, cigars, e-cigarettes, chew, snuff, snus, and other non-combustible tobacco products or devices) are prohibited in any campus building or on any campus grounds. Students found in violation of this policy may be subject to discipline up to and including expulsion. Legal tobacco products will be permitted in personal vehicles, but discretion must be practiced at all times.

## Student Rights and Responsibilities

The University recognizes the following rights as those which the University has a duty to foster and protect for the student:

1. The right to pursue educational goals and activities consistent with the mission of the University.
2. The right to bring forth complaints per the guidelines set by University policies listed within this catalog.
3. The equal right with others to appropriate, available services of the faculty, administrative offices, and counseling agencies of the University.
4. The right to fair and impartial evaluation of the student's academic work.
5. The right to due process in the University's appeal and disciplinary procedures.
6. The right to have the University maintain and protect the confidential status of the student's academic conduct and counseling records. Except under legal compulsion,

information contained in such records with the exception of directory information shall not be released to agencies outside the University without the student's expressed consent. The student shall specify what categories, if any, of their records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to the student's ability and character based on personal knowledge and the public reputation the student may have made for themselves in the University community.

A student may obtain a copy of the University's FERPA policy from the Registrar's Office. The following are among the student's recognized responsibilities as a student:

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.
2. The personal responsibility for acting in such a manner as to promote and ensure for fellow students and members of the University family the rights outlined above.
3. Individual responsibility for the student's actions with respect to University rules and regulations.
4. Individual responsibility for the student's actions with respect to the provisions of local, state, and federal laws.
5. Responsibility for conducting themselves in a manner that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. Responsibility to refrain from individual and group action that causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.
7. Students are expected to attend all class sessions or to actively participate in online classes, except in cases of significant circumstances (i.e. illness or death in the family). Notify faculty as soon as potential absences may occur.
8. Students are obligated to follow and be knowledgeable of the rules, regulations, processes, and requirements listed within the applicable catalog, and as provided in the Bellevue University website Terms and Conditions of use.

## Policy for Missing Students

Students, faculty, or staff members who believe that a student is missing should contact the Campus Safety Office at 402-557-5000.

Once the University has been notified, University staff will attempt to contact the student. If the student is unable to be contacted, the University will, within 24 hours of being notified that the student is missing, notify local law enforcement



that a student is missing. The University will also contact the student's confidential emergency contact on record.

If the student is under the age of 19, and is not emancipated, the parents or guardians of the student will be contacted, in addition to any other emergency contact person listed.

## Student Code of Conduct

University Policy Statement 1901 details the Student Code of Conduct, which follows below:

### 1. General Principles:

- a. Bellevue University is committed to the philosophy that people should be given an opportunity to develop their skills and knowledge, as well as an awareness of their roles and responsibilities in society.
- b. Enrollment at the University means a commitment to seriousness of purpose, academic integrity, and high standards of personal and social behavior. Students are expected to be cooperative and responsible members of the University community, to comply willingly with University regulations, and to abide by local, state, and federal laws. Students are expected to know their responsibilities as defined by the Academic Catalog & Student Handbook, Student Code of Conduct, and any additional Bellevue University policies. It is to the above philosophy that these student conduct and discipline procedures have been developed.
- c. Proof of policy violations obtained via electronic media, including, but not limited to, video, photographs, emails, social networking sites, or other electronic means can be used as evidence and give rise to a finding that a policy has been violated.

### 2. Definitions

- a. **University:** The University means Bellevue University.
- b. **Student:** Refers to all persons taking courses from the University: full-time and part-time; residential or online; enrolled in undergraduate, graduate, professional, special topic, and certificate of completion programs or courses.
- c. **Staff:** Refers to any non-faculty employee of Bellevue University.
- d. **Faculty:** Refers to any full-time or part-time hired by the University to conduct classroom, online, or other academic activities.
- e. **University Premises:** Refers to all land, buildings, facilities, online academic and support systems, and other property in the possession of or owned, used, or controlled by the University including applicable adjacent streets and sidewalks.
- f. **University Community:** Refers to all students, staff, faculty, and guests at the University.
- g. **Dean of Students' Office (DSO):** This office will

investigate allegations of misconduct or assign members of the University to investigate depending upon the nature of the allegation. The DSO may refer investigation to appropriate departments if academic or Title IX complaints.

- h. **Respondent:** Refers to student(s), student groups, or student organizations against whom a conduct charge(s) has been brought.
- i. **Complainant:** Member of the University community who has alleged a violation of code by any student(s), student group(s), or student organization(s) in violation of this code of conduct.

### 3. Academic Dishonesty Violations

- a. Bellevue University is committed to academic excellence. The University expects academic honesty from all members of the University community and believes it is essential for academic excellence and integrity. Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); and using similar papers or other work product to fulfill the obligations of different classes without the instructor's permission.
- b. When a faculty member believes a student's conduct constitutes academic dishonesty, the faculty member will have a discussion with the student to give the student an opportunity to provide an explanation. If the student provides an adequate explanation to the satisfaction of the faculty member, the matter will be deemed resolved. If, in the opinion of the faculty member, an adequate explanation is not provided by the student, the faculty member may sanction the student in accordance with the Academic Dishonesty Penalties section below. The faculty member is responsible for documenting this decision and notifying the Dean of Students' Office. The Dean of Students' Office is responsible for notifying the student of the decision, the sanction being imposed, and the right to appeal.

### 4. Academic Dishonesty Penalties

- a. Penalties for academic dishonesty may include a warning, a grade of "F" on the work in question or for the course. These are the only penalties that a faculty member may unilaterally impose for an incident of academic dishonesty.
- b. In addition, any student engaged in academic dishonesty may be subject to further disciplinary action up to and including formal reprimand, short-term suspension, long-term suspension, and/or expulsion according to the policies and procedures of the University (PS 1035). These penalties can only be imposed by the appropriate administrator at the University.

## 5. Academic Dishonesty Grade Appeals

- a. If the student disagrees with the determination or the sanctions imposed by the instructor described in item 4.a., above, he or she may appeal the decision to the Dean of the academic college within sixty (60) days of the grade posting in BRUIN per the Grade Appeal process in the Academic Catalog.
- b. Within fifteen (15) University business days upon receipt of the request for a grade appeal, the Dean or designee will contact the student. If a determination is not reached at this time, the Dean's contact with the student will give the timeline for review and determination of the grade appeal. A student may appeal the Dean's decision to the Chief Academic Officer (CAO), in writing, within fifteen (15) University business days of the decision by the Dean. The appeal of the Dean's decision will be considered only if one of the following conditions is met:
  - i. The decision was contrary to the facts.
  - ii. There is additional information which is material.
  - iii. The proper procedures were not followed. No procedural error shall invalidate the decision unless, in the judgment of the CAO, the error caused substantial prejudice to/against the student.
  - iv. The sanction imposed was inappropriate.
- c. The CAO's decision is final and not subject to appeal.

## 6. Violations of the Code of Conduct

As a general matter, all members of the University community are expected to conduct themselves in a way that is conducive to an academic environment. With that in mind, Bellevue University prohibits the following:

- a. Knowingly furnishing false information to the University; forgery or alteration of University documents, records, or instruments of identification; use of University documents or instruments of identification with intent to mislead or defraud.
- b. Theft of property or services; or knowingly having possession of stolen property.
- c. Failure to comply with the directives of University officials or Campus Safety officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- d. Disrupting or obstructing any University-related business or activities, including disorderly or disruptive classroom conduct.
- e. Unauthorized entry into any University office or area or unauthorized accessing of University records.
- f. Threatening, harassing, or discriminating against any person based on race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or

mental disability, genetic information, gender identity, gender expression, sexual orientation, or other protected class, that adversely affects their employment or education on University premises or in the course of University activities per PS 04. (Alleged violations of the University's Anti-Discrimination and Harassment Policy will be addressed pursuant to the Discrimination and Harassment Grievance Procedures.)

- g. Stalking which is defined as: engaging in a knowing and willful course of conduct directed at a specific person which seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose.
- h. Participation in hazing. Hazing includes any activity intended to test another person's willingness or readiness to join a group (or to maintain full status in a group) by subjecting that person to humiliation, degradation, or other risks of emotional or physical harm. Willing participation in a hazing exercise by the person being hazed does not excuse hazing.
  - i. Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution against a student who files a complaint, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to University student discipline procedures.
  - j. Participating in or inciting a riot or disturbance, or a disorderly assembly which disrupts or obstructs any University activity or function.
  - k. Seizing, holding, taking, commandeering, or damaging any property or facilities of the University, or threatening to do so.
  - l. Gambling or holding a raffle or lottery on campus or at any University or University-affiliated function or premises without the approval of the Vice President of Community and Student Affairs is prohibited.
  - m. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
  - n. Any action or conduct which improperly or unlawfully interferes with any person's lawful and permitted personal, academic, or employment pursuits.
  - o. Unauthorized possession, use or duplication of keys, key cards, or passwords to University vehicles, buildings, computer system(s), or other property.
  - p. Bellevue University subscribes to the Drug-Free Work Place Act of 1988 (34 CFR, Part 85, Subpart F), the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and section 5301 of the Anti-Drug Abuse Act of 1988. Possessing, using, or being under the influence of alcoholic beverages on University property, other than at an event where consumption of alcoholic beverages has been approved

by the University in advance. Bellevue University strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including dismissal from the University or termination of employment and referral for prosecution, for violation of these standards of conduct. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.

- q. Possessing on University property, or at any University or University-affiliated function or activity, any dangerous chemical or explosive element or any weapon, not required for lawful University studies, without the authorization of the President of the University. (Pocket knives are permitted as long as the blade is no longer than three inches in length.)
- r. Physically detaining or restraining, however briefly, any other person against his or her will; removing any person against such person's will from any place where the person is authorized to remain; or in any way purposely obstructing the free movement of persons or vehicles on University premises or at University or University-affiliated functions or activities.
- s. Obscene or indecent behavior, which includes but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others, as well as the viewing of pornography on University computers, University networks, personal devices, or personal networks while on University property or University sanctioned events.
- t. Littering, or willfully or recklessly defacing, destroying, or damaging property of the University (or property under its jurisdiction or control), or property of another person or entity, or removing or using such property without proper authorization.
- u. Violating any local, state, or federal law, ordinance, or regulation (a) while on University property, or (b) while in the course of any University or University-affiliated function or activity, or (c) which violation adversely affects or adversely reflects upon the University's pursuit of its educational activities or the pursuit of educational, employment, or other lawful activities of any student, visitor, or employee of the University.
- v. Violating any rule or regulation not contained or referred to within the official University catalog, after notice of such rule or regulation, or after publication on University bulletin boards and online (or otherwise) of such rule or regulation.
- w. Violating campus or University parking regulations.
- x. Physical violence towards another person or group. Causing or attempting to cause or threatening to cause physical injury to a University employee, official, student, visitor, or guest.
- y. Making derogatory, offensive, inappropriate, or intimidating comments toward other campus community members. This includes comments made on social media.
- z. Bellevue University has the responsibility for securing its computing and networking systems (both academic and administrative) to a reasonable and economically feasible degree against unauthorized access, while making the systems accessible for legitimate and innovative uses. The Bellevue University data network is a private network and may only be used for authorized purposes by authorized individuals. Unauthorized use, access, or modification of any information on this system may result in prosecution. All data transmitted or stored on any location within this network is the sole property of Bellevue University that will be monitored and audited at the discretion of the University. All individuals gaining access to this system are hereby notified that use of this system constitutes consent to such monitoring and auditing. It is important for the user to practice ethical behavior in computing activities. The sharing of passwords or logins is forbidden. Bellevue University authorizes user accounts solely for use in conducting course-related research and University business.
  - aa. Knowingly encouraging, aiding, assisting, or abetting any other person(s) to commit any act of misconduct prohibited above.
  - bb. Bellevue University is a tobacco-free institution. Therefore, tobacco products (including but not limited to cigarettes, pipes, hookahs, cigars, e-cigarettes, chew, snuff, snus, and other non-combustible tobacco products or devices) are prohibited in any campus building or on any campus grounds, except for inside personal vehicles (PS 80).
  - cc. Any violation of the Student Code of Conduct by a student's non-University guest. "Guest" is defined as any non-student present on University premises at the invitation and/or hosting of the student. The hosting student shall be held responsible for the actions of their invited guest.
  - dd. Violations related to fire safety, including but not limited to:
    - i. Failure to properly evacuate during a fire alarm.
    - ii. Intentional sounding of a fire alarm without cause.
    - iii. Illegal possession of, or removal of, damage to, or tampering with fire safety or other emergency warning equipment.
    - iv. Arson or unauthorized setting of fires on University property.

- ee. Conduct on or off campus which reflects poorly on the University, or other conduct prejudicial to the best interests of the University or other students.
- ff. Violating any policy or rule governing the conduct of students which has been adopted by the University.
- gg. Failure to cooperate in the investigation and resolution of an alleged violation of the Student Code of Conduct.

The University reserves the right to address other inappropriate behavior that does not clearly fall within the identified standards of conduct outlined above.

## 7. Determining Violations and Sanctions

- a. The Dean of Students' Office is responsible for determining violations of the Student Code of Conduct.
- b. The following sanctions may be imposed for violations of the Student Code of Conduct by the Dean of Students' Office. In each case, the sanction(s) to be imposed will be determined by examining the nature and severity of the violation. The cumulative effect of a student's prior violations of the Student Code of Conduct and the student's prior disciplinary records may also be considered in determining the appropriate sanction.
  - i. **Warning** – A verbal or written statement that the student has violated University rules, and may be subject to more severe disciplinary action if such behavior continues or is repeated.
  - ii. **Restitution** – Required reimbursement for damage to or misappropriation of University or any other public or private property. Where this sanction is imposed, the decision shall direct that restitution be made by a certain date. The consequences of failure to make such restitution shall be stated in writing. Restitution may take the form of appropriate services or other compensation.
  - iii. **Non-Academic Reflective Activity** – Work assignments, essays, service to the University, or other related discretionary assignments.
  - iv. **Academic Sanctions** – Penalties may include a reduction in coursework grade(s), including, but not limited to participation, assignments, or presentations based on inappropriate classroom conduct.
  - v. **Disciplinary Probation** – Exclusion from the privilege of using specified facilities of the University or from participating in extracurricular activities of the University, including the holding of any student or student organization office, for a specified period of time, or other terms of disciplinary probation deemed appropriate under the circumstances. The terms of any such disciplinary probation imposed will be specified in writing, and may include the withdrawal of any privileges or services otherwise provided by the University.
  - vi. **Interim Suspension** – Immediate exclusion from all University property, University-sponsored events, or designated courses, curriculum offerings or class sections pending a hearing.
  - vii. **Suspension** – Exclusion from all University property, University-sponsored events, or designated courses or curriculum offerings or class sections as a student for a definite period of time, not to exceed one year.
  - viii. **Expulsion** – Termination of student status and resulting exclusion from attending all University property, functions, or from attending or enrolling in designated courses, curriculum offerings, class sections, programs, or University-sponsored events for an indefinite period of time. If any conditions of readmission are established, they may be stated in the order of dismissal. The President or Board of Directors of Bellevue University may also establish, at any time, conditions upon which a dismissed student may be readmitted to the University.
  - ix. **Ban and Bar** – Campus Safety may issue written notices to any person who has been contacted or observed on University property while engaged in any unlawful or unauthorized activity banning and barring such person from University property. Violation of any such notice will be deemed to be trespassing on University property, and the offending party may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521. The term "unlawful or unauthorized activity" shall mean any conduct, act, or omission by any person that is in violation of (i) any law, rule, regulation, or order of the State of Nebraska or of the United States, or (ii) any policy, rule, or regulation of Bellevue University.

## 8. Non-Academic Appeals

- a. The student may appeal the Dean of Students Office's conduct decision to the Vice President for Community & Student Affairs. The appeal must be in writing, and must be filed with the Vice President for Community & Student Affairs no later than fifteen (15) University business days after the date of the decision. The appeal will be considered only if one of the following conditions is met:
  - i. The decision was contrary to the facts.
  - ii. That there is additional information which is material.
  - iii. The proper procedures were not followed; no procedural error shall invalidate the decision unless, in the judgment of the Vice President, the error caused substantial prejudice to/against the student.
  - iv. The sanction imposed was inappropriate.
  - v. Postponement of any sanctions pending review by the Vice President is at the discretion of the Vice President.



- vi. Review by the Vice President will be limited to a review of the documents submitted as evidence at the meeting and a review of all relevant material. Opportunity for the student to personally discuss the matter with the Vice President shall be at the discretion of the Vice President.
  - vii. The Vice President shall send the decision within fifteen (15) University business days on the appeal to the student by certified mail. In addition, the Vice President may communicate with the student by phone or email as well. The Vice President is also responsible for placing a copy of his or her appeal decision in the student's file.
- b. The decision of the Vice President shall be final and not subject to further appeal.

## Discrimination and Harassment Policy

University policy PS 04 prohibits any act of discrimination or harassment against any individual associated with the University. In keeping with our educational mission, the University will foster open learning and working environments. To meet moral as well as legal obligations, the University has developed procedures to protect both students and employees from discrimination and harassment, as well as established an environment in which such unacceptable behavior will not be tolerated.

The University's ethical obligation to provide an environment that is free from discrimination and harassment and from the fear that it may occur is implicit. The entire collegiate community suffers when discrimination or harassment is allowed to pervade the academic atmosphere through neglect, or through the lack of programs designed to clarify appropriate professional behavior and promote understanding of what constitutes discrimination or harassment.

## Campus Safety-Reporting a Crime

It is the goal of Bellevue University to provide a secure, safe campus and work place for its students and employees. Students, faculty, and staff at Bellevue University who observe or are involved in any crime or incident on campus should report the incident to the Safety Office as soon as possible by calling 402-557-5000, by using one of the blue phones in the parking lots located on campus, or by filling out the Incident Report form at <http://www.bellevue.edu/footer/contact-us/incident-report>.

## Student Complaint Procedures

Bellevue University affirms the right to bring forth complaints and is committed to resolving these matters in a fair, equitable, and timely manner, so as to protect the rights of both the individual and the community.

This complaint procedure applies to complaints that are not addressed by the Academic Appeals Procedures, Americans

with Disabilities Act, Student Academic Honesty (Plagiarism), Student Code of Conduct, Discrimination and Harassment Policy, Student Records Policies, or any other existing formal procedure under which a complaint may fall.

Students are encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. If a satisfactory resolution cannot be reached informally or the student does not feel comfortable attempting to resolve the issue directly, the student needs to submit the complaint to [https://bellevue-advocate.symplicity.com/public\\_report/index.php](https://bellevue-advocate.symplicity.com/public_report/index.php). After submitting the complaint the appropriate staff will be in contact within two business days.

If a satisfactory resolution is still not reached, an appeal may be submitted in writing to the appropriate University Vice President, whose decision will be final.

## Reporting and Disclosure of Information

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Bellevue University is in compliance with the Clery Act requirements by publishing this information online at <http://www.bellevue.edu/student-support/consumer-information/consumer-information>. Paper copies are located on-campus in the OneStop Welcome Center and Office of Student Affairs, or available by request from the Safety Administrator, who can be reached at 402-557-7079. For all disclosure information, please visit <http://www.bellevue.edu/student-support/consumer-information/consumer-information>.

## Electronic Device Expectations

Electronic devices, other than those approved for class, are not allowed during class time. All cell phones, pagers, music players, etc. need to be put on silent mode when in the classroom or library. If there are job related (on-call) or medical reasons (illness at home) to have the device active in the classroom/library, the instructor/librarian needs to be informed. In those cases, if a student is contacted, they will be required to leave the classroom/library to have the conversation. Electronic devices are not allowed within the testing rooms of the test center at any time.

## Student Email Regulations

All Bellevue University students receive a lifetime email address. This is a secure email account and the primary method of communication with instructors and other University departments. Email is an official means for communication within Bellevue University. Therefore, the University has the right to send the student communications via email and the right to expect that those communications

are received and read in a timely fashion.

University email accounts are assigned to all registered students and alumni. All University communications will be sent to the student's official University email address. The student is expected to check their University email account on a frequent and consistent basis to stay current with University-related communications.

Faculty may determine how email will be used in their classes. Faculty may expect that the student's official email addresses are being accessed and faculty may use email for their courses accordingly.

The University recommends checking email once a week (at a minimum), in recognition that certain communications may be time-critical. Course specific requirements may necessitate the student access their email more frequently than once a week. The student needs to ensure there is sufficient space in their account to allow for email to be delivered. Emails that have been in the "trash can" for 30 days or more will automatically be removed.

The student may have email electronically redirected to another email address. To have email redirected from the official address to another email address (e.g., @aol.com, @hotmail.com), the student may do so, but at their own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve the student from the responsibilities associated with communication sent to their official email address.

In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Email shall not be the sole method for notification of any legal action. While incidental personal use of email is acceptable, conducting business for profit using University resources is forbidden.

### Examples of Inappropriate Use

Use of the University's email system for inappropriate purposes is strictly prohibited. Inappropriate uses include, but are not limited to, the following examples:

- The creation and exchange of harassing, obscene, or threatening messages.
- The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
- The creation and exchange of advertisements, solicitations, chain letters, and other unofficial, unsolicited email.
- The creation and exchange of information in violation of any laws, including copyright laws, or University policies.

- The knowing transmission of a message containing a computer virus.
- The misrepresentation of the identity of the sender of an email.
- The use or attempt to use the accounts of others without their permission.

Users who experience such inappropriate uses or who receive email related thereto, should immediately submit their concern to [https://bellevue-advocate.symplicity.com/public\\_report](https://bellevue-advocate.symplicity.com/public_report). Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communication. Those that engage in this type of behavior will be considered in violation of the policy and may result in disciplinary action; including termination of the student's email account.

## Computer and Network Use Policy

Bellevue University has the responsibility for securing its computing and networking systems (both academic and administrative) to a reasonable and economically feasible degree against unauthorized access, while making the systems accessible for legitimate and innovative uses. This responsibility includes informing persons who use the Bellevue University computer and network systems of expected standards of conduct.

The Bellevue University data network is a private network and may only be used for authorized purposes by authorized individuals. Unauthorized use, access, or modification of any information on this system may result in prosecution.

All data transmitted or stored on any location within this network is the sole property of Bellevue University that will be monitored and audited at the discretion of the University. All individuals gaining access to this system are hereby notified that use of this system constitutes consent to such monitoring and auditing.

It is important for the user to practice ethical behavior in computing activities because the user has access to many valuable and sensitive resources, and the user's computing practices can adversely affect the work of others. For the good of all users, improper use and abuse of the computer and network privileges will not be tolerated. Bellevue University authorizes user accounts solely for use in conducting course-related research and University business.

The use of Peer to Peer (P2P) software for downloading, copying, and sharing material such as music, movies, games, software, or other copyrighted materials for which the copyright holder has not given rights, is both against the law and Bellevue University's Computer and Network Use Policy. Penalties for copyright infringement include civil and criminal penalties that may include both fines and imprisonment. For more information, please see the Bellevue University Copyright Center at <http://libguides.bellevue.edu/copyright>.



Individuals accessing the Internet via a computer located within the University's network are warned that the University has no control over what quality content may be found through even the simplest search of the Internet and that many of the available pages may contain offensive, sexually explicit, or inappropriate material. The University does not condone intentionally accessing this information of this nature via the Internet connection.

Any person using a University computer or network resources does so within the bounds of this authorization. Persons who violate this policy will lose their access privileges to Bellevue University's computing systems, pending an investigation of the alleged violations.

For additional information, a complete copy of the policy statement is available online at [www.bellevue.edu/about/consumer-information/computer-network-policy.aspx](http://www.bellevue.edu/about/consumer-information/computer-network-policy.aspx). The policy statement is also posted on the bulletin board in the student computer labs. The use of [bellevue.edu](http://bellevue.edu) and affiliated websites is further subject to the Bellevue University website Terms and Conditions of Use.

## Bellevue Real-Time User Information Network (BRUIN)

BRUIN provides secure online access to account information and web services at the University. Upon completion of an application, the student's BRUIN account is created. As the student progresses through admissions, becomes a student, and graduates, BRUIN provides resources to meet their educational needs. See [bellevue.edu](http://bellevue.edu) for more information.

## Cyberactive Blackboard Online Classroom

Blackboard™ is a course management system used campus-wide at Bellevue University. All currently-enrolled students have access to the Blackboard system and will be required to use the online classroom in every course. For resources on how to get acquainted with the functions of Blackboard, visit the Student Blackboard Training Library at [buonline.bellevue.edu/Bbstudentlibrary.html](http://buonline.bellevue.edu/Bbstudentlibrary.html). To log into a course through Blackboard, visit [cyberactive.bellevue.edu](http://cyberactive.bellevue.edu).

## Online Education Disclaimer

Bellevue University does not warrant that the functions or information contained on [bellevue.edu](http://bellevue.edu) or affiliated websites or online environments will meet any requirements or needs the student may have; that such websites will operate error free or in an uninterrupted fashion; that any defects or errors in such websites will be corrected; or that such websites will be compatible with any particular platform. In the event data/documents that are loaded directly to an online classroom or as an attachment to the learning management system are lost or in some way altered, every attempt will be made to recover the original data. However, to the extent such recovery is impossible or not feasible; the student agrees to hold Bellevue University harmless. Students are advised to keep copies of all assignments.



Bellevue University may provide online classroom environments and other educational opportunities under agreements with software, hardware, or Internet service providers. In no event will Bellevue University be liable to the student or other users for any incidental or consequential damages (including, without limitation, indirect, special, punitive, or exemplary damages) arising out of any use of, inability to use Bellevue University online, or for any claim by any party, even if Bellevue University had been advised of the possibility of such damages. Bellevue University's total liability with respect to Bellevue University online shall not exceed the tuition paid by the student or users for online courses. Please refer to the Bellevue University website Terms and Conditions of Use for further information regarding Bellevue University's online policies.

## Federal Disclosure Information

Disclosure	Description	Contact	Department	Phone	More Information
Rights Under Family Education Rights and Privacy Act (FERPA)	Student's right to review educational records	Elizabeth Bradley	Registrar's Office	402-557-7266	University Catalog
FFEL/Direct Loan Deferment for Peace Corps or Volunteer Services	Eligibility to defer loan payments for services performed in these areas	Janet Yale	Financial Aid	402-557-7095	Financial Aid
Available Financial Assistance	Types of Financial Aid Programs available at BU	Cathey Hanson Janet Yale	Student Finance Financial Aid	402-557-7092 402-557-7095	Student Finance Financial Aid
Completion Rate, Graduation Rate, Transfer Out Rate	Statistics on completion, graduation, and transfer rates of BU students	Dr. Peter Heineman Jon Dotterer	Quality Assurance Program Director, Financial Aid	402-557-7146 402-557-7320	Enterprise Services
Institutional Information	Information about schools costs, policies, and procedures	Dr. James Smith	Dean of Students' Office	402-557-7744	President's Office
Athletic Program Participation Rates and Financial Support Data	Statistics/student gender, operating expenses, gender/head coach, full/part-time for both student and coach	Ed Lehotak	Athletics	402-557-7050	President's Office
Athletic Program Completion Graduation Rates, Transfer Out Rate	Statistics on completion, graduation, and transfer rates of BU students	Ed Lehotak	Athletics	402-557-7050	President's Office
Annual Security and Fire Safety Report	Crime stats, fire safety info, safety pol/pro	Dr. James Smith	Dean of Students' Office	402-557-7744	University Website
Title IX Coordinator	Title IX Coordinator	Kevin Cleary	Compliance	402-557-5299	Compliance
Emergency Response and Evacuation Procedures	University emergency response procedures	Greg Allen	Campus Safety	402-557-7079	Campus Safety

### Federal Disclosure Information

According to Federal Regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees. On the following page is a list of available disclosures, a brief description, contact, department, phone number, or where detailed information can be

located. For full disclosure information, please visit <http://www.bellevue.edu/student-support/consumer-information/consumer-information>. You may also obtain a paper copy of the consumer information disclosures by contacting Bruin Support Services at 1-800-756-7920, option 0, or [BRUINSupportServices@Bellevue.edu](mailto:BRUINSupportServices@Bellevue.edu).

## Outreach and Partnerships

### Outreach Scholarship Initiatives

The University's South Omaha Outreach Scholarship Program has been successful in providing educational opportunities for underserved and underrepresented students in our community. This scholarship program was originally designed to enroll, retain, and educate residents of South Omaha, Bellevue, and the surrounding area. By participating in this scholarship program, students receive scholarship support and professional career development throughout the completion of their degree program.

The South Omaha Outreach Scholarship Program's focus is on providing support for traditional aged students who

are financially underserved, and who are of Latino/Hispanic descent. Beginning with the 2017/2018 Academic Year, the South Omaha Outreach Scholarship will undergo a name change. It will be renamed The Latino DREAM Scholarship. The purpose of the name change is two-fold. The area served is expanding and will no longer be limited to residents of South Omaha or Bellevue (under restricted zip codes), but will be open to the entire State of Nebraska, including the counties of Pottawattamie, Harrison, and Mills in the State of Iowa. Awardees from the central and western parts of Nebraska (i.e. those not located within daily driving distance) will be required to relocate locally as the scholarship is restricted to residential students.

Therefore, a portion of the courses are required to be taken in the in-class format. This change will help to better serve the needs of the ever growing population in the state.

The DREAM and Mike and Lin Simmonds Scholarships, were born out of the success of the original South Omaha Outreach Scholarship Program, and at the behest of the scholarship donors and board members. These scholarships mainly target local students in the eastern counties of Nebraska and western counties of Iowa who are non-traditional age, transfer students, single parents, first generation students, racial and/or ethnic minorities, and those who have the most financial need. These scholarships also provide all the support and services that the original South Omaha Outreach Scholarship Program provides, but are able to serve a larger body of students throughout the entire local area.

All scholarship program students receive funding annually for up to five years or until the student completes their first bachelor's degree (whichever comes first).

Eligibility is determined by the following criteria:

- Student can be a first-time freshman, transfer, or continuing undergraduate student already in attendance.
- Student must demonstrate financial need through the completion of the FAFSA or College Funding Estimator (found on the [EducationQuest.org](http://EducationQuest.org)) each academic year.
- For the Mike and Lin Simmonds Scholarship: Student must be a Nebraska resident residing within one of the following zip codes: 68104, 68110, 68111, 68112, 68131, 68132 in North Omaha; or Iowa resident residing in 51510 in Carter Lake, IA.
- Student needs to meet the minimum academic requirements for the scholarship.
- Student must plan on matriculating on a full-time basis throughout the duration of the scholarship.
- Student will be required to successfully complete a number of additional programmatic pieces each term in order to maintain the receipt of the scholarship.

First priority is given to ethnic/racial minorities, single parents, and first generation students.

Bellevue University continues to create strong community relationships to offer additional scholarship opportunities to students most in need. The University recently enhanced the partnership with the TeamMates Mentoring Program to create a specific TeamMates-DREAM Scholarship. This scholarship which offers four (4) new awards per academic year is restricted to current/active senior TeamMates mentees. The remainder of the criteria mirrors much like The DREAM Scholarship. One added benefit for the TeamMates-DREAM Scholarship is that the recipients are also assigned a post-secondary mentor at the University to continue on what the TeamMates Mentoring Program initially provided to them.

A second partnership that is also building momentum is with

the Partnership 4 Kids (P4K) organization. The University in collaboration with P4K has developed a scholarship program geared at providing full-ride scholarships for up to two (2) new students each academic year. The goal of the partnership is to provide a comprehensive pathway for Partnership 4 Kids participants to earn a bachelor's degree from Bellevue University. This scholarship requires a nomination form be submitted to the University on behalf of a student from a P4K representative in order for a student to apply. Additionally, students must demonstrate financial need specifically through Pell-eligibility. The remainder of the criteria mirrors much like the other outreach scholarship initiative programs; and the students from both of these new scholarship programs receive the same support, services, and professional career development as the others.

## Transfer Agreements – Post-Secondary Institutions

Bellevue University has articulation agreements with over 150 U.S. colleges and institutions, and with universities abroad. These agreements may allow students with transfer courses or degrees in technical, career, or liberal arts fields to transfer directly to Bellevue University to complete a bachelor's degree program.

Under agreements with two-year and four-year colleges, students will receive maximum program flexibility at a minimum cost, by receiving full academic value for completed course work. If previously earned Bellevue University credit hours are included in the associate's degree, they are not counted in the total number of transfer hours.

Students must complete the remaining specified coursework to obtain their degree.

Visit <http://www.bellevue.edu/admissions-tuition/transfer-credits/articulation-agreements> for a list of institutions.

If a transfer student has earned an Associate of Science (A.S.), Associate of Arts (A.A.), Associate of General Science, or Associate of Applied Science (A.A.S.) degree from a community college not listed, the student may be admitted to Bellevue University under the same transfer arrangements.

## Transfer of Credit to Another Institution

Students should be aware that transfer credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

## Military Students

Active duty, Veterans (retired, and those having served), as well as spouses and dependents, are an important part of the Bellevue University community. The Enrollment Department, the Military Veteran Services Center on the main campus, our

representatives at the Education Offices, or our nation-wide outreach team can assist in continuing an education at Bellevue University. These representatives can assist with registration for classes offered on base, on campus, or online.

The representatives can help determine educational options, select courses, evaluate transfer credits, and counsel students on programs. Military Tuition Assistance information is available at the Base Education Office. At most installations, the registration process will be completed online.

Students can also use the GI Bill™ (either in-service or out-of-service), Military Tuition Assistance, scholarships, grants, student loans, and military education benefits. Veteran Services representatives are available in the Student Finance Office at Bellevue University's main campus or via email at [va@bellevue.edu](mailto:va@bellevue.edu). Students, who are military or military-related, are welcome to use all student services available at Bellevue University, whether taking courses on base, on campus, or online. These services include, but are not limited to: the Military Veteran Services Center, library, recreation rooms, gym, student center, and University activities.

## Military Education and Training

Credit is accepted for military training. Bellevue University has a long-standing tradition of supporting military students. As a part of this tradition, Bellevue University has entered into numerous agreements and joined the following military educational initiatives to support students: [GoArmyEd.com](http://GoArmyEd.com), Servicemembers Opportunity College, DANTES, and Air University – Associate to Baccalaureate Cooperative Program (AUABC). Visit [bellevue.edu/military](http://bellevue.edu/military) for complete information on ways of earning credit.

## Offutt Military Installation Student Services

For information, contact the Offutt Air Force. Base students can contact our representative in the Base Education Office, 402-291-8853/402-294-0582. Fairchild Air Force Base students can contact our representative in the Base Education Office, 509-808-2601.

## Military Veteran Services Center

Military and Veteran Students attending Bellevue University can take advantage of the many services available at the Military Veteran Services Center. Located adjacent to the University's main entrance, this beautiful 6,000-square-foot facility stands as yet another example of the University's continued commitment to the men and women who don the uniform of our nation's armed services and have served us all.

Services include employment assistance, coaching, tutoring, mentoring, housing assistance, counseling, military and veteran support group, and access to quiet study rooms, conference rooms, spacious lounge, internet café, and much more. Bellevue University continuously consults with the true experts—our military and veteran students—to bring meaningful services that aid in professional development,

enhance the higher education experience, and help with the transition to a rewarding civilian career. Contact the MVSC at [mvsc@bellevue.edu](mailto:mvsc@bellevue.edu) or 402-557-7820.

## DANTES Distance Learning Program

Bellevue University's online programs are approved DANTES distance learning programs. Prior to enrolling, students must receive counseling from their installation Education Counselor regarding service-specific policies. For more information, contact the Military Team at [military@bellevue.edu](mailto:military@bellevue.edu) or the office at Offutt AFB, DANTES at 850-452-1111, or visit [www.dantes.doded.mil/index.html](http://www.dantes.doded.mil/index.html).

## Servicemembers Opportunity Colleges

Bellevue University is a member of the Servicemembers Opportunity Colleges (SOC) Degree Network System (DNS) network. SOC is made up of accredited colleges and universities with more than 1,900 institutional members and functions in cooperation with the Department of Defense (DoD) and the military services to meet the voluntary higher education needs of service members.

As a SOC member, Bellevue University recognizes the educational needs of military students and has developed policies to ensure maximum transfer of credit. We also award credit for learning that occurs in institutional and non-instructional settings, and for specialized military training and occupational experiences.

Full details about the benefits as a result of our association with SOC are available from the Military Programs Department at [military@bellevue.edu](mailto:military@bellevue.edu).

## ROTC: Aerospace Studies (Air Force) and Military Science (Army)

Students may participate in Air Force ROTC through cross-town enrollment with the University of Nebraska at Omaha or Army ROTC through cross-town enrollment with Creighton University. For further information, contact our Military Programs Department, [military@bellevue.edu](mailto:military@bellevue.edu) 866-676-3614.

## Military Tuition Assistance

Government Tuition Assistance may be used by submitting an approved Tuition Assistance Form to the Student Finance Department. The form may be submitted to [billing@bellevue.edu](mailto:billing@bellevue.edu). Students are responsible for payment of books, fees, and tuition not covered by Tuition Assistance. If using Tuition Assistance, the student is responsible for turning in the Tuition Assistance Form fourteen (14) days prior to the class start date. For more information, please contact a Financial Counselor or the staff of the Financial Aid Department, and consult the Financial Aid section on page 29.



## Yellow Ribbon Program

Bellevue University is a Yellow Ribbon Program participant. That means students may be eligible for additional funds to cover costs. The Post-9/11 GI Bill™ pays up to a national yearly maximum that is set by the Department of Veteran Affairs on an annual basis. The Yellow Ribbon Program helps pay for tuition and fees in excess of that amount. For more information, email [va@bellevue.edu](mailto:va@bellevue.edu).

## Veteran Services

Veteran advising is available in the Veteran Services Office, Monday – Friday, from 8 a.m. to 5 p.m. CST to assist veteran students with any University or educational benefit matter, by phone or in person. The Veteran Services Office is located in the Student Finance Office in the Educational Services Building. The Veteran Services Office provides certification of enrollment and helps arrange for tutorial assistance, part-time employment of veterans, and other special programs and services as needed. Payment of tuition is not contingent upon receipt of Veterans Administration (VA) benefits. For more information please visit <http://www.bellevue.edu/student-support/military-veteran-services/veteran-services>.

## Veteran Work-Study Program

Some veteran students qualify for the VA Work-Study Program, which provides funds for part-time positions at various locations on campus. Direct any questions to the Veteran Services Office.

## Veteran Enrollment Status

Students may check with the Veteran Services Office if they are not sure of enrollment status. As a general rule for VA purposes, the following applies:

## Undergraduate Students

Full-time = 8 credit hours

3/4 Time = 6 credit hours

1/2 Time = 4 credit hours

## Graduate (Traditional)

Full-time = 6 graduate credit hours

1/2 Time = 3 graduate credit hours

## Use of Military Tuition Assistance (TA), TA Top-Up (TATU) and the VA Educational Benefit (GI Bill™)

If a student is an active-duty military member, they have the option of using Tuition Assistance (TA), TA Top-Up (TATU), or GI Bill. They may use TA or TATU for one class and the GI Bill for another. Military TA currently has certain restrictions, depending upon branch of service, i.e., an aggregate limit of \$4,500 per fiscal year and a cap of \$250 per credit hour, that must be considered when exploring which option to use. Contact the Veteran Services Office for an explanation of each option.

## Pre-Professional Programs

Bellevue University's pre-professional programs offer a number of the foundation courses required by most professional programs, including: Allied Health; Architecture; Chiropractic Medicine; Dentistry; Divinity; Engineering; Law; Medicine; Mortuary Science; Nursing; Occupational Therapy; Optometry; Pharmacy; Physical Therapy; and Veterinary Medicine. Students are encouraged to directly follow the catalogs of professional schools to ensure that specific degree requirements are met. Admissions Counselors will assist in coordinating programs between institutions.

# Admissions

When applying for admission to a Bellevue University offering applicants are required to submit an application for admission. Admission is considered when the applicant has met all requirements. Once admission has been granted students are eligible to begin the enrollment process into the appropriate courses. If unexplained discrepancies appear between statements or documents, applicants may be rejected for admission or admission may be revoked.

## Additional Admission Requirements

Due to accreditation, licensing, or other determining factors additional admission requirements may apply. After meeting these qualifications the student may be granted full admittance.

## Prerequisite for the Accelerated Major

Bellevue University offers Accelerated Bachelor's Degree Completion Programs for working adult students who have completed an associate's degree or a minimum of 60 semester hours of transferable credit from regionally accredited institutions of higher education. Prior to beginning the cohort-based major, the student needs to:

1. Possess an associate's degree, or 60 semester hours completed with a grade of "C-" or higher from an accredited institution of higher learning. Please submit all official transcripts.
2. Some programs require students to be currently employed in a work setting where academic content of the major can be applied (an admissions counselor will advise accordingly);

# Admission Requirements for Bachelor's Degrees

Major	Official Transcripts from Previous Accred. Post-Secondary Institutions or Equivalent	Licensure Disclosure	Letter of Recomm. and/or Employment Verification Form	Academic Readiness Assessment	Work Experience Where Academic Content of Major can be Applied	Assoc Degree or 60 Credit Hour Minimum	Req. Academic Background	Req. Official Finan. Doc. Received
Accounting	•	•		•				•
Adult Education	•	•		•	3+ yrs work experience in professional and/ or academic environment, recommended not required	•		•
Behavioral Science	•	•		•		•		•
Biology	•	•		•				•
Business BS	•	•		•	3+ yrs work experience in professional and/ or academic environment, recommended not required	•		•
Business BBA	•	•		•		•		•
Business Administration	•	•		•				•
Business Analysis & Mgmt	•	•		•	Currently employ/ in a work setting where the academic content of the major can be applied AND possess 3 years of significant work experience relevant to the major.	•		•
Business Analytics	•	•		•				•
Child Protection and Juvenile Justice	•	•		•		•		•
Communication	•	•		•		•		•
Communication Studies	•	•		•				•
Computer Info Systems	•	•		•				•
Criminal Justice	•	•		•		•		•
Cybersecurity	•	•		•				•
Emergency Management	•	•		•		•		•
Graphic Design	•	•		•				•
Health Communication	•	•		•				•
Health & Human Performance	•	•		•				•
Health Science	•	•		•				•
Healthcare Management	•	•	•	•	20 hrs per wk in HC /Let. of Commit	•		•
History	•	•		•				•
Information Technology	•	•		•				•
Intl. Security & Intel Studies	•	•		•				•
International Business Admin	•	•		•				•
Investigations	•	•		•		•		•



# Admission Requirements for Bachelor's Degrees

	Major	Official Transcripts from Previous Accred. Post-Secondary Institutions or Equivalent	Licensure Disclosure	Letter of Recomm. and/or Employment Verification Form	Academic Readiness Assessment	Work Experience Where Academic Content of Major can be Applied	Assoc. Degree or 60 Credit Hour Minimum	Req. Academic Background	Req. Official Finan. Doc. Received
IT Operations Management	•	•			•	2 years IT experience or academic background OR Associate's Degree in Computer Science, Information Technology, OR Related technology degree with permission from faculty designate		See work experience	•
Leadership	•	•			•	Currently employed in a work setting in which academic content can be applied	•		•
Legal Studies	•	•			•		•		•
Liberal Studies	•	•			•				•
Management	•	•			•	Currently employed in a work setting in which academic content can be applied	•		•
Management Info Systems	•	•			•	3 yrs & current employ in IT	•		•
Management of HR	•	•			•	Current employ/ past employ hist.	•		•
Marketing	•	•			•	Currently employed in a work setting in which academic content can be applied	•		•
Nonprofit Management	•	•			•	Current employ/ past employ hist.	•		•
Nursing	•	•	•	•	•	Currently practicing as a licensed RN	•	<ul style="list-style-type: none"> <li>• English Comp (3 sem Cr or equiv)</li> <li>• College Level Mathematics (3 sem Cr or equiv)</li> <li>• Physical or Life Sciences (6 sem Cr or equiv)</li> <li>• Soc Sciences (3 sem Cr or equiv)</li> </ul>	•
Project Management	•	•			•	3 years	•		•
Professional Psychology	•	•			•		•		•
Psychology	•	•			•				•
Public Health Education	•	•			•				•
Security Management	•	•			•		•		•
Software Development	•	•			•	1 year computer programming experience OR Associate's Degree OR 60 credit hour minimum		See work experience	•

# Admission Requirements for Bachelor's Degrees

Major	Official Transcripts from Previous Accredited Post-Secondary Institutions or Equivalent	Licensure Disclosure	Letter of Recomm. and/or Employment Verification Form	Academic Readiness Assessment	Work Experience Where Academic Content of Major can be Applied	Assoc Degree or 60 Credit Hour Minimum	Req. Academic Background	Req. Official Finan. Doc. Received
Sport Management	•	•		•				•
Supply Chain & Logistics Mgmt	•	•		•				•
Supply Chain, Trans & Log Mgmt	•	•		•	3 yrs work exper.	•		•
Sustainability Mgmt	•	•		•	1 year work exper. in a science or engineering tech field OR 2 college-level Natural Science courses successfully completed OR Program Director approval		See work experience	•
Systems and Network Admin	•	•		•	2 yrs of IT exper. in positions such as SNA, DBA, or Help Desk, resume required OR Assoc. Degree or 60 hrs OR BSIT 200 or BSIT 220 must be passed with a B or higher OR hold a current CompTIA A+ or CompTIA Network + cert.		See work experience	•
Web Technologies	•	•		•				•

Note: 1. Documentation of high school completion. Documentation can include an official transcript, GED certificate, a certificate demonstrating that the student has passed a state authorized examination which is considered equivalent to a high school diploma, a home school letter, and Attestation Form. Applicants who have earned a C or better in at least 9 post-secondary credit (semester) hours and have graduated from an approved high school may utilize an Attestation Form to self-certify high school completion. Students who submit an official transcript which reflects a two-year degree from a regionally accredited post-secondary institution are not required to show proof of high school completion.  
 2. In select majors within the College of Business significant volunteer experience may substitute for work experience.

- 3. Some programs require students to possess three years of significant work experience relevant to the major (an admissions counselor will advise accordingly); and
- 4. Submit an Application for Admission, completed, signed, and accompanied by the application fee.

## Admission of Athletes

- 1. To apply for admission to Bellevue University, athletes are required to submit an Application for Admission accompanied by a one-time application fee for undergraduate programs. (International student-athletes, please see section titled, "Admission of International Students for Undergraduate Programs".)
- 2. Submit official documentation of high school completion (official high school transcript, GED transcript, or home school letter of completion) to Bellevue University.

- 3. Register with the National Association of Intercollegiate Athletics (NAIA) Eligibility Center\* at [playnaia.org](http://playnaia.org) and submit all required official documentation including: documentation of high school completion and official transcripts from all previously attended higher education institutions (inclusive of institutions where the student-athlete might have earned A.P. credit). Freshman eligibility documentation requirements include: ACT (18 or higher\*\*) or SAT (860 or higher\*\*\*) scores sent to the Center (NAIA code 9876) and class rank of 50 percent or higher (if not included on the high school transcript letter).

\*\* Students who scored between 16 and 17 on the March 2016 or later ACT test will be granted an automatic ACT test score minimum exception to compete during the 2016-17 academic year. The NAIA Eligibility Center will automatically apply this ACT test score minimum exception in the eligibility determination process.

\*\*\*860 on the SAT (Critical Reading and Math) if taken before March 2016.

940 on the SAT (Evidence-Based Reading and Writing + Math), if taken in March 2016 or after.

Students who scored between 860 and 930 on the March 2016 or later SAT test will be granted an automatic SAT test score minimum exception to compete during the 2016-17 academic year. The NAIA Eligibility Center will automatically apply this SAT test score minimum exception in the eligibility determination process.

*Note: Both Bellevue University and the NAIA Eligibility Center require their own original official copies of the student-athlete's academic records for determination of admission and eligibility.*

If the student-athlete is transferring from another institution of higher education, they also must satisfy the following requirements:

4. Submit an official transcript from each regionally accredited institution previously attended (the transcript must be mailed directly from the previous institution to the Bellevue University Registrar's Office or electronically sent from authorized sending partners/schools). Transcripts must be submitted even though credit may not have been earned at the previous institution, and even though transfer credit may not be granted.
5. NAIA Eligibility Center includes the evaluation of transfer student eligibility requirements which mandates students who have never participated in athletics at an NAIA school or in college to register as well as freshmen. Please see the NAIA Eligibility Center website and the Bellevue University coaching staff for guidance.

To be accepted into the Teacher Education Program, candidates must meet the following requirements:

- Completion of minimum 30 credits of college course work.
- Overall minimum cumulative GPA of 2.50 from Bellevue University course work.
- Transfer students must earn 16 credits at Bellevue University with a GPA of at least 2.50 before being considered for admittance into the program.
- Students with a Bachelor's or Master's degree must earn a "B-" on pre-professional coursework, and only courses from the degree with a "B-" in the endorsement area courses will be accepted.
- GPA of 2.50 in completed education courses and courses in the endorsement area. For course work transferred in, grades of "B-" are required.
- Completion of EDUC 200 Foundations of Education with a minimum grade of "C+".
- Completion of EDUC 210 Introduction to Teaching with a minimum grade of "C+".
- Completion of EDUC 240 Educational Psychology/Human Growth and Development with a minimum grade of "C+".

- Completion of Key Assignments for EDUC 200 Foundations of Education, EDUC 210 Introduction to Teaching, and EDUC 240 Educational Psychology/Human Growth and Development.
  - Students who have transferred any of the above courses will need to complete the Key Assignments for the course.
- Successful completion of the basic skills test (Reading, Writing, and Mathematics) required by the Nebraska Department of Education (NDE). Minimum scores mandated by NDE must be attained.
  - Minimum scores of 173 on all sections of the Pre-Professional Skills Test (PPST) if taken prior to September 1, 2014.
  - Effective September 1, 2014, the PRAXIS I test was changed to the Praxis Core Academic Skills for Educators (CORE) tests. Passing scores are Reading 156, Writing 162, and Mathematics 150\*  
\*Official scores must be on file in the Teacher Education Program office at the time of application. Plans should be made to take the test a minimum of two months in advance of applying for admittance to the Teacher Education Program.
- Successful completion of a background check. Information regarding instructions for this check can be obtained in the Teacher Education Program office. Once the background check is completed, you will be evaluated based on the criteria identified by the Nebraska Department of Education in Rule 20 (004.06 A, B, and C), which is verified as part of certification.
- Completion of Personal and Professional Fitness Form and Good Conduct Policy Statement.
- Obtain approval by the department(s) offering the proposed endorsement (s).
- A minimum of one field endorsement or one subject endorsement must be declared.
- Two professional progress reports recommending the candidate for admission.

## Admission of International Students for Undergraduate Degrees

These guidelines and regulations apply to international students planning to study in the United States. Typically these are students holding a F1, J1, or M1 visa. If the student is an online international student studying from their home country, refer to the general undergraduate admission requirements.

Bellevue University is authorized by the Department of Homeland Security to issue the student Certificate of Eligibility Form I-20 for study in the U.S. In compliance with the Immigration and Nationality Act, international students must be enrolled full-time. If the student is an international student planning to attend Bellevue University classes in the

U.S., they will need to apply for admission to Bellevue University as a degree seeking, full-time student.

The Immigration and Nationality Act requires full-time attendance for all international students. An international student applying for admission to the University's undergraduate degree programs should inquire at <http://www.bellevue.edu/request-information/>.

To apply for admission as an international student, submit the following:

1. Completed Application Form.
2. Verification of funds (see admissions counselor for details).
3. Official WES or ECE transcript (see Foreign Credential Evaluation Process information on page 24).
4. TOEFL test results with a minimum score of 500 (paper-based) and/or 61 (internet-based) for under graduate and 71 on the Internet based TOEFL for graduate or an approved equivalent.
5. One-time, non-refundable international application fee.
6. For students transferring from another U.S. institution, a completed International Transfer Student Form is required and official transcripts from each previously attended regionally accredited post-secondary institution.

Admission is considered when all of the above requirements are met. Visit <http://www.bellevue.edu/prospective-students/international/> for more information on International Programs.

## Foreign Credential Evaluation Process

A prospective student with foreign academic documentation will need to have that documentation evaluated by World Education Services (WES) or by Educational Credential Evaluators (ECE) prior to being accepted and matriculated at Bellevue University. Students will need to order course-by-course evaluations by WES or ECE if they have foreign University credits to transfer to Bellevue University. Those without foreign University credits to transfer to Bellevue University will need to order a document-by-document evaluation.

WES and ECE will verify institutional accreditation status and complete a course-by-course evaluation containing the following: a description of credentials, including name and year awarded, name of institution attended, and major field of study. It also provides the U.S. equivalent for each credential and lists all post-secondary subjects with their corresponding value expressed in the terms of U.S. semester credit and grade equivalents.

WES evaluation/transcript can be ordered at [wes.org](http://wes.org). ECE evaluation/transcript can be ordered at [ece.org](http://ece.org). The websites explain what must be provided as well as costs.

Bellevue University also accepts evaluations completed by an approved National Association of Credential Evaluation Services (NACES) current member. A complete list of current NACES members can be found at [naces.org](http://naces.org).

## Admission Requirements for Non-Degree Seeking Students

Students who do not intend to earn a degree with Bellevue University will be asked to provide documentation of high school completion. Please contact Enrollment Management for more information on the documentation that can be utilized to satisfy this requirement for non-degree seeking students. Students will be required to provide evidence that course prerequisites have been met in full upon registration.

In addition, it is important to note, if the student changes their intent and wishes to become a degree-seeking student, they will be required to submit a new application, declare the degree they wish to pursue, meet all of the admission requirements, and submit all official documents (described previously) to be fully accepted as a degree-seeking student.

## Post-Secondary Transfer Students

Students suspended or dismissed from any post-secondary institution within the last five years, may be accepted under Academic Probation status. If it has been less than one year from the date of suspension or dismissal a student may be admitted with approval from the Executive Vice President for University and Academic Affairs or Chief Academic Officer.

For details relative to academic credit transfer please see the Modes and Methods section of the course catalog.

## Conditional Admission

In certain situations applicants who have not satisfied the bachelor's or master's admission requirements may be granted conditional admission. Conditional admission allows the student to begin their course of study while continuing the application process. This admission status is temporary and students who fail to complete the admission process in the required time may be administratively withdrawn.

# Admission Requirements for Master's Degrees & Doctoral Degrees

Major	Letter of Recomm.	Admission Essay Which May Include Topic Proposal & Portfolio	Interview or Faculty Review	Academic Readiness Assessment**	Background Check	Work Experience or Resume Review	Offic. Tr. from Conferred Bachelor's or Grad. Deg.	2.5+ GPA in Last 60 UGrad Credit Hours toward Bachelor's degree or 3.0 in previous Grad degree.	Previous Academic Background	Req. Official Finan. Doc. Received
Accounting			•			•	•			•
Acquisition and Contract Management			•			•	•			•
Business Administration (MBA) - Traditional			•			•	•			•
Business Administration (MBA) - Cohort			•			•	•			•
Business Analytics			•			•	•			•
Business and Professional Communication			•			•	•			•
Clinical Counseling	•	•	•	•	Resume	•	•	6 Credit hours Behav. Sci.		•
Computer Information Systems			•			•	•	3 Credit hours Applied Stats and either Intro to Java* OR Intro to C#*		•
Cybersecurity			•		Trad – None; Cohort – 10 yrs exp in MIS, IT, IT Audit or Info Security	•	•			•
Healthcare Administration			•			•	•	Currently work 20+ hours in Healthcare and resume or Letter of Commitment		•
Human Capital Management (Doctoral)	•	•	•		5 yrs	•	•			•
Human Resource Strategic Management			•			•	•			•
Human Services			•			•	•	6 Credit hours Behav. Sci.		•
International Security & Intel Studies			•			•	•			•
Justice Admin & Crime Management			•			•	•			•
Leadership and Coaching			•			•	•			•
Management			•			•	•			•
Management of Information Systems			•			•	•			•
Organizational Performance			•			•	•			•
Professional Studies		•	•			•	•			•
Project Management			•		Resume & 3 yrs	•	•	Bachelor degree in related field; significant project management experience OR earned PMP, CAPM, SCRUM Master, Agile, or other related certifications OR 3 credit hrs in project		•
Public Administration			•			•	•			•
Security Management			•			•	•			•
Strategic Finance			•			•	•			•
Strategic Industrial and Organizational Psychology			•			•	•			•
Strategic Marketing			•			•	•			•
Strategic MBA			•			•	•			•
Technology Innovation & Entrepreneurship			•			•	•			•

\* or equivalent \*\*Exception: students who already possess a Master's Degree

## Admission Requirements for Master's Degrees

Admission is considered when the applicant has met all requirements, and the University has received official and verified documents. The Graduate Enrollment Director reviews all completed applications. In special circumstances, the college Dean may recommend a conditional admission if the student has not yet been able to complete or fully satisfy all requirements. Students possessing a master's degree from a regionally accredited institution may be accepted without providing undergraduate transcripts. Select Graduate Majors may require submission of undergraduate transcripts.

## Admission of International Students for Master's Degrees

These guidelines and regulations apply to international students planning to study in the United States. Typically these are students holding a F1, J1, or M1 visa. If the student is an online international student studying from their home country, refer to the general admission requirements.

Bellevue University is authorized by the Department of Homeland Security to issue the student Certificate of Eligibility Form I-20 for study in the U.S. In compliance with the Immigration and Nationality Act, international students must be enrolled full-time. If the student is an international student planning to attend Bellevue University classes in the U.S., they will need to apply for admission to Bellevue University as a degree seeking, full-time student.

The Immigration and Nationality Act requires full-time attendance for all international students. An international student applying for admission to the University's degree programs should inquire at <http://www.bellevue.edu/request-information/>.

To apply for admission into graduate programs, the applicant will need to submit the following:

1. Completed Application Form.
2. Verification of funds (see admissions counselor for details).
3. Official WES transcript demonstrating the student meets admission requirements.
4. TOEFL test results with a minimum score of 530 (paper-based), 71 (internet-based), or an approved equivalent. TOEFL test results are not required of students from select English-speaking countries. Complete information can also be found on our website at <http://www.bellevue.edu/prospective-students/international/toefl-exempt-countries>.
5. Application Fee, which is non-refundable.
6. For students transferring from another U.S. institution, a completed International Transfer Student Form is required.

An international student who has been awarded a bachelor's degree from a regionally accredited U.S. institution of higher education may apply for direct admission into graduate degree programs. The applicant will need to follow general admissions requirements for the specific graduate program. Verification of funds is required. Visit <http://www.bellevue.edu/prospective-students/international/> for more information on International Programs.

## Admission Requirements for Doctorate Degrees

An applicant holding a master's degree with an interest in pursuing a Ph.D. through Bellevue University's Human Capital Management Program, may enroll as a Ph.D. degree-seeking student. All admission materials must be submitted for review by the Program Director prior to admittance into the Ph.D. program.

1. Possess a graduate degree from a regionally accredited college or University within the U.S., or a U.S. equivalent degree from a nationally or internationally accredited college or University outside the U.S.
2. All applicants for Ph.D. admission to Bellevue University are required to submit an Application for Admission accompanied by a one-time application fee for graduate programs (this fee is waived for Bellevue University alumni).
3. Provide all official transcripts for Graduate coursework.
4. Have maintained a GPA of 3.0 or better in previous graduate level coursework earned toward the graduate degree.
5. Have five years of professional experience.
6. International students who do not possess a degree from a post-secondary institution, where English is the principal language of instruction, must have a minimum score of 575 on the Test of English as a Foreign Language (TOEFL).
7. International credentials must be submitted to World Educational Services (at the applicant's expense) for a formal course-by-course evaluation at [www.wes.org](http://www.wes.org).
8. GMAT or GRE – not required.

Application materials required when applying for the Ph.D. program are outlined below and must be completed prior to admittance into the program:

1. Submit a resume.
2. Write a 1,000-word statement of interest describing the student's interest in the study of Human Capital.
3. Submit one letter of nomination from employer.
4. Submit one letter of recommendation from a peer or personal reference.

Please submit all materials to Graduate Admissions or to [phd@bellevue.edu](mailto:phd@bellevue.edu).

A student can take Modules 1 and 2, which will be correlated to certificates of completion if they choose not to pursue their Ph.D. Modules 1 and 2 are prerequisites for admission into Modules 3 and 4 and full Ph.D. program.



# Student Finance

*Bellevue University reserves the right to modify all charges should such action be required.*

## Tuition for Undergraduate and Graduate Term-Based Programs for 2017-2018

To view tuition and fees for the current academic year, please log in at <http://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees>.

### General College Fee

Fee for academic and administrative support services and student activities.

### Graduation Fee

Fee is assessed to students when approaching graduation. This fee covers some of the cost associated with graduation including, but not limited to, final degree audit, diploma, postage, and the commencement ceremony.

### Refund Schedule for Tuition and Fees

The following refund schedule for the state of Florida uses a pro-rata refund up to 60% of the enrollment period and will be used to calculate refunds for all students who withdrew from class(es).

A student may find it necessary to withdraw/drop from the University before the end of a term or class. Withdrawals could impact student account, financial aid, tuition assistance, and veteran benefit status. The date that the student starts the withdrawal process and drop class(es) is the official withdrawal date for the class(es), and will be used to calculate the percentage of time the student was enrolled in the term and the percentage of tuition charged. The calculation will use the total number of calendar days attended divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more). If a student drops after the 60 percent point in the enrollment period, there is no tuition or fee refund; the student is responsible for the full amount.

Example (Traditional Based Student in 12-Week Session): Student A has total institutional charges of \$2,381, which include \$2,250 in tuition and fees and \$131 in books and/or supplies charged at the bookstore. The student enrolled in the Fall 12-Week session, but withdraws from all classes after attending for 26 days.

The 12-Week session is 83 calendar days in length. The student will be charged for (has earned) 31.33 percent of the tuition ( $26 \text{ days} / 83 \text{ days} = 31.33 \text{ percent}$ ). The unearned percentage of tuition is 68.67 percent and will be credited off of the student's account.

### Refund Appeal Process

Some circumstances may warrant an exception from Bellevue University's published refund policy. In such cases, the student should send an appeal, including necessary documentation to:

Cathey Hanson, Senior Director, Student Finance  
Bellevue University  
1000 Galvin Road South  
Bellevue, NE 68005-3098  
Email: [cathey.hanson@bellevue.edu](mailto:cathey.hanson@bellevue.edu)

### Refund Policy

Students eligible to receive a refund based on excess financial aid (for living expenses), corporate or military tuition assistance, or withdrawal from class, will be processed on a weekly basis. For those who receive financial aid disbursement prior to tuition assistance, all tuition, fees, and books will be deducted out of the financial aid refund first. If Bellevue University refunds more money than the student is eligible to receive, the student is responsible for payment back to Bellevue University.

### Payment Options

Bellevue University offers three primary payment options. In some cases, the primary option will not cover 100% of the educational cost so a secondary option will need to be determined. The Student Finance team will work collaboratively to deliver information to ensure financing is secure, therefore, turning the student's focus to their learning experience. Studies have shown students who have their financing in place prior to beginning their studies are far more successful in obtaining their goals. For more information, visit [bellevue.edu/admissions-tuition/financing-options/payment-options](http://bellevue.edu/admissions-tuition/financing-options/payment-options).

### Registration

Students can register for classes when registration opens.

### Cash – Self Pay

This option is for students who plan to pay all or a portion of their educational costs without alternative funding. Payment is due 14 days prior to class/session start.

### Organizational Tuition Assistance

There are two categories students can use under this option.

1. Employee Sponsored Option would be used if payment is made directly to Bellevue University by the student's employer. This option may apply to students who are using:
  - Military Tuition Assistance
  - Corporate Billing Authorization
  - Letter of Credit (LOC)
2. Deferral Option would be used if payment is made directly to the student from the student's employer and in turn, the student is responsible to pay Bellevue University directly.

This option may apply to students who are using Corporate Reimbursement. It is the student's sole responsibility to provide the deferral authorization on an annual basis.

## Federal Financial Aid

Payment due dates will be 45 days from the start of the class or session. If there is still a balance due, and financial aid does not cover the entire cost, the student will be required to pay the remaining balance using another payment option.

## Payment Plans

Although the student is not required to pay the entire balance upon registration, they must understand their financial obligation for all tuition and fees at the time of registration. The University will divide the balance of tuition and fees into three equal payments for traditional terms with the student's first payment due 14 days prior to class/session start and then every 30 days thereafter. For students enrolled in Cohort Programs, the number of payments is based on the number of classes in their program. International students are required to pay in full for each term upon registration or due date.

## International Students

International students using an international draft drawn on a bank outside of the continental U.S., or wire transfer in excess of their cost, will have the draft posted to their student account. Any excess funds remaining once the account is paid in full will be refunded less any bank service charges once the check has been paid by the bank. If the draft is drawn on a bank inside the continental U.S. in excess of the student's cost, the refund will be issued according to the University's refund policy. Checks must indicate they are in USD (United States Dollars). Future classes/sessions may be impacted until all outstanding balances are paid in full.

## Late Payment Fee for Undergraduate and Graduate

Payments become past due one day following their due date and will be assessed a late payment fee of \$50.00. The student may be administratively withdrawn from all future classes if any amount becomes past due or delinquent.

The student is responsible for informing the University of any change of address.

## Military Tuition Assistance

Please see the Military Student section on page 17.

## Corporate Tuition Assistance/ Company Billing

Students using Corporate Tuition Assistance (where the company pays Bellevue University directly), may do so by providing Student Finance with an official letter of credit

from their employer on official letterhead. This letter should explain exactly what the employer is willing to pay (tuition, books, and fees). If the company pays in full, the student is not responsible for any payment. The student is responsible to pay any portion not covered by their employer based upon the applicable payment schedule.

## Deferral Payment Option

Students may use the Deferral Payment Option if they receive reimbursement from corporations or businesses of at least 50 percent of the total cost of tuition and fees. To utilize Bellevue University's deferral program students must provide all applicable required documents. Bellevue University will defer payment of tuition and fees for 45 days from the end of class/session if approved.

Participation is voluntary and the terms and conditions of the deferral agreement are not contingent upon the receipt of a grade or reimbursement by the student's tuition assistance provider. Under all circumstances, the student is solely responsible for all tuition and fees due. Enrollment in future classes/sessions may be impacted until all outstanding balances are paid in full. Deferral Authorizations are valid for one year. It is the student's sole responsibility to provide the deferral authorization on an annual basis.

## Additional Policies

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### Dropping or Withdrawal – Traditional-Based

A student's account (refund/credit/obligation) may be impacted if they withdraw. The amount of credit to be refunded or obligation to be paid by the student will be determined by the tuition credit/refund policy in effect at the time of the drop or withdrawal action. See page 37 for withdrawal information.

### Dropping or Withdrawal – Cohorts

If the student needs to interrupt their commitment (financial and academic) after the cohort program has begun, they may be able to recapture some of their investment through the Drop/Add Process. This allows the student to re-enroll with a later cohort group, continuing their studies at the point at which they were interrupted. The financial consequences will vary from student to student.

**What are the consequences of non-payment?** – If payment is not received by the due date, the student's account will be considered past due. A hold will be placed on their account, preventing future registration as well as the release of transcripts and diplomas. The student will also be at risk for withdrawal from all future classes if payment is not made within three days of the account entering a past due status. If a balance cannot be paid in full, payment arrangements can be made by contacting an Account Resolution Specialist at 1-866-664-7008 or [ar1@bellevue.edu](mailto:ar1@bellevue.edu). After all internal

resolution activity has been exhausted and a past due balance still remains, the student's account will be turned over to a collection agency.

**How can a student get re-enrolled after Non-Payment Withdrawal?** – To be re-enrolled in a course(s), payment must be made immediately. It is important to note that the payment must satisfy the past due balance as well as the amount due for the next scheduled course(s) if within 14 days of the start date. Once payment is made, it is critical for the student to contact their Admissions Counselor or Student Coach as soon as possible. This contact is a critical step in the re-enrollment process. Resolving a past due account balance does not automatically re-enroll the student into their future course(s).

Re-enrollment may only occur if the student's next scheduled class has not started. Re-enrollment is also contingent on the availability of course(s). For more information, contact an Account Resolution Specialist at 1-866-664-7008 or [ar1@bellevue.edu](mailto:ar1@bellevue.edu).

## State of Florida Credit Balance Policy

If the student has a credit; they will automatically be refunded eligible refunds within 30 days. If the student wishes to leave the credit balance on their account, they may do so by completing and turning in a Student Authorization Statement Form to Student Finance via fax at 402-557-5410 or email to [stuacct@bellevue.edu](mailto:stuacct@bellevue.edu). This Authorization Statement is good for the academic year it is signed; any credit balance will be refunded at the end of the authorized academic year unless a new Student Authorization Statement Form is submitted.

## Request for Statement of Account

To request a Statement of Account, submit a request online through BRUIN's Student Resources link. For assistance, please contact the BRUIN Support Services at 1-800-756-7920, option 0, or [BRUINSupportServices@Bellevue.edu](mailto:BRUINSupportServices@Bellevue.edu).

## Tax Credit Reporting

Educational institutions are required to file a Form 1098-T, Tuition Statement, with the IRS and to provide a copy of the form to the student, for each enrolled student for whom there is a reportable transaction. A reportable transaction includes payments received, amounts billed, or refunds made for tuition and related expenses. Bellevue University reports on amounts billed. For the Form 1098-T to be accurately prepared, the educational institution must address boxes 8 and 9. Note that box 8 will be checked if the student was enrolled at least half-time, and box 9 will be checked if the student was enrolled as a graduate student. There are some exceptions where an educational institution is not required to file and provide the Form 1098-T. These exceptions include:

- Courses for which no academic credit is offered, even if the student is otherwise enrolled in a degree program.
- Non-resident alien students, unless the student requests the institution to file Form 1098-T.
- Students whose tuition and related expenses are waived entirely or paid entirely with scholarships or grants.
- Students whose tuition and related expenses are covered by a formal billing arrangement with the student's employer or a government agency such as the Department of Veterans Affairs or the Department of Defense.

Bellevue University reports billing for the calendar year.

## Stop Payment Charge

The University is not responsible for refund checks lost in the mail. Stop payment requests on refund checks will only be processed once the check has been missing for 10 business days from date of mailing.

## Financial Obligations

All financial obligations to Bellevue University need to be paid in full before official transcripts or diplomas are released. If the student is past due, they may be denied continuation of their classes/program and any future enrollment.

# Financial Aid

Financial Aid is money available to assist the Floridian student with the costs of attending college. This assistance comes from the federal and state government, the institution, and private sources. Financial aid includes grants, scholarships, work-study programs, and student loans. Grants and scholarships are funds that do not have to be repaid.

Federal Work-Study allows the student to work and earn money. Student loans and loans to parents for students must be repaid. In general, all U.S. citizens and eligible non-citizens enrolled in an approved degree program may apply for financial aid. Refer to the eligibility criteria listed on the Free Application for Federal Student Aid (FAFSA)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Bellevue University Code is 002538).

Some scholarships are available if the student does not qualify for other forms of financial aid. The University uses the federal methodology formula to determine financial need. The student is encouraged to submit a FAFSA as early as possible after October 1.

Financial assistance disclosure information is available from any staff member of the Financial Aid Office or Bruin Support Services during normal operating hours. This information also is available on the University website [bellevue.edu](http://bellevue.edu).

The Financial Aid Office prepares a personalized need analysis for each student interested in receiving aid. Individualized need analysis assures the student full consideration for all types of assistance for which they may qualify. Determination of sources and amounts of the student's financial assistance is made through calculation of:

- Expected student/family contribution
- Estimated educational expenses
- Other aid available to the student

The difference between student/family contribution and any other aid or educational expenses is the amount of unmet need. The financial aid package explains all sources of financial assistance for which the student may be eligible including Title IV programs, grants, and University funded programs.

Financial aid materials are contained on the Bellevue University website. Please begin the application process for financial aid eight to twelve weeks prior to the start date of the desired program. For additional information, please contact the Bruin Support Services at 1-800-756-7920, option 0, or [BRUINSupportServices@Bellevue.edu](mailto:BRUINSupportServices@Bellevue.edu).

## Financial Services Philosophy

The fundamental philosophy guiding our Financial Aid Department is that no student should be denied an education due to lack of financial resources. Financial need is determined and awards are made without regard to race, color, religion, sex, national origin, age, or disability. We are committed to assisting students with obtaining financial assistance sufficient to meet primary financial need (tuition, books, fees, and transportation). Secondary costs of education (room, board, and personal expenses) may be considered in financial aid packages based on the availability of funds.

## Federal Work-Study Program

This program provides financial assistance through part-time employment on and off campus. The student may participate in the work-study program if they have documented unmet need. Work-study is awarded to a student if they mark their interest on the FAFSA and they live in the Omaha metro area. A work-study award is the total amount of money that the student may earn during the school year. If the student is hired in a work-study position, their earnings are drawn from the work-study award.

Depending on hours worked during the year, the student may or may not earn the total amount awarded. Federal Work-Study offers off-campus community service job opportunities in a variety of fields and locations. Please contact the Financial Aid Office for work-study assistance early in the school year, as positions are limited.

## Scholarships

The overall University scholarship program awards both needs and merit-based scholarships. The program is primarily designed to assist financially needy incoming and continuing students at the undergraduate level. Some merit-based scholarships are available to recognize outstanding academic achievement by incoming freshman and continuing Ph.D. level candidates. Fewer options exist for international students, students pursuing Graduate and Ph.D. degrees, and students studying at a distance.

Merit scholarship requirements vary by the source of funding; however awards are generally based on a combination of factors with scholastic achievement being the primary. Other considerations may include a student's involvement in extracurricular activities, community service, personal recommendations, and financial need. Special ability scholarships are awarded in selected areas such as athletics, special programs of study, and special projects. For scholarship consideration that requires financial need, students will need to process a FAFSA each academic year. These applications are available through the Financial Aid Office and online in the Financing Options section of [www.bellevue.edu](http://www.bellevue.edu).

Scholarship funds are provided through a variety of sources and donors. Applications are reviewed throughout the academic year and specific deadlines are posted on the individual scholarships and online under the Financing Options section of [www.bellevue.edu](http://www.bellevue.edu) under Scholarships. Bellevue University currently utilizes CommunityForce for its scholarship application system. Students can manage their own scholarship information, apply for multiple scholarships, and check award status from any computer. The link to CommunityForce can be found online under the Financing Options section of [www.bellevue.edu](http://www.bellevue.edu) under Scholarships.

In determining specific priorities for the award of University based/funded scholarships and grants, students are evaluated using the following guidelines:

- Student needs to be entering as a first-time freshman or transfer student. For special programs or project scholarships, students must meet the qualifying status in order to be considered.
- Student needs to meet the specific criteria (i.e. academic achievement, special ability, etc.) as established for the particular financial assistance program for which they may qualify.
- Student must plan on matriculating on a full-time basis throughout the duration of the scholarship.

In determining specific priorities for the award of donor based/funded scholarships, students are evaluated using the following guidelines:

- Student can be a first time freshman, transfer, graduate (Masters), or continuing student already in attendance.
- Student must demonstrate financial need through the successful submission of the FAFSA or College Funding Estimator (which can be found on the EducationQuest website) each academic year.
- Student needs to meet the specific criteria (i.e. academic achievement, program enrollment, involvement in the community, etc.) as established for the particular scholarship for which they may qualify.
- First priority and preference is given to local, undergraduate, Nebraska residents.

## Freshman Academic Achievement Scholarship

The Freshman Academic Achievement Scholarship is a University funded scholarship and recognizes outstanding academic achievement of incoming freshmen who have just graduated from high school. It is a 4-year renewable scholarship based on the following criteria:

- Student needs to be a first-time freshman enrolling at the University directly after high school.
- Student needs to meet the specific academic requirements for the scholarship.
- Student must plan on matriculating on a full-time basis throughout the duration of the scholarship, of which 3 credit hours each term must be completed in-residence.
- Student will be required to successfully complete a number of additional programmatic pieces each term in order to maintain the scholarship.

*Scholarship award level distinctions are as follows:*

- Bellevue Scholar
- Dean's Scholar
- Presidential Scholar
- Board of Directors Scholar

## BRUIN Community Scholarship

The BRUIN Community Scholarship is a University funded scholarship, and recognizes well rounded incoming freshmen

who have just graduated from high school. These scholarships are based on a nomination process within the high schools where students must display a commitment to academic success, strong community involvement, and leadership. It is a 4-year renewable scholarship based on the following criteria:

- Student needs to be first-time freshman enrolling at the University directly after high school.
- Student needs to be nominated by a teacher, counselor, or administrator from the high school they are currently enrolled in Nebraska in order to apply.
- Student must plan on matriculating on a full-time basis throughout the duration of the scholarship, of which 3 credit hours each term must be completed in-residence.
- Student will be required to successfully complete a number of additional programmatic pieces each term in order to maintain the scholarship.

## Mascot Scholarship

Brutus Bruin is the ferocious, yet friendly mascot of Bellevue University. A key aspect of the mascot is to promote school spirit and provide a fun fan experience at home athletic events, campus activities, and through a variety of other events on and off campus. With the University's rededication to residential students and residence student life, the mascot plays a role in further representing this portion of the student body by creating community, engagement, and fun.

The Mascot Scholarship is a 4-year renewable scholarship based on the following criteria:

- Student must be approximately 5'8" in height.
- Student must be physically able to manage extended periods of time in the suit (standing and actively moving around).
- Student must be outgoing, creative, and excited to promote school spirit.
- Experience in cheerleading, dance, gymnastics, martial arts, or mascot preferred.
- Ideally the mascot should not be pursuing other collegiate athletics due to conflicts.
- Student must be a traditional, undergraduate student.

# Financial Aid Policies

## Class Participation Verification Policy

Prior to release of financial aid funds, the University must verify the student has participated in an academically related activity in each of the classes in which they are enrolled. Federal regulations define academic related activities as physically attending a class with direct interaction between the instructor and students, submitting an academic assignment,

taking an exam, an interactive tutorial, participating in an online discussion about academic matters, etc. If participation cannot be verified, all Title IV funds (Pell Grants, student loans, and other grants or scholarships) will not be disbursed.

If the student receives financial aid and does not continue participating in classes (family emergency, illness, etc.), the student needs to notify their Student Coach immediately. If



the student fails to participate or the faculty member fails to provide participation information to the Registrar's Office, the Financial Aid office will place the student's financial aid on hold until participation is verified. If participation is not verified, Title IV funds will be cancelled and the student will not be eligible.

## Academic Transcripts

All official academic transcripts from each institution previously attended need to be submitted to the Bellevue University Registrar so that formal evaluation can be completed and Financial Aid can award the student's grade level correctly based on official transcripts. Failure to do so may result in a delay in awarding as well as change to non-degree status and termination of financial aid eligibility (see Degree Status below).

## Overlapping Enrollment

When a student receives financial aid at more than one institution during the same academic period, an overlapping loan period may occur. In the case of overlapping loan periods, financial aid eligibility at the second institution may be affected by the amount of aid received at the first institution. If the student has an overlapping enrollment period (even one day), it can severely impact the student's financial aid eligibility. The student should contact their Admissions Counselor or Student Coach with questions about overlapping enrollment periods.

## Degree Status

To be eligible for financial aid at Bellevue University, the student must be degree-seeking.

## Enrollment Status

### Undergraduate Students

**12, 11, 10 week Term:** Full-time = 8 credit hours  
 3/4 Time = 6 credit hours  
 1/2 Time = 4 credit hours

**6 Month Term:** Full-time = 12 credit hours  
 3/4 Time = 9 credit hours  
 1/2 Time = 6 credit hours

### Graduate Students

Full-time = 6 graduate credit hours  
 1/2 Time = 3 graduate credit hours

## Computer Proficiency Tests and ELA/CLEP/DSST/NYU

Foreign Language Proficiency credits do not count toward enrollment status for financial aid purposes. Enrollment status (full, 3/4, 1/2) determines eligibility for grant and loan money. Financial need is determined by subtracting expected family contribution plus other financial aid from cost of attendance. Cost of attendance is determined by enrollment status.

## Examples of Cost of Attendance

The following are examples of cost of attendance budgets and are provided for information only (figures are rounded for these examples). These examples may not reflect the student's individual case.

### Independent\* Student Full-time Example

Tuition, Fees, Books .....	\$8,000
Living Expenses .....	\$8,000
Total Cost of Attendance .....	\$16,000
Expected Family Contributions (EFC) .....	\$2,000
Financial Aid (Pell Grant) .....	\$4,000
Financial Aid (Scholarship) .....	\$1,000
Financial Need .....	\$9,000

*In this example, the student may have loan eligibility of \$9,000*

### Independent\* Student Half-time Example

Tuition, Fees, Books .....	\$4,000
Living Expenses .....	\$4,000
Total Cost of Attendance .....	\$8,000
Expected Family Contributions .....	\$.00
Financial Aid (Pell Grant) .....	\$3,000
Financial Aid (Scholarship) .....	\$1,000
Financial Need .....	\$4,000

*In this example, the student may have loan eligibility of \$4,000*

### Dependent\* Student Full-time Example

Tuition, Fees, Books .....	\$8,000
Living Expenses .....	\$4,000
Total Cost of Attendance .....	\$12,000
Expected Family Contributions .....	\$5,000
Financial Aid (Scholarship) .....	\$2,000
Financial Need .....	\$5,000

*In this example, the student may have loan eligibility of \$5,000*

### Dependent\* Student Half-time Example

Tuition, Fees, Books .....	\$4,000
Living Expenses .....	\$2,000
Total Cost of Attendance .....	\$6,000
Expected Family Contributions .....	\$4,000
Financial Aid (Scholarship) .....	\$1,000
Financial Need .....	\$1,000

*In this example, the student may have loan eligibility of \$1,000*

\* By federal definition, the student is an Independent Student if they meet at least one of the following:

- are at least 24 years of age
- are a veteran of the U.S. Armed Forces
- are serving on active duty in the U.S. Armed Forces for purposes other than training
- are enrolled in a graduate program
- are married

- are a ward of the court/orphan
- have children who receive more than half of their support from the student
- have dependents (other than children or spouse) who live with the student and who receive more than half of their support from the student

*Note: Loan amounts are determined by grade-level (freshman, sophomore, etc.).*

### **Why is the Cost of Attendance Lower for Military Students?**

Effective July 1, 2010, the Higher Education Opportunity Act (HEOA) implemented a change that affects military students. Specifically, the HEOA, section 471 HEA Section 472(3) states:

*The HEOA specifies that, for students living in housing located on a military base or housing for which they receive a basic allowance under Title 37 of the U.S.C. - Pay and Allowances of the Uniformed Services, the room and board allowance shall include an allowance based on the expenses reasonably incurred for board only.*

Because the housing allowance is not required to be reported on the FAFSA, the housing allowance must be excluded as part of the cost of attendance. (The cost of attendance is an estimate of a student's educational expenses for the period of enrollment.) All monies awarded (including loans, grants, scholarships, and military tuition assistance) cannot exceed the estimated cost of attendance. Effectively, the removal of BAH or Basic Allowance for Housing lowers a student's cost of attendance figure.

### **How can students, who are not receiving a military housing allowance, have cost of attendance adjusted?**

Students must send a request to have cost of attendance reviewed for adjustment. The student must provide the reason they are no longer receiving a military housing allowance along with the written request. All requests should be sent to [finaid@bellevue.edu](mailto:finaid@bellevue.edu)

## **Loan Proration**

**Federal Direct Loan Program Loan Proration** – Federal regulations require that when a student is enrolled in a program that is one academic year or more in length, but is in a remaining period of study that is shorter than a full academic year, the loan amount must be prorated.

Students who graduate in the middle of the academic year will have their Federal Direct Loans prorated during their final term of study. The loan limit proration determines the maximum loan amount that a student may borrow for the final term of study.

**Calculating loan limits** – The limit for the student's grade level is multiplied by the following fraction to determine the prorated loan limit;

> Credit hours left in program / Credit hours in academic year

## **Borrower-Based Academic Year (BBAY) Verses Scheduled Academic Year (SAY)**

**Borrower-Based Academic Year (BBAY)** – An academic year that is individualized for each Federal Stafford Loan Borrower. A borrower-based academic year may be used as an alternative to the scheduled academic year to determine the period during which a student borrower may receive no more than the annual loan limit applicable to the student's grade level. A BBAY needs to consist of at least 30 weeks of instruction and 24 credits. All Grad and Undergrad Cohort students will be using BBAY.

**Scheduled Academic Year (SAY)** – A period of time that begins and ends at the same point during the calendar year during which a Federal Stafford Loan borrower may receive no more than the annual loan limit applicable to the student's grade level. Our traditional terms will continue to use the SAY.

### **Which aid year will be associated to the BBAY?**

If a BBAY starts after July 1, that BBAY will be awarded in the corresponding Financial Aid year.

### **How is Pell awarded?**

Pell will be awarded per BBAY by the number of terms in the BBAY. For example, two term: 50% per term; three terms: 33% per term.

There will be awarded one Pell award per financial aid year. So if a BBAY student is awarded two loan BBAYs in one aid year, they will still need to reapply for 2nd Pell award with next year's FAFSA.

### **How is NOG/SEOG awarded?**

NOG & SEOG will follow the Pell rules.

### **What happens if a student goes from a cohort program to a traditional term?**

If 30 weeks has elapsed from the start of the students BBAY, they will have full loan eligibility for the SAY. If 30 weeks has not elapsed then their loans will be awarded up to the annual aggregate limits for the remaining SAY.

Pell would be awarded for any aid year eligibility left.

### **What happens if a student goes from traditional term to a cohort program?**

If 30 weeks has elapsed from the start of the traditional term start (loan period for award), they will have full loan eligibility for the BBAY. If 30 weeks has not elapsed then their loans will be awarded up to the annual aggregate limits for the remaining BBAY. The additional BBAY will have full eligibility for that BBAY.

Pell would be awarded for any aid-year eligibility left.

## **Co-Enrolled and Consortium Students**

Federal financial aid regulations stipulate that the student cannot receive aid at more than one institution for any

given period of enrollment (such as a quarter or semester). The student may receive financial aid at Bellevue University while also taking classes at another regionally accredited post-secondary school. Bellevue University must have a consortium agreement with the other school and the classes must count toward the student's degree requirements at Bellevue University.

In order to complete this process the student will need to complete the Co-Enrollment/Consortium Forms: <http://www.bellevue.edu/admissions-tuition/financing-options/pdfs/consort-release.pdf>. The student will also need to complete the Certificate for Student to Enroll at Other Institution, Financial Aid Release Form, and submit an official copy of their registration/enrollment from the non-funding Institution. The student's enrollment at Bellevue University and the non-funding Institution are compiled together to determine the student's enrollment status and financial aid eligibility. It is the student's responsibility to resolve their balance at both institutions. Bellevue University will not pay any of the student's financial aid directly to the other Institution.

If the student will be co-enrolling, the student must plan ahead and complete all necessary paperwork in a timely manner in order to receive their financial aid. Because of the additional paperwork involved when the student co-enrolls, the student may experience a slight delay in receiving their aid each term.

## Verification

This is the process where Bellevue University validates the data reported on the student's FAFSA. Bellevue University has the authority to contact the student for documentation that supports income and other information that the student reported. The student could be selected by The U.S. Department of Education or by the Bellevue University Financial Aid office at any time, for verification based upon the information the student has provided. Bellevue University is required to make sure that all aid is awarded to students according to federal, state, and institutional regulations. If selected, the verification process must be completed before financial aid can be awarded and disbursed.

The documents that Bellevue University accepts to verify the student's tax information has changed based on policy changes from the U.S. Department of Education. Either a tax transcript from the IRS or the FAFSA filed using the IRS Data Retrieval Tool are the only two ways to verify tax data. It is strongly recommended that the IRS Data Retrieval Tool be used to download the student's tax information onto the student's FAFSA. If the student has filed their taxes with the IRS, they should log into their FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and make a correction to use the IRS Data Retrieval Tool to update their tax information. If they do not, or cannot use the IRS Data Retrieval Tool, the student will be required to obtain a tax transcript from the IRS and submit it to the Financial Aid office. Personal copies of tax returns can no longer be accepted.

The fastest way to request Tax Transcripts is either by phone or online. Be sure to request a Tax Transcript. DO NOT request a Tax Account Transcript or Record of Account.

### Ordering a Tax Transcript by Phone:

Call the IRS at 1-800-829-1040, then select a prompt:

- > Option 2 (Personal Income Taxes)
- > Option 1 (Tax History)
- > Option 2 (Tax Return Transcript)
- > Enter and verify Social Security number (if joint return both SSN's required)
- > Enter and verify number of street address
- > Press 2 for Tax Transcript and indicate which year

### Ordering a Tax Transcript Online:

Go to [www.irs.gov](http://www.irs.gov), then select the following:

- > Click "Order a Tax Return or Account Transcript" located in the left-hand column
- > Click "Order a Transcript" under Step 3
- > The student should enter their SSN, Date of Birth, Street Address, and Zip Code (Be sure to use the address currently on file with the IRS; generally this is the address listed on the latest tax return filed; however, if an address change has been completed through the U.S. Postal Service, the IRS may have updated the address on file.)
- > Click Continue
- > In the TYPE OF TRANSCRIPT field, select "Return Transcript" and in the TAX YEAR field, select the appropriate year (i.e., 2013)
- > Click Continue

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request—within 5 to 10 days from the time the IRS received the request.

## Book Waiver

A book waiver allows eligible students to purchase all or a portion of their books from the Bellevue University Bookstore using their excess financial aid funds. The amount spent is then added to the student's tuition account to be paid for when their aid is disbursed to their student account.

Students must have their financial aid award complete. If their combined Federal Direct Student Loans, Pell, SEOG, and Nebraska Opportunity Grants exceed the cost of their tuition and fees, they may qualify for a Book Waiver to help with the cost of books.

The maximum total allowable waiver is \$600 each term, or the total of their excess funds, whichever is less. Book waiver amounts are subject to change due to changes in enrollment, academic standing, or status.

No earlier than 30 days prior to a student's class start, a student can contact the Bruin Support Services at 1-800-756-7920, option 0, or [BRUINSupportServices@Bellevue.edu](mailto:BRUINSupportServices@Bellevue.edu).

## Award Acceptance

Bellevue University participates in a passive confirmation process in regards to Student Financial Aid. This means that Bellevue University will accept Student Loans that a student is eligible on their behalf. It is the student's responsibility to review their award eligibility and if the student wished to decline all or a portion of their loans, the student will need to contact the Financial Aid office at [finaid@bellevue.edu](mailto:finaid@bellevue.edu) with their request. Students will also need to read their entire Award Notification to ensure that they are aware of all the policies regarding their Financial Aid. Students also need to complete a Direct Loan Master Promissory Note (and PLUS loan Master Promissory Note if applicable) along with Direct Loan Entrance Counseling (and PLUS Loan Counseling if applicable) in order to be eligible for disbursement of the loan funds.

## Loans

**Federal Subsidized Direct Loan** – A low interest, need-based federal loan that is not credit-based. The federal government pays the interest on the loan while the student is enrolled in school and during the six-month grace period. Repayment on the loan begins six months after the date the student ceases at least half-time enrollment. The loan may be paid back over the course of up to 10 years.

**Federal Unsubsidized Direct Loan** – A low interest, non-need based federal loan that is not credit-based. The student has the option to defer payment on the loan and interest while enrolled in school; however, interest accrues while the student is in school. The loan may be paid back over the course of up to 10 years.

**Federal Direct Parent PLUS Loan** – A low-interest, non-need based federal loan made to a dependent student's parent. This loan is credit-based. Repayment begins 60 days from the date the loan is fully disbursed. The loan is paid back over the course of up to 10 years.

**Federal Direct Graduate PLUS Loan** – A low-interest, non-need based federal loan made to a graduate student. This loan is credit-based. If a student accepts a Graduate PLUS loan, a credit check is completed by the U.S. Department of Education to determine eligibility. Students will also need to complete a PLUS loan Master Promissory Note and PLUS Entrance Interview. Repayment begins 60 days from the date the loan is fully disbursed. The loan is paid back over the course of up to 10 years. Students need to complete the PLUS loan entrance interview.

*\* If the Student or the Parent have an adverse credit history, but qualify for a Direct PLUS Loan by documenting extenuating circumstances or obtaining an endorser, they will need to complete additional Loan Counseling provided by the U.S. Department of Education.*

## Direct Subsidized Loan 150% Loan Limit Rule

As of July 1, 2013, any first-time borrower, (which is defined as someone who has no outstanding balance on a FFELP or Direct Loan when receiving a Direct Loan on or after July 1, 2013), will only be able to obtain federal Direct Subsidized loans for a maximum of 150% of the published program length in which they are enrolled. Additionally, the subsidized loans that had been borrowed up to the 150% point will lose further government subsidy and interest will become the student's responsibility. If they do not graduate by the 150% point (and continue to be enrolled in the same or a shorter undergraduate program), from that point forward, these subsidized loans will become unsubsidized loans.

*Here are a few facts that students need to know:*

- Students may receive Direct Subsidized loans for no more than 150% of the length of the current academic program. For example, a student enrolled in a two-year program will have three years' worth of subsidized loan eligibility and a student enrolled in a four-year program will have six years' worth of subsidized loan eligibility.
- Once a student reaches the 150% mark in a particular program, their future subsidized loan eligibility in that program will end. They may, however, be eligible for unsubsidized loans.
- A student who reaches the 150% limitation will have their interest subsidy end for all outstanding subsidized loans if the student does not graduate and continues to be enrolled in the same or a shorter undergraduate program. Repayment does not begin, but like unsubsidized loans, the student (rather than the government) would become responsible for interest that accrues from this point forward.
- Unlike other measures in determining continued aid eligibility, this provision is not affected by the total dollar amount borrowed. Any and all periods of subsidized loan borrowing will count against the 150% time limit.
- This policy is in addition to, and not in place of, the lifetime aggregate loan limits that are currently in place.

## Pell Grants

Pell Grants are federal student financial aid grants that do not have to be repaid. The grants are for low-income college students and are awarded based on financial need. Every student who is eligible for a Pell Grant will get one. Pell Grant funds must be used to pay for education expenses.

*The student may be eligible for a Pell Grant if:*

- the student is an undergraduate student and has not received a bachelor's or professional degree, or the student is in a postgraduate teaching certificate program
- the student is a U.S. citizen or eligible noncitizen
- the student has a valid Social Security number



- the student has registered with the Selective Service if they are a male between the ages of 18 and 25
- the student has a high school diploma or GED or recognized equivalent
- the student has financial need
- the student makes satisfactory academic progress once enrolled
- the student has not defaulted on a federal student loan or owe repayment of a federal student aid grant

*Funding for Pell Grants is not limited.  
All eligible students get a grant.*

If a student is convicted under federal or state law for the sale or possession of drugs while they are receiving a Pell Grant or other federal student aid, they may become ineligible for federal aid and their grant may be suspended.

Financial need for Pell Grants is calculated by comparing the student's Expected Financial Contribution to the Cost of Attendance (tuition, fees, room and board, books, etc.).

The Expected Family Contribution (EFC) is the amount that the U.S. Department of Education calculates that the student's family is able to pay toward the student's college expenses. The EFC is based on the information that the student reports about their family's financial resources and expenses.

To apply for a Pell Grant, the student must complete the Free Application for Federal Student Aid (FAFSA). Pell Grants are awarded for one financial aid year at a time. The student must reapply each year by filing a new FAFSA.

## Pell Lifetime Eligibility

In December, 2011, President Obama signed into law the consolidated Appropriations Act, 2012 (Public Law 112-74). This law has significantly impacted the Federal Pell Grant Program.

Beginning in fall, 2012, students are now limited to 12 semesters (or 600%) of Federal Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Federal Pell Grant.

If the student has attended college for 4 years or longer and received the Federal Pell Grant each semester of attendance, the student is likely to exhaust or have already exhausted their lifetime limit of 12 semesters of Federal Pell Grant eligibility during the 2012-2013 school year.

If the student has attended college for 3 years or less and received the Federal Pell Grant each semester of attendance, they will likely not surpass the lifetime limit during the 2012-2013 school year.

The percentages are based off of the annual award at full-time enrollment status.

*For example:*

- A student attending in the academic year 2011-2012 at full time status and receiving their maximum annual award, the percentage used for 2011-2012 is 100%.

- If the student attends only 9 credits (3/4 time) for each semester, the percentage used is 75%.
- If the student attends only 6 credits (1/2 time) for each semester, the percentage used is 50%.

The student will be notified by the U.S. Department of Education via email if they appear to be Federal Pell Grant eligible and have reported Federal Pell Grant disbursements that are in excess of 450% of their Federal Pell Grant lifetime eligibility.

## Tracking Lifetime Eligibility Used on NSLDS

The student can find their Lifetime Eligibility Used for the Federal Pell Grant by going to [www.nslsds.ed.gov/nslsds\\_SA/](http://www.nslsds.ed.gov/nslsds_SA/) and creating a student account. NSLDS, the National Student Loan Data System, tracks the student's lifetime Pell Grants, loan usage, and overpayment status. If the student has loans, they may also view how much they owe and to whom.

## The National Student Loan Data System (NSLDS)

**Step 1** – Obtain a Personal Identification Number (PIN) from the U.S. Department of Education. The student's PIN serves as their electronic signature and provides access to their personal records with the U.S. Department of Education systems. The student can request a PIN via the U.S. Department of Education's PIN Web site at [www.pin.ed.gov](http://www.pin.ed.gov).

**Step 2** – Access NSLDS by going to [www.nslsds.ed.gov](http://www.nslsds.ed.gov). On the NSLDS screen, click on Financial Aid Review.

**Step 3** – Read the privacy statement. To agree, click Accept to find the Lifetime Eligibility Used. A security configuration question may or may not prompt depending on the student's browser security configuration. If the student is comfortable with their browser's current security configuration, they should click Accept to continue. The Confirming Your Identity screen will appear after the student clicks Accept.

**Step 4** – Enter the student's Social Security Number (SSN), the first two letters of their last name, their date of birth, and their PIN to confirm the student's identity.

**Step 5** – View the Financial Aid Review screen listing the student's total Lifetime Eligibility Used.

For additional information on Pell Grant Lifetime Eligibility contact - Federal Student Aid Information Center (FSAIC) 1-800-4-FED-AID (1-800-433-3243).

## Entrance Counseling

This counseling defines what a Direct Loan is and how the loan process works, helps the student in managing their educational expenses, lets the student know of other financial resources to consider to help pay for their education, and lets the student know their rights and responsibilities as a borrower.



All students taking out Direct Subsidized Loans or Direct Unsubsidized Loans are required to complete entrance counseling.

**Graduate students taking out Direct PLUS Loans:** If the student has not previously received a PLUS loan under the Direct Loan Program or the FFEL Program, they'll be required to complete entrance counseling—even if they previously completed it for a subsidized or unsubsidized loans.

Entrance Counseling is available online at [studentloans.gov](http://studentloans.gov) or in person.

## Student Loan Disbursement

Federal regulations require student loans to be disbursed equally throughout the student's enrollment period and that disbursements are made per term. Disbursement dates are determined by the program or term in which the student is enrolled.

Disbursement dates are approximately two weeks after the beginning of each semester to allow time for class participation verification. Contact Bruin Support Services or refer to BRUIN for more information on specific dates. The student will be notified in writing when student loan money arrives. In accordance with the Family Education Rights and Privacy Act (FERPA), information regarding arrival of loan proceeds are not discussed over the phone.

## Withdrawing or Dropping Classes

The student may find it necessary to withdraw/drop from the University before the end of a term. If the student drops a class or totally withdraws, they may cease to be eligible for financial aid or for a refund. A portion of the financial aid may have to be recovered and refunded (sent back) to the appropriate federal program. Federal regulations may require the student to repay part or all of the grant money they were given under the return of Title IV funds rule. The student is encouraged to seek solutions to academic problems by utilizing the advising resources available through the Office of Student Affairs.

When considering withdrawal from the University, the student should consult with their instructors and Student Coach first to determine if this is the best course of action.

Withdrawals could impact their student account, financial aid, tuition assistance, and veteran benefit status. The student's withdrawal date is the date they began the institution's withdrawal process or officially notify the institution of their intent to withdraw; or their last date of attendance at a documented academically-related activity. See the Academic Information Section for more information.

## Official Withdrawals

*(See Withdrawing or Dropping Classes section above.)*

When the student officially withdraws from all classes for the term, the Financial Aid Office will perform three steps in

calculating how much of their Federal Financial Aid must be returned to the U.S. Department of Education or a student loan lender. This process is not related to the institutional refund policy that may be in effect at the time of the student's withdrawal.

**Step 1** – Bellevue University determines how much aid the student is entitled to, or has "earned" by attending classes. The date that the student starts the withdrawal process and drops all classes is the official withdrawal date, and will be used to calculate the percentage of time they were enrolled in the term and how much aid they are entitled to receive. The calculation used for this policy will use the total number of calendar days the student attended divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more). The amount of aid includes funds actually disbursed plus those funds authorized but not disbursed at the time the student withdrew.

**Step 2** – Determine how much of the federal aid must be returned. The earned percentage is subtracted from 100% and determines the "unearned" amount of federal aid. This percentage called "earned aid" shall be subtracted from 100%, and the results called "unearned aid" shall be used to determine the amount of Title IV money that Bellevue University must return from institutional costs to the Title IV programs. Institutional costs are defined as charges that Bellevue University assesses the student for education expenses that are paid to the University directly. The following education expenses are considered institutional costs: tuition, lab fees, and book charges. If the student drops after the 60% point in the enrollment period, the percentage of Title IV funds earned is 100%. A Return to Title IV calculation will be completed but no Title IV funds are required to be returned. Prior to the 60% point, Bellevue University must determine the percentage of Title IV funds earned. Bellevue University shall return the unearned amount of aid to all aid programs in a timely manner and in a specified order.

**Step 3** – Determine who must return the unearned aid. This could be the University, the student, or, in some cases, both the University and the student. The unearned percentage also is used to determine, if necessary, how much the University must return of the federal funds it received as payment for tuition, fees, and bookstore charges. In the case where the student receives Title IV funds greater than the "earned aid" amount, the student may be subject to a return of some of the funds.

There are special rules for the return of money that the student has received:

**Loan proceeds** – The student (or their parent, in the case of PLUS loan), repays the proceeds according to the terms of the promissory note.

**Federal grants (Pell/SEOG)** – Fifty percent of the amount due in the return calculation is expected to be returned to the appropriate grant program. The student needs to repay these funds to Bellevue University within 45 days of

notification, or make arrangements for repayment with the U.S. Department of Education. After 45 days, the student will be placed in overpayment status and will not be eligible for further Title IV funds until this situation is resolved. Once the returned amount is determined, the federal funds must be returned in an order specified by law.

This order is: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal SEOG, and other Title IV Programs. Federal Work-study earnings are not affected. Below is an example of the Return of Federal Funds procedures if the student officially withdraws. Copies of this and other samples of Return of Title IV Funds calculations are available from the Financial Aid Office.

### Example (12-Week Session):

Student A has total institutional charges of \$1,900, which include \$1,619 in tuition and lab fees, and \$281 in books and supplies charged at the bookstore. The student is enrolled in the Fall 12-Week session but withdraws from all classes after attending for 34 days. The 12-Week session is 83 calendar days long. The student received a student loan for \$2,000 and was awarded an \$800 Federal Pell Grant.

**Step 1** – The student has earned 41% (34 days/83 days = 41%) of the financial aid that he/she already received. The amount of aid the student received was \$900 (Total aid was \$2,800 minus institutional charges of \$1,900 leaves \$900). The institution has earned the same 41% of the \$1,900 it kept.

**Step 2** – The unearned percentage is 59% (100% minus 41% = 59%). This is the percentage of federal funds that must be returned to the Title IV programs. The total to be repaid to the Title IV programs is \$1,652 (Total Federal Aid is \$2,800 multiplied by 59% = \$1,652). The amount of unearned aid, which must be returned by Bellevue University is \$1,121 (\$1,900 institutional charges multiplied by 59% = \$1,121). The amount of unearned aid that must be returned by the student is \$531 (\$900 refunded to student multiplied by 59% = \$531).

**Step 3** – The institution must return the \$1,121 to the student loan lender because student loans have the highest priority in the Return of Federal Funds order.

The student must repay his or her portion to their student loan lender under the terms and conditions of their promissory note.

## Exit Counseling

Exit Counseling is a mandatory information session which takes place when the student graduates, transfers, or stops attending Bellevue University at a less than half-time enrollment status. The exit counseling session explains the student's loan repayment responsibilities and when repayment begins.

Exit Counseling is available online at [studentloans.gov](http://studentloans.gov) or in person.

For questions on student loans contact the lender, servicer, or guarantee agency. For serious problems or unresolved disputes, contact the U.S. Department of Education Student Loan Ombudsman at 877-557-2575 or [studentaid.ed.gov](http://studentaid.ed.gov).

## Satisfactory Academic Progress (SAP)

As cost of education rises and schools receive fewer financial aid dollars, it becomes imperative that those dollars go to students meeting the requirements of the financial aid standards of progress policy. The following financial aid satisfactory academic progress policy is in effect at Bellevue University.

The Federal Title IV Programs governed by this policy include: Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Stafford (Subsidized and Unsubsidized) Loans, and the PLUS Loans. The state grant program governed by this policy is the Nebraska Opportunity Grant (NOG). Students also need to be meeting satisfactory academic progress if receiving alternative/private loans.

In order to receive Title IV funds, the student must be making satisfactory progress in his or her course of study according to Bellevue University's Satisfactory Progress Policy. Satisfactory progress is defined as an effective measure of evidence of positive movement toward a student's degree or credential. This measurement has three components:

### 1. Qualitative Component

The student must meet minimum standards for quality work (GPA). For example:

**Undergraduate:** A student must maintain a 2.0 GPA or better to meet minimum standards.

**Graduate:** A student in a graduate program must maintain a 3.0 GPA or better to meet minimum standards.

### 2. Pace Component

The student must produce a sufficient quantity of credit hours to ensure completion within the maximum timeframe. On a cumulative basis, a student must successfully complete two-thirds of the credit hours attempted each term. Hours attempted are those for which a student is registered as of the start date of any session, plus hours added during late registration. Hours dropped or audited after the start date of a session will be counted as "hours attempted" whether or not financial aid was received for those hours.

### 3. Maximum Time-Frame Component

Students at Bellevue University are required to complete their degree in a maximum time frame. The calculation includes transfer credits from previous Colleges and Universities.

**Undergraduate programs** – The completion of these undergraduate programs will take no longer than six years of full-time attendance. A 1/2 time student will take no longer than twelve years to complete an undergraduate

program. An explanation will be required of students who exceed 144 semester hours (six years x 24 credit hours = 144 credit hours).

**Graduate programs** – The completion of these programs will take no longer than three years of full-time attendance.

These standards apply to all periods of enrollment including those in which financial aid was neither applied for nor received. These standards must be met for the student to be eligible for any of the Federal Title IV Student Aid Programs. Students who do not meet minimum requirements will be suspended from receiving consideration for financial aid. The Financial Aid office uses warning, probation, and suspension statuses. While every student situation is unique, and appeal outcomes are determined on a case-by-case basis, the Financial Aid office uses the following guidelines when reviewing satisfactory academic progress. These guidelines are followed for both graduate and undergraduate students.

#### **First offense – Warning – Written notice**

A Financial Aid warning lasts one term, during which time the student can still receive Title IV funds.

#### **Second offense – Probation – Appeal needed**

If the student is already on warning and fails SAP again, the student will need to submit an appeal and they may be placed on probation. Financial Aid probation lasts one term, during which time the student can still receive Title IV funds, but they will be limited.

#### **Third offense – Suspension – Appeal needed**

If the student is already on probation and fails SAP, they will be placed on Financial Aid suspension. Once the student is placed on suspension, they will no longer be eligible for financial aid until their cumulative GPA meets standards.

### **Procedures for Appeals**

Any student who needs to appeal will be required to submit, in writing, an explanation of the mitigating circumstances to the Financial Aid Appeal Committee, and will be sent an appeal request via email. The student should address the Financial Aid Appeal Committee in writing, stating the reason(s) for failure to make satisfactory progress. The student should also provide any documentation that verifies why the student was not successful in his/her classes, and provide an explanation of how they plan to demonstrate SAP for their next period of enrollment. If the Financial Aid Appeal Committee determines that mitigating circumstances exist, they will reinstate the student's financial aid and inform the student of any restrictions via email.

The Financial Aid Appeal Committee will be comprised of three Financial Aid individuals at the discretion of the Director of Financial Aid.

### **Incompletes, Withdrawals, Repetitions, and Audits**

**Incompletes (I)** – This is not a final grade. The financial aid office considers the grade of "I" as a temporary grade in which the student and faculty member have contracted for some ending documentation to have the temporary grade changed to a permanent grade. The "I" grade will change to an "IF" if this work is not completed within the allotted time frame.

**Official Withdrawals (W, WP, WC)** – These hours will be counted toward the two-third's completion rate for the year. No after-the-fact financial aid will be paid for classes in which a grade of W, WP, or WC is assigned. Financial aid will be denied to students who repeatedly drop courses or withdraw from the University.

**Repetitions** – Financial aid will be paid for classes a student chooses to repeat, as long as the student previously failed the course and the course counts toward completion of the degree program. It may be academically sound for a student to repeat certain classes to raise his or her GPA to acceptable standards, but financial aid will only pay for a class that has been previously passed once. (For a graduate student, a previously passed class is counted as anything that the student receives a D- or above in.)

**Audits (AU)** – No financial aid will be given for classes taken in this status. No credit is earned toward completion of degree requirements; therefore, the student is not eligible for any financial aid.

Students that have met degree requirements but choose not to apply for graduation will be denied further Federal Title IV financial aid.

#### **Procedures for Satisfactory Academic Progress Review:**

The Financial Aid Office will adhere to the guidelines for checking SAP:

- For all students, the qualitative component is checked prior to disbursement of each term.
- For all students, the pace component is checked prior to disbursement each term.
- SAP is also checked on students that are manually packaged.
- At the beginning of the new aid year, the Financial Aid office will run a query to identify any student who had an outstanding appeal checklist item from the previous aid year. This will ensure that any student who has not yet completed an appeal for the previous aid year will not be awarded or disbursed any aid until they complete the appeal.

## Deferment

A deferment allows the student to postpone loan repayment. The federal government pays the interest charges during the deferment period on subsidized loans. The student is responsible for the interest accrued during deferment on unsubsidized loans. The student may delay paying interest charges by capitalizing the interest, thereby increasing the loan amount. Most federal loan programs allow the student to defer loans while attending school a minimum of half time. Deferrals of principal and interest also are available for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service (deferment forms are available from the lender, servicer, guarantee agency, or the Financial Aid Office). Deferment is not permitted for loans in default.

If the student wishes to defer their loans, contact the lender(s) on the steps to complete that process as each lender is different. If the student has in-school deferment loan paperwork to complete, send the request to the Registrar's office to complete.

## Forbearance

Forbearance is the temporary postponement or reduction of student loan repayment while interest charges continue to accrue, even on subsidized loans. The student must pay the

interest charges during the forbearance period. Forbearances are granted at the lender's discretion, usually in cases of extreme financial hardship or other unusual circumstances when the student does not qualify for a deferment. Forbearance is not permitted for loans in default.

## Study Abroad

Students should contact the Financial Aid Office if they intend to study abroad. The student will be required to provide the Financial Aid Office with documentation of their application for admission and acceptance to their choice of study abroad program. This documentation will indicate class(es) to be taken, enrollment period, and relevant cost for the program. The student will provide the Course Pre-Approval form signed by the appropriate personnel indicating that their study abroad classes will transfer to Bellevue University toward their degree completion. Course Pre-Approval forms can be obtained from the Study Abroad Office. The student will complete a Certificate for Dual Enrolled Students and submit it to the Financial Aid Office.

Student Financial Aid will prepare a consortium agreement as the home institution with the visiting institution for the purposes of eligibility for Title IV Federal Aid. The student will make arrangements with Student Finance to have the financial aid applied to their account and any credit balances mailed to an address of their choice.

# Academic and Student Resources

Bellevue University provides services to meet the many academic and non-academic needs of its diverse student body. Whether the student is entering Bellevue University directly from high school, transferring, or as an adult student returning to earn their degree (in class or online), Bellevue University is focused on their success. Below are the functions and services we provide to support the student academically.

## Academic Advising

The Student Coach role extends beyond course and program scheduling. Student Coaches can assist the student with many aspects of the academic experience and provide information regarding campus resources as needed. Examples of the responsibilities of Student Coaches include but are not limited to:

- Selection of educational program
- Monitoring academic progress
- Clarification of academic and institutional policies
- Assistance with academic issues
- Assistance with personal concerns

- Navigation within the campus environment
- Assistance with campus resource identification & utilization

## Bellevue Real-Time User Information Network (BRUIN)

BRUIN provides secure online access to account information and web services at the University. Upon completion of an application, the applicant's BRUIN account is created. As the applicant progresses through the admissions process, becomes a student, and graduates with a degree, BRUIN provides resources and self-service tools to meet their educational needs. See [bellevue.edu](http://bellevue.edu) for more information.

## Career Services

Career Services offers a variety of programs, activities, and services to assist students with their career-related questions. Whether students are unsure of what career or academic major to pursue, are considering a career change, or are seeking that "right" job or internship, dedicated career coaches are available to help. In addition, the Career Services Center brings employers and students together through



spring and fall career fairs, on-campus recruiting programs, and an online job posting system called the JobZone. Individual career coaching is available via in-person meetings, email, Skype, and phone calls. Students will also find a wealth of information and resources on the Career Services Center at <http://www.bellevue.edu/student-support/career-services/career-services>. Career Services does not guarantee placement.

## Disability Services

Bellevue University is committed to ensuring equal access to all programs for people with disabilities. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Bellevue University prohibits disability discrimination, and assures equal opportunity to access the institution, to include participation in educational activities, and access to academic programs.

Disability Services provides appropriate accommodations to all students with documented disabilities. To request disability support services, students must submit complete and appropriate documentation that verifies eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990/ADA Amendments Act of 2008. Students are encouraged to register with Disability Services as early as possible, as eligibility must be established before services may be provided and as accommodations are not retroactive.

Further information regarding Disability Services is available at <http://www.bellevue.edu/student-support/disability-services/disability-services> or visit the Disability Services office on Bellevue University's main campus.

### Disability Services

John B. Muller Administrative Services Building  
OneStop Welcome Center  
Phone: 402-557-7422 or 402-557-7417  
Fax: 402-557-5405  
Email: [disability@bellevue.edu](mailto:disability@bellevue.edu)

## Hollis and Helen Baright Bookstore

Operated by Follett, the bookstore specializes in textbooks, school supplies, and promotional items. The store is also accessible to those studying online, offering online ordering of required texts and materials at [www.bellevue.bkstr.com](http://www.bellevue.bkstr.com).

## Library

The Library provides access to computerized and web-based resources along with the training facilities to teach students how to effectively use these resources. Bellevue University and its professional librarians provide the academic services necessary to support and maintain quality undergraduate, graduate, and online education. Access is available electronically through a shared online catalog (eCatalog), with Grace University. Online access to information is provided free of charge to students and faculty of Bellevue University

through various databases. These databases can be searched through the "Discovery Search Tool" capable of searching all available full-text databases or those by academic subject area.

### Additional valuable services and resources:

**24/7 Librarian** – Chat or email reference experts live and around-the-clock.

**BUILD IT (Bellevue University Information Literacy Development Interactive Tutorial)** – This online tutorial was developed to introduce students to all the services and resources available from the University library, and guide students through the research process. The five modules each focus on a different aspect of research, and it offers interactive quizzes and database searching.

**Copyright Center** – The Copyright Center can be found on the library webpage at <http://libguides.bellevue.edu/copyright>.

**Digital Archives** – These digital materials were created by the University for students, faculty, staff, and alumni. Items include newsletters, news clippings, books, documents, videotapes, microfilm, photographs, DVD's, and CD's.

**A - Z Journal List** – This list of the library's electronic and print periodical titles gives students a simple way to locate specific journals from among all of the library's databases.

**LibGuides** – These resources, compiled by the University librarians, include research assistance, subject guides, and program/course specific guides.

**Library Research Tutorials** – Access these tutorials, complete with screen shots and audio, to learn more about using the various library databases.

**NoodleTools** – Create and edit MLA and APA style source lists (i.e. MLA Works Cited Lists, APA Reference Lists, etc.) with this web application.

**Personal Librarian** – Bellevue University Reference Librarians will personally work with current students to help answer questions regarding database navigation, library resources, citations, and more. If interested please call 402-557-7313 or email [PLP@bellevue.edu](mailto:PLP@bellevue.edu).

**Turnitin.com** – Faculty may require students to use this web tool, recognized worldwide as the standard in online plagiarism prevention.

**Virtual 3D Library** – Explore the Bellevue University virtually and visit the Reference Desk, Computer Pod, and Classroom.

Students may borrow library materials with their Bellevue University ID card. A reciprocal borrowing agreement allows students to check out materials from 30 other Nebraska College and University libraries if materials are not available at Bellevue University. Community users may obtain borrower's cards for an annual fee. Staff will assist with many aspects of information retrieval. Reference librarians provide formal



instruction to classes and can help with research projects. Materials not owned by the library may be borrowed for a small fee through Interlibrary Loan.

Other valuable resources include: "More Than Books" newsletter, "Facts From the Stacks" BLOG, Pinterest, and Instagram. For more information, stop in or contact us at 402-557-7314, or email [library@bellevue.edu](mailto:library@bellevue.edu).

## MathX Learning Lab

The MathX Learning Lab serves all students at Bellevue University. The lab is located in the Riley Technology Center. Students can work individually, in groups, or with a tutor or professor on improving their mathematical competency. No appointment is needed and technology is available for checkout from the lab attendants. The focus of MathX is helping students develop mathematical understanding and application. For more information email [mathx@bellevue.edu](mailto:mathx@bellevue.edu).

## New Student Orientation (NSO)

Participation in NSO is the first step in becoming a successful Bellevue University student. NSO is held on the main campus prior to each fall, winter, and spring term. NSO eases the student's transition to Bellevue University by helping them become familiar with the layout of campus and support services available. NSO attendees have the opportunity to meet administrators, faculty, staff, and fellow classmates. The knowledge students acquire and relationships they begin to form at NSO will help them achieve their educational goals. Distance learners may participate in the online version at <http://libguides.bellevue.edu/newstudentorientation>.

## Bruin Support Services

Bruin Support Services is located in the Welcome Center of the John B. Muller Administrative Services Building on the main campus. The Welcome Center provides prospective students, current students, alumni, and visitors with an array of services to resolve their most common questions related to Bellevue University. Bruin Support Services is also available via the following methods:

**Phone:** 1-800-756-7920, option 0

**Email:** [BRUINSupportServices@Bellevue.edu](mailto:BRUINSupportServices@Bellevue.edu)

**Web:** Click the Bruin Support Services link on [bellevue.edu](http://bellevue.edu)

## Professional Enrichment Program (PEP)

The Professional Enrichment Program (PEP) is a series of workshops designed to enhance students' academic, professional, and personal success. Whether they need information on how to study for a test, what to do the first days of a new job, or how to manage their finances, the PEP program has a workshop that can help. Workshops are available in-person or online. Students may register via the PEP website at <http://www.bellevue.edu/student-support/student-life/pep> or by email at [pep@bellevue.edu](mailto:pep@bellevue.edu).

## Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a process that enables students to earn college-level credit for learning achieved at another institution (transfer credits), testing, or through work, outside activities, and life experiences (ELA – Experiential Life Assessment).

Bellevue University has a long tradition of providing opportunities for students to earn credit for prior learning. To do so, we assist students in three primary ways:

**Transfer Credits** – applied through the Office of the Registrar

**Testing** – administered through the University Test Center

**Experiential Learning Assessment** – administered through successful completion of the "Discovering Your Value: Turning Your Experience into College Credit" MOOC (go to: <http://www.bellevue.edu/ways-to-learn/open-online-courses/experiential-learning-assessment> for more information and creating your personal learning portfolio). Please email [ela@bellevue.edu](mailto:ela@bellevue.edu) for more information.

Credit granted through PLA will not apply toward the residency requirement, nor will credits be computed into the Bellevue University GPA.

The Registrar, in accordance with University policy, will determine whether such awarded credits satisfy major, core, or general elective requirements toward a bachelor's degree. Please visit [bellevue.edu](http://bellevue.edu) or email [ela@bellevue.edu](mailto:ela@bellevue.edu) for more information.

## Student Email Accounts

All Bellevue University students receive a lifetime email address. This is a secure email account and the primary method of communication with instructors and other university departments. University email account usage is subject to policies outlined in the policies section of this catalog on page 13-14.

## Study Abroad

International Education Programs (IEP) at Bellevue University offers students the opportunity to study, volunteer, and intern abroad. Programs are available in many world regions including the Americas, Europe, Africa, Asia, the Middle East, and the South Pacific. Students can select a study abroad program to earn academic credit towards their degree. Courses taken through study abroad programs may meet major, elective, or general education requirements. Courses in foreign language and many other specialized topics are also available through studying abroad. Adding an international component to a student's time at Bellevue University is a great way for them to gain first-hand experience in another culture, which increases their overall knowledge in their field of study.

Customized internship and volunteer abroad opportunities offered by IEP allow students and recent graduates to learn new skills, gain relevant work experience, and immerse

themselves in the workplace and society of a foreign country. Volunteer abroad opportunities provide students and alumni the chance to use their education to work on projects they are passionate about in developing countries around the globe.

For more information on programs abroad, contact the IEP Study Abroad Office via email at [studyabroad@bellevue.edu](mailto:studyabroad@bellevue.edu).

## Test Center

The Bellevue University Test Center is a National College Testing Association (NCTA) Certified Test Center. The Test Center offers Certiport Computer Proficiency exams, CLEP, DSST, and New York University (NYU) Foreign Language Proficiency exams (FEE). Additionally, the Test Center staff administers make-up exams, the TOEFL test, and tests for other institutions. To schedule a test appointment email [testing@bellevue.edu](mailto:testing@bellevue.edu), use the "To Schedule a Test" form available through BRUIN, or call 1-800-756-7920, ext. 557-7428. Also, the Test Center provides support for students taking online courses requiring proctored exams (FEE). For guidelines, FAQs, and a complete list of offered services, visit [bellevue.edu/student-support/testing-center/test-center](http://bellevue.edu/student-support/testing-center/test-center).

## Tutoring and Study Skills Program

Bellevue University's student tutors are here to assist students who have made an attempt to understand their academic subject through on-campus or online classroom attendance and personal effort. Tutors are trained to work with students one-on-one or in a group setting. Peer tutor assistance is

available for various undergraduate subject areas including, but not limited to: Accounting, Algebra, Business, CIS, Science, Statistics, and Study Skills. Tutoring sessions are available in a variety of formats: email, in-person, video chat, and telephone. Walk-in tutoring is available on a first-come, first-served basis. To schedule an appointment, visit <https://bellevue.mywconline.com>, stop by the Tutor Center, located in the Learning Commons, or call 1-800-756-7920, ext. 557-7430. All services are available to Bellevue University students free of charge. For more information please visit <http://www.bellevue.edu/student-support/tutoring-services/tutoring-and-study-skills>.

## Writing Center

The Writing Center serves all students, faculty, and staff. Writing assistance is available in the Learning Commons area of the Library on the main campus and online. One can schedule an appointment for on-campus or online consultations at [bellevue.mywconline.com](http://bellevue.mywconline.com). If it is an appointment with the Online Writing Center, work can be uploaded to the appointment time slot. Writing Center consultants are not proofreaders; they focus on helping students develop skills that will lead to successful writing in the future. For more information, email [writing@bellevue.edu](mailto:writing@bellevue.edu), call 402-557-5449 or visit [bellevue.edu/student-support/writing-center](http://bellevue.edu/student-support/writing-center).

# Courses, Degrees, and Programs

## Undergraduate Degree Requirements

### Undergraduate Degrees

- Bachelor of Arts (BA)
- Bachelor of Applied Science (BAS)
- Bachelor of Business Administration (BBA)
- Bachelor of Science (BS)

All degree programs are designed to provide both breadth and depth in academic experience. The length of time to complete a bachelor's degree for most students attending full-time, each term, from start to finish is four years. This time could decrease based on the number of transfer credits accepted and number of courses taken each term. Degree requirements include General Education Core, major requirements, and electives. Students are required to complete the General Education Core providing background and foundation knowledge to build academic excellence and career flexibility. In addition to the General Education Core, students will complete a major in at least one academic area. Courses taken in a major area may also meet the General Education Core requirements. Elective courses are taken to

satisfy the credit hour requirement of the degree once the General Education Core and major requirements are fulfilled. It is highly recommended that students complete as many of the General Education Core courses as possible during their freshman and sophomore years. This will provide the student with the foundation needed to be successful in their upper-level courses.

### Undergraduate Students Taking Graduate Courses

Undergraduate students in their senior year, with a 3.0 or better cumulative GPA, and a minimum of 30 hours in residence may be allowed to enroll in select graduate courses. This coursework may be used to satisfy undergraduate degree requirements. Contact Academic Advising for more information.

### Non-Degree Seeking Status

To transfer credits from Bellevue University to another institution, for personal or career enhancement, the student may enroll as a non-degree seeking student.

### Bachelor's Degree Requirements

To earn a bachelor's degree, the student is required to:

Degree	Satisfy Admission Requirements	Credit Hour Minimum	Satisfactorily Compl Gen Ed Core/ Kirkpatrick Signature Series	Satisfactorily Complete Course Requirements in at Least One Major	Cumulative GPA Minimum	Major GPA Minimum	Cumulative In-residence <sup>4</sup> Credit Hours	Upper-level (300-400) Credit Hours In-residence <sup>5</sup>	Upper-level Major Credit Hours In-residence <sup>3</sup>
Bachelor of Arts (BA)	•	127	•	•	2.0	2.5	30	30	12
Bachelor of Applied Science (BAS)	•	124	•	•	2.0	2.5	30	30	12
Bachelor of Business Administration (BBA)	•	120	•	•	2.0	2.5 <sup>2</sup>	30	30	12
Bachelor of Science (BS)	•	127 <sup>1</sup>	•	•	2.0	2.5	30	30	12

Note: 1. Select Bachelor of Science majors require a minimum of 120 credit hours.

2. The BBA in Business requires all major courses to be completed with a C- or higher.

3. The Business Administration and Accounting majors require 21 upper level credit hours completed in residence.

4. Resident credit hours are credits earned at Bellevue University in either Online or In-Class delivery formats.

To change status from a “non-degree-seeking” to “degree-seeking”, complete a degree-seeking application with the Enrollment Management Department. The student will be subject to the requirements for graduation contained in the catalog in effect at the time the student became “degree-seeking.” If evaluation and review of the student’s credentials indicates that they have misrepresented themselves, the student’s admission, registration, and degree status may be invalidated.

## Academic Credit Evaluation

The Registrar Office conducts initial evaluations of the student’s academic records, to ensure all required academic documentation is on file, and to apply transfer credit to Bellevue University degree programs in accordance with established policies. Complete reevaluations of these records are conducted only when the student changes degree programs, majors, and/or when the student changes University catalogs. A final audit of the student’s academic records is conducted by the Registrar Office. The Registrar Office’s audit ensures all required academic documentation is on file, and all degree requirements are completed prior to the student receiving their Bellevue University diploma.

## Undergraduate Degree Residence Requirements

Residency in the State of Nebraska is not required. The only residence requirements relate to courses taken through Bellevue University.

To earn a degree, a student is required to have at least 30 credit hours of in-residence courses at Bellevue University; including a minimum of 12 hours in upper-level (300-400) courses in their major area (21 hours for Accounting and Business Administration majors). Online and in-class courses count toward residence hours; PLA credits, transfer hours, or credits earned through testing do not count toward residence.

## Second Bachelor’s Degree

Those seeking a second bachelor’s degree need to meet the following requirements:

1. Complete all requirements of the first bachelor’s degree.
2. Apply for and receive the first bachelor’s degree.
3. Complete an additional 30 credit hours in residence, earned after conferral of their first degree. Complete all GPA, major, and other academic and procedural requirements in effect at the time of enrollment in a second bachelor’s degree program. Two degrees of any type may not be awarded simultaneously.

## Declaring a Major

Each candidate for graduation must select a major. It is strongly recommended that this selection be made by the end of the sophomore year. A decision will facilitate Academic

Advising for the junior and senior year programs. The student should officially declare a major field of concentration by the time they have completed 60 credit hours.

*Majors are classified in two ways:*

**Single** – To major in a single area of study, the student is required to complete all the courses specified by that area in addition to the General Degree Requirements.

**Multiple** – To earn a degree with a major field of concentration in more than one area of study, the student will need to fulfill the General Degree Requirements and the requirements of each major field selected. The student’s permanent records will reflect each major area.

## Minors

A minor is a recognized group of courses in a specific discipline that enhances general learning, enriches educational focus, and complements the student’s major. Selection of a minor is not a requirement for graduation. Please consult with a Student Coach about minor selection.

A student may declare a minor any time after they have submitted the admission application. Minors typically require between 18 and 27 credit hours to complete. A minimum GPA of 2.5, nine upper-division credit hours, and three courses (9 credit hours) in residence at Bellevue University (excluding the business minor) are required. Upper-level courses need to represent six of the residence credit hours.

## Emphases

At the undergraduate level, emphases provide an area of focus and a choice of options for more in-depth study within a bachelor’s degree program. Emphases are generally 9 to 15 credit hours (less than the requirements of a minor) and are designed to provide the student with choices in a disciplinary area of interest. The student should consult with their Student Coach to effectively design a degree plan that integrates one or more emphases in their degree program.

## Certificates of Completion

Certificates of completion are awarded for a set of courses that define a specialization that is generally recognized in the workplace. A certificate of completion is not an academic award, but rather, recognition of the student’s learning in a content domain. A student may declare a certificate of completion any time after they submitted an application for admission. The courses will be included on their transcript, and upon request, on a printed certificate of completion.

*Note: Minors, Emphases, and Certificates of Completion may be completed after conferral of degree.*

## Secondary Education Program

Bellevue University offers several academic programs that provide students the opportunity to certify in Secondary Education. This is not an academic major but a certification endorsement in a Secondary Education subject or field.

Students who wish to obtain Initial Certification in order to teach any of the subject or field endorsements must complete the requirements of the Academic Major plus the Professional Education course sequence. To be fully accepted into the Teacher Education Program, candidates must have met minimum standards of progress and minimum cumulative GPA requirements. Complete details regarding admission to the program and other guidelines for progression through the program can be found on the University's website.

## The General Education Core and The Kirkpatrick Signature Series

### Mission

The General Education Core is central to the mission of Bellevue University undergraduate education. It serves to develop the broad knowledge, the skills, and the habits of mind necessary both to professional success and to active participation in the responsibilities of citizenship.

### Purpose

The courses in the General Education Core help students acquire the skills, the theoretical and factual foundation, and the ability to pursue knowledge through research that, together, are an essential basis for academic study in all fields. General Education Core courses also establish a strong platform for lifelong learning.

### General Education Core

(36 credit hours)

All credit hours are stated in semester hours.

#### Basic Communication (BC) (9 credit hours)

The study of skills required for effective oral and written communication.

- Composition I (EN 101)
- Composition II (EN 102)
- Oral Communication Skills (CA 109 or CA 103 transfer)

#### Human Behavior (HB) (3 credit hours)

The application of the scientific method to the study of society and of human behavior and mental processes.

- Anthropology (any course)
- Economics (any course)
- Political Science (any course)
- Psychology (any course or EDUC 240 Educational Psychology)
- Sociology (any course)

#### Human Civilization (HC) (3 credit hours)

The study of the changes in and varieties of culture—a society's practices, beliefs, and values—from prehistoric to

contemporary times.

- Culture (any course)
- Geography (any course except GE 105, GE 205, GE 305, GE 410)
- History (any course)
- International Studies (any course)
- Women's Studies (any course)

#### Human Thought and Expression (HTE) (3 credit hours)

The use of reason to speculate on the nature of reality and the study of the means by which human beings communicate their understanding of their times and use of symbol systems to create meaning and share it across time.

- American Sign Language (any course)
- Art (any course)
- Art History (any course)
- Communication (any course 200 level or higher)
- Dramatic Arts (any course)
- English (any course EN 110 or higher, excludes EN 101, EN 102)
- Foreign Languages (any course)
- Graphic Design (any course)
- Humanities (any course)
- Literature (any course)
- Music (any course)
- Philosophy (any course)
- Religion (any course)

#### The Kirkpatrick Signature Series (9 credit hours)

The study of democratic theory, of the application of its conception of equal rights and liberty to all citizens, of the economic system most coherent with it, and of the responsibilities that accompany human freedom. Must be taken through Bellevue University and may not be applied to any other area of the core.

- LA 400 American Vision and Values
- LA 410 Tradition and Change
- LA 420 Freedom and Responsibility

#### Natural Science (NS) (3 credit hours)

The application of the scientific inquiry to the study of physical processes.

- Biology (any course)
- Chemistry (any course)
- Geography (only GE 105, GE 205, GE 305, GE 410)
- Geology (any course)
- Natural Science (any course)
- Physics (any course)



## Mathematics (MA) (3 credit hours)

The study of critical thinking and quantitative relationships.

- Intermediate Algebra (MA 101)
- A more advanced skill-level mathematics course (excludes MA 100 and MA 140 – Business Math)

*Note: Students who have not previously satisfied MA 101 Intermediate Algebra or MA 102 College Algebra through transfer credit may be required to take a math assessment survey. The results from the assessment survey will be utilized to determine placement relative to in-residence lower-level math courses, which include MA 100 Introduction to Algebra.*

Technology (TN) (Complete one course from this area.)

The application of technology to create solutions, adapt to new tools, and engage in a connected world. Choose one course from the following categories:

- Interdisciplinary Computing
- Computer Science

## Master's Degree Requirements

To earn a master's degree, the student is required to:

Degree	Min. Credit Hours	Satisfy Admission Requirements	Satisfactorily Complete Course Requirements in a Major	Earn a "C" or Better in All Required Graduate Courses	Major GPA Minimum	Cumulative In-residence <sup>1</sup> Credit Hours
Master of Arts	36	•	•	•	3.0	30
Master of Healthcare Administration	36	•	•	•	3.0	30
Master of Business Administration	36	•	•	•	3.0	30
Master of Science	36	•	•	•	3.0	30
Master of Project Management	36	•	•	•	3.0	30
Master of Public Administration	36	•	•	•	3.0	30
Master of Professional Science	40	•	•	•	3.0	30
Master of Professional Studies	30	•	•	•	3.0	18

*Note: 1. Resident credit hours are credits earned at Bellevue University in either Online or In-Class delivery formats  
2. Select Master of Science majors require more than the minimum of 36 credit hours*

## Substitutions, PLA, CLEP/DSST

The substitution of transfer courses and the use of Prior Learning Assessment (PLA) credit is made as designated by the office of the appropriate college Dean. There is a designated CLEP/DSST examination or in-house examination available for each of the General Education Core requirements, except for the Kirkpatrick Signature Series requirement. There are no substitutions, PLA, or transfer courses for the Kirkpatrick Signature Series.

## Graduate Degree Requirements

### Master's Degrees

- Master of Arts (MA)
- Master of Science (MS)
- Master of Business Administration (MBA)
- Master of Healthcare Administration (MHA)
- Master of Project Management (MPM)
- Master of Public Administration (MPA)
- Master of Professional Science (MPS)
- Master of Professional Studies (MPS)

All credit hours are stated in semester hours.

### Second Master's Degree

After earning a graduate degree from Bellevue University, to receive a second graduate degree, the student must:

1. Complete all requirements of the first graduate degree.
2. Apply for and receive the first graduate degree.
3. Complete a minimum of 18 additional graduate credit hours from Bellevue University. There are exceptions in select majors. Please see an Admissions Counselor for details.
4. Complete all GPA and other academic procedural requirements in effect at the time of enrollment in a second graduate degree program.

Two graduate degrees may not be awarded simultaneously.

### Concentrations

Concentrations provide an area of focus and a choice of various options in content areas for in-depth study within the student's master's degree program. Concentrations are generally 9 credit hours (although some concentrations may be more than 9 credit hours) and may be taken in addition to the master's degree requirements or, in some degree programs, they may be taken as part of the required credit hours.

## Doctoral Degree

- Human Capital Management (Ph.D.)

To receive their graduate degree, the student is required to:

1. Meet all admission requirements.
2. Complete all curriculum requirements listed in the assigned University catalog.
3. Pass all degree-required graduate courses with a grade of "C" or better.
  - A maximum of six credits with a grade below a "B" and no grade below a "C".
4. Attain an overall GPA of 3.0 or higher in the doctoral degree program.
5. Have at least 49 credit hours in residence courses at Bellevue University (online courses are in residence).

*Note: Because of the cohort and concentrated nature of the Doctoral program in Human Capital Management, doctoral-level credit hours from other University programs will typically not be accepted in transfer.*

## Modes and Methods of Earning Credit

### Formats

**Traditional** – Traditional programs are offered in a format following the conventional Fall, Winter, Spring, and Summer terms. In a traditional format the student is required to register for classes prior to the start of each term.

**Cohort** – A cohort is a group that works together to complete a degree; students complete each of their courses with the individuals in their cohort. All accelerated and some non-accelerated programs are offered in the cohort-based format.

**Accelerated** – The accelerated programs are offered in the cohort-based format that emphasizes applied, active learning. Requirements allow flexibility in sources of learning and specific coursework. This allows the student to tailor their bachelor's education, taking into account personal career or life goals, time or schedule constraints, and credits previously earned.

*Note: Programs are offered in-class and online.*

### Course Delivery Format

The following are course delivery formats offered by Bellevue University:

**Face-to-face** – at a Bellevue University campus, satellite or outreach centers, corporate locations, or other college sites.

**Online** – via the University's online learning platform.

**Blended** – combining face-to-face and online modes.

Other options for earning credit are described below.

## Transfer of Graduate Credits

A student who has successfully completed graduate coursework at other accredited institutions may request an evaluation of these credits. A maximum of 6 graduate credits with a minimum grade of "B" may be transferred to Bellevue University. In cohort-based programs, no transfer credits will be accepted.

*Note: The Master of Professional Studies will allow a up to 12 graduate credits with a minimum grade of "B" to be transferred.*

## Transfer of Undergraduate Credits or Degrees

Transfer may be done on a course-by-course basis or by transferring a complete degree. Course transfer guides and articulation agreement information can be found on the University website and are available in the Enrollment Management Department. Upon receipt of all official transfer documentation, a transfer credit evaluation will be completed. This is useful in selecting a major, and understanding what is needed to complete a degree program.

## Acceptance of Associate's and Non-Resident Bachelor's Degrees

An associate's or bachelor's degree from any accredited institution may enter into Bellevue University degree programs under the following conditions:

- An associate's or bachelor's degree from another accredited institution, all credits earned under the degree, by the time of that degree's completion, may be accepted for matriculation at Bellevue University.
- A student will need to take those courses comprising the major, concentration and any prerequisites to that concentration, and meet all other degree completion requirements.

Specific articulation requirements between the first and second degree include:

**Associate's Degrees** – A student with an associate's degree in any discipline may enter any undergraduate degree program at Bellevue University and have no separate General Education Core Curriculum requirements to meet, but must satisfy Kirkpatrick Signature Series requirements. There may be additional elective credits required.

**Bachelor's Degrees** – A student with a bachelor's degree may enter a second bachelor's degree program at Bellevue University and have no separate General Education Core Curriculum or Kirkpatrick Signature Series requirements to meet.

*Note: For those pursuing select BBA degrees as a second bachelor's degree-BBA degree programs are required to be taken in their entirety. Select duplicate courses taken previously at Bellevue University may satisfy certain BBA degree requirements.*

## Application of Transfer Credit and Credit for Post-traditional Learning

A student may earn academic credit for learning acquired through sources other than college classes and/or be granted credit for college-level learning acquired outside of a regionally accredited college setting. Assessment of such learning will be conducted or validated by Bellevue University based on the standards promulgated by nationally recognized educational agencies such as the American Council on Education (ACE), the Council of Adult and Experiential Learning (CAEL), the Higher Learning Commission, and the Council for Higher Education Accreditation (CHEA).

A student may earn credits toward General Education Core Curriculum, majors, and electives through:

1. Bellevue University courses.
2. Transfer credit, with a grade of "C-" or higher, from other accredited post-secondary institutions, or earned as part of an associate's or bachelor's degree. The Kirkpatrick Signature Series courses must be completed in residence.
3. Credits from CLEP, DSST, NYU Foreign Language Proficiency exams, Computer Proficiency tests, or ACT/RCE testing.
4. Credits accepted through Experiential Learning Assessment (ELA).
5. Credits accepted by articulation agreement with Bellevue University.
6. ACE high school Advanced Placement tests.
7. Military experience and training.
8. Other accredited and approved forms of learning.

*Note: Transfer credit, PLA credit, CLEP/DSST, NYU Foreign Language Proficiency exams, and Computer Proficiency tests are not computed into the Bellevue University grade point average.*

### CLEP/DSST Testing

CLEP tests and DSST tests offer more than 80 Pass/Fail testing opportunities to earn college credit without affecting GPA. Please visit the Test Center for detailed information about CLEP tests and DSST tests such as the tests offered, the number of credits that may be earned for each successfully completed test, the required score, and important links to the CLEP and DSST web sites. Contact your Student Coach, Admissions, or the Test Center Team for information about these testing programs. For more information about the specific CLEP/DSST tests accepted /available at Bellevue University. <http://www.bellevue.edu/admissions-tuition/clep-dsst/clep-listing>

### New York University (NYU) Foreign Language Proficiency Exams

Bellevue University is an authorized test center for NYU Foreign Language Proficiency exams offering the opportunity to earn college credit for advanced learning in foreign

languages. NYU Foreign Language Proficiency exams are ordered from NYU by the Test Center. The entire process of ordering, administering, and receiving results may take up to 16 weeks. NYU Foreign Language Proficiency exams are Pass or Fail. These scores do not affect GPA. Please visit the Test Center for a complete list of available languages and additional details about this test. For more information about the specific New York University Foreign Language Proficiency Exams accepted/available at Bellevue University. <http://www.bellevue.edu/student-support/testing-center/nyu-foreign-language-proficiency-exams>

*Note: French, German, and Spanish are only available as CLEP tests.*

### Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a directed method that enables students to earn credit for college-level learning through work, outside activities, and life experiences. Credit granted for post-traditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University GPA. This learning can be evaluated for credit through testing or Prior Learning Assessment.

### Credit for Prior Learning

Bellevue University has a long tradition of providing opportunities for students to earn credit for their prior learning. To do so, we assist students in three primary ways:

**Transfer Credits** – applied via the Office of the Registrar.

**Testing** – administered through the University Test Center.

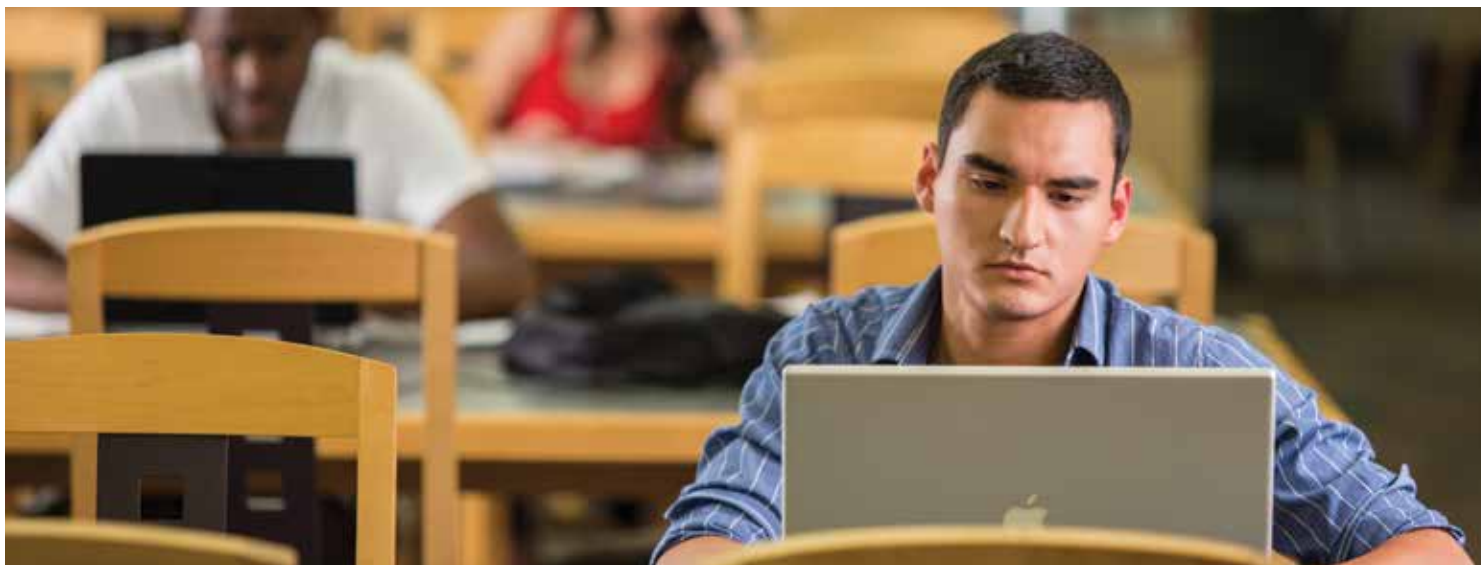
**Experiential Learning Assessment** – administered through successful completion of "Discovering Your Value: Turning Your Experience Into College Credit" MOOC. For more information and creating your personal learning portfolio, Please email [ela@bellevue.edu](mailto:ela@bellevue.edu).

Credit granted through PLA will not apply toward the residency requirement nor will credits be computed in the Bellevue University GPA.

The Registrar, in accordance with University policy, will determine whether such awarded credits satisfy major, core, or general elective requirements toward a bachelor's degree. Please visit [bellevue.edu](http://bellevue.edu) or email [ela@bellevue.edu](mailto:ela@bellevue.edu) for more information.

### Independent Study

Courses regularly scheduled during normal matriculation usually will not be approved for Independent Study. Under the Independent Study option, the student must obtain permission to register for up to a maximum of 18 undergraduate credit hours (or 6 graduate credit hours) through special arrangement with the Dean's Office of the sponsoring college. This option allows the student to contract (under certain circumstances) to take Bellevue University courses on an individual basis if approved. The student is required to register prior to the last day for late registration. The Dean of the sponsoring college must approve any other procedure.



## Topics Courses

Some areas of study have an experimental course labeled "Topics" for use in exploring a particular area of interest in the form of a directed reading, practicum, internship, thesis, or other independently arranged course not otherwise offered at Bellevue University. Courses are identified by the selected area of study (CA, BA, etc.), followed by the number 399 or 499. Course titles are formatted as "Topics in (area of study)." Each course is assigned its own unique designation. The student selects course content in conjunction with the sponsoring college Dean if offered as Independent Study, or by a full-time faculty member planning an experimental course if offered as a class. A brief syllabus or course outline must be approved by the appropriate college Dean, and forwarded to the Registrar for inclusion in the University's master schedule. A topics course may be offered two times under the conditions of this policy. Should the course be requested for a third time, it must be approved by the Executive Vice President for University and Academic Affairs and it must follow the established procedures for adding a new course on a permanent basis to the University curriculum/catalog.

## Course Clusters

Course clusters offer an intensive, interdisciplinary examination of a particular subject from interlocking perspectives or an integrated view of a particular time in history from literary, social, historical, or other relevant perspectives. The goal of a course cluster is to link these perspectives holistically to encourage real world thinking about complex topics, and to broaden the student's comprehensive knowledge of the chosen content area or the historical significance of events and developments. Course clusters also may include a skills-based and an application course that, offered together, provide a more meaningful learning experience. Course clusters are 9 credit hours and are used to meet general education and elective course requirements.

## Online Courses and Programs

The University has developed an award-winning online learning environment that:

- provides a highly interactive learning experience
- utilizes assessment technology with feedback from students and instructors
- integrates applied concepts in the learning process
- sets and monitors participation levels for the student and their instructors
- treats the classroom as a dynamic, resource-rich environment that takes the student beyond the limits of traditional classroom walls to become an information-age learner

By using the easy-to-follow links, the student can:

- attend class
- meet with fellow students
- discuss lessons with instructors
- complete assignments
- conduct research

Online classroom access is available 24 hours a day, seven days a week\* from almost anywhere there is an internet connection\*\*. Online courses count toward the 30-credit hour residency requirement. There is no requirement to come on campus.

Some degree programs/courses may require students to use a webcam and/or other software to participate in course requirements.

*\* System maintenance excluded.*

*\*\* All courses are conducted in English.*



# Academic Information

## Academic Classification

The number of semester credit hours earned determines a student's academic classification.

Freshman	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90 hours and above

## Course Numbers

**100-199** – lower-division courses for freshmen and other students satisfying prescribed curricular requirements.

**200-299** – lower-division courses for sophomores, freshmen of proven ability, and juniors and seniors satisfying prescribed curricular requirements.

**300-499** – upper-division courses for juniors, seniors, and qualified lower-classmen of proven ability.

**500-699** – upper-division courses for students enrolled in graduate-level studies.

**700-799** – entry doctoral level courses for students enrolled in Ph.D. programs.

**800-899** – upper and seminar level doctoral courses for students enrolled in Ph.D. programs.

*Note: Regardless of delivery method, there is only one course number assigned per individual course.*

## Alpha Numeric System

Alpha Numeric System for Bellevue University courses are located at <https://www.bellevue.edu/degrees/academic-catalog/courses>

## Cross-listed Courses

Courses in which both graduate and undergraduate students attend the same course but receive credit under different course numbers are referred to as cross-listed. Cross-listed courses are required to have separate and distinct syllabi for each degree level specifying the differences in performance expectations. Ordinarily cross-listed courses occur at 400- and 600-level, however there may be instances in which 600- and 800-level courses are cross-listed. Cross-listed courses taken at one level may not be repeated at the cross-listed level for credit.

## Class Load – Undergraduate Programs

The normal class load for undergraduate students is between 9-12 credit hours depending on length of course and delivery method. Students wishing to carry more than the maximum at any given time, must obtain the written permission of their Student Coach and Dean of their college, or designated

representative, prior to registration. Students must keep in mind that most courses require two hours of study outside the classroom for every hour of class instruction.

A credit hour is a unit of measure that gives value to the level of instruction, academic rigor, and time requirements for a course taken at an educational institution. In keeping with the original purpose of providing a consistent measure of at least a minimum quantity of a student's academic engagement and in compliance with the U.S. Department of Education's regulations for definition of a credit hour, Bellevue University has adopted the federally-approved definitions-600.2(1) and 600.2(2)-as the minimum standard for awarding of credit to its programs and courses. Students can expect one hour of classroom or direct faculty instruction each week for approximately 15 weeks for one semester hour of credit, or the equivalent amount of classroom time or direct faculty instruction over a different amount of time.

### Undergraduate Term: 12 Week 11 Week 10 Week

Full-time Status*	8	8	8
¾ Time Status	6	6	6
½ Time Status	4	4	4
Normal Class Load	12	9	9
Max. w/out permission	15	15	15

*\* To be considered full-time status, students must be enrolled in at least the minimum full-time credit hour amount. These credits may be comprised of day or evening courses, or a combination between the two. International students are allowed one online course per term. In accordance with 8 CFR 214 of the Student and Exchange Visitor Program, international students must maintain full-time enrollment in the appropriate course delivery during designated required terms. Required terms at Bellevue University are Fall, Winter, and Spring. Failure to maintain full-time enrollment status may have an impact on the student's immigration status.*

*Please contact the Immigration Office at [internationalstudentservices@bellevue.edu](mailto:internationalstudentservices@bellevue.edu) for questions relative to the appeal process due to compassionate and/or medical hardship reasons.*

## Class Load – Graduate (Master's and Doctoral) Programs

The normal class load for graduate students is 6 credit hours per session. If a student wishes to carry more than the maximum at any given time, they must contact their Student Coach. The Student Coach will then contact the Dean of the student's College, or designated representative, to obtain the written permission prior to registration. Once the request has been reviewed, the Student Coach will contact the student with the decision.

Graduate	Session
Full-time status	6
Part-time status	3
Max. w/out permission	7

During doctoral dissertation, students must take at least 3 credit hours to be active.



## Waitlist

In select courses if a class is full students have the option to choose to be on the waitlist. If a space in the class becomes available prior to the last date to register, students will be enrolled based on their order. Items including but not limited to the student's overall class load and the status of the selected payment method may prevent enrollment. Students enrolled in a course that do not have their selected payment option satisfied may be removed from the class.

## Attendance

All academic programs require active participation. Students are encouraged to contact their instructor when they are absent from class. For more information please see the applicable course syllabus.

Documentation of the cause of excessive absences will be requested from the student. If a student is experiencing medical issues or family health issues, they should contact Disability Services. Unexcused absences are never acceptable and could result in a significantly lower grade or failure for the course.

Attendance standards for international students and students receiving Title IV funds (financial aid) are established by federal regulation. Bellevue University complies with these federal regulations.

*Note: Failure to meet participation expectations for two or more classes without the approval of the instructor could be grounds for an administrative withdrawal.*

## Change of Schedule

Students are advised to keep any schedule changes to a minimum. For term-based courses, students may contact Bruin Support Services or utilize self-service through the Bellevue Real-Time User Information Network (BRUIN). For questions on course selection or how changing a schedule may impact an academic plan, contact Academic Advising. International students must ensure they maintain full-time status at all times.

Students may drop/add a class through the first week and the dropped course will not appear on the student's academic transcript. For more information, please contact Bruin Support Services at 1-800-756-7920, option 0, or [BRUINSupportServices@Bellevue.edu](mailto:BRUINSupportServices@Bellevue.edu).

An undergraduate student in a cohort major or graduate student in a cohort program who wishes to drop/add must work with Academic Advising. Changes of schedule may affect financial aid. Students must work closely with their Student Financial Counselor to minimize the impact of the rescheduling on financial aid and tuition payment schedules. Written authorization from Student Finance indicating prior financial arrangements for tuition payment will be required for completion of the rescheduling process. Tuition for courses following the reschedule is assessed at the current tuition rate. Please see the Financial Aid section on page 27.

## Withdrawal/Dropping a Course

Students are encouraged to seek solutions to academic problems by utilizing Academic Advising resources. When considering withdrawal from the University, students should consult with their instructors and Student Coach to determine if this is the best course of action. International students should also confer with the Immigration Specialist to determine how withdrawing may impact the student's F-1 visa status.

Withdrawals usually impact the student's accounts, financial aid, tuition assistance, and veterans' benefits status; thus they are encouraged to consult with their student financial counselor prior to withdrawal.

## Responsibility for Withdrawal

Students are responsible for initiating and ensuring the withdrawal process is complete. Merely ceasing to attend classes does not constitute an official withdrawal. Any student who has not been withdrawn from a course will be assigned the grade earned as of the end of the course. If they have not received a confirmation of the withdrawal, please contact Bruin Support Services at 1-800-756-7920, option 0, or [BRUINSupportServices@Bellevue.edu](mailto:BRUINSupportServices@Bellevue.edu). Students who wish to withdraw from a class after the "last day to withdraw or change to audit," must obtain the Dean's approval through their Student Coach. International students must secure an authorization from a Student Coach prior to any course load adjustment.

## Withdrawal from a Program

Prior to withdrawing from a program, students are encouraged to meet with their professor and their Student Coach, to discuss alternatives. If the student must withdraw from an accelerated, cohort-based program, they will follow the withdrawal schedule as stipulated in their financial agreement. A student may initiate the withdrawal through their Student Coach; however, it is the student's responsibility to ensure the proper withdrawal forms are provided to the Student Finance Office.

The academic goals of a student experiencing dramatic changes in their work or life situations during the year may be affected. Students in this situation are encouraged to meet with their major professor, and with their Student Coach, to discuss alternatives.

A student experiencing medical or family health issues is encouraged to contact Disability Services. An international student, prior to contacting Disability Services, should confer with the Immigration Specialist to determine if they are eligible for a medical hardship or other exception available to F-1 visa students.

## Medical Hardship/Compassionate Withdrawal Policy

A student may submit a request for a medical hardship withdrawal and/or a compassionate withdrawal in extraordinary cases in which serious illness or injury (medical hardship) or another significant personal situation, for example, care of a seriously ill child or spouse, or death of the student's immediate family member\* and/or a domestic partner\*\* (compassionate) prevents a student from continuing his or her classes in a particular term. If arrangements with instructors for an extension or incomplete grade are not possible a request may be made for a medical hardship or compassionate withdrawal. The medical hardship withdrawal policy is not intended to apply in situations of chronic or ongoing medical, emotional, or psychological distress. To the extent that Bellevue University protocol applies in compliance with the Americans with Disabilities Act, if a student has a chronic or ongoing medical, emotional, or psychological condition, they may apply to Disability Services.

\* Family member is defined as parent, sister, brother, spouse, mother-in-law, father-in-law, grandparent, grandchild, son, daughter, stepchild, a child in

custody of and residing in the home of a student.

\*\* Domestic partners are defined as persons who reside in the same home who have reciprocal duties to and do provide financial and/or emotional support for one another.

A student can secure more information about the University's Medical Hardship and Compassionate Withdrawal Policy from their Student Coach. Prior to withdrawing, the student is strongly encouraged to visit with their Student Coach to discuss possible options in lieu of withdrawal and Financial Aid Counselor to identify and understand the financial assistance/monetary implications of processing this withdrawal. A student must request a medical hardship or compassionate withdrawal within 60 days of the end of the requested course(s).

## Administrative Withdrawals

The University reserves the right to withdraw students who fail to meet financial or academic obligations including participation or who, because of misconduct, disrupt the academic process. Administrative Withdrawals are reflected on student's transcript as appropriate. For more information on administrative withdrawals, please contact a Student Coach.

# Grading Systems and Policies

## Grading System

Instructors use the following grading system when reporting final grades in each course. The faculty report final grades to the Registrar at the end of each course. They become part of the student's permanent record and are included in the computations of grade points earned and the grade point average.

Letter grades for courses with their respective grade point equivalence, are:

A	4.0	– Work of exceptional character.
A-	3.67	
B+	3.33	
B	3.0	– Superior work and distinctly above average.
B-	2.67	
C+	2.33	
C	2.0	– Work of average quality.
C-	1.67	
D+	1.33	
D	1.00	– Work falls below average, but clearly above failure.
D-	0.67	
F	0.0	– Work fails to meet minimum requirements. No academic credit awarded.
IF	0.0	– Incomplete that turns into an F.

P	<b>Pass</b>	– Used on a limited basis for specified courses. It is not calculated in GPA.
N/NP	<b>No Pass</b>	– Work fails to meet minimum requirements. No academic credit awarded. Not calculated in GPA.
W	<b>Student Withdrawal</b>	– Student initiated withdrawal from the course. It is not calculated in GPA.
WP	<b>Administrative Withdrawal</b>	for Non-Participation
WC	<b>Administrative Withdrawal</b>	for Cause
AU	<b>Audit</b>	– No academic credit awarded.
I	<b>Incomplete</b>	– If a student is assigned a grade of "I" or Incomplete, this is not calculated in their GPA. It is a temporary grade the instructor gives at the end of the course to indicate that the student has not completed the required coursework. The instructor will provide a reasonable period of time to complete the required work—up to 12 weeks after the end of the class. If the student does not complete the work according to the time frame specified by the faculty member, they will officially receive the grade earned.

## Pass/No Pass Courses

A student may elect to take specified courses on a Pass/No Pass basis. A maximum of 15 hours of Pass/No Pass courses may count toward the credit hours required for graduation and toward the 30 credit hour residency requirement. However, Pass/No Pass courses do not count toward

graduation honor calculations because no grade points are assigned. Additional limitations on student elected Pass/No Pass courses are:

1. Courses elected on a Pass/No Pass basis are limited to those outside the General Education Core Curriculum (elective courses only) and to courses outside the student's major and/or minor, with the exception of those courses offered only on a Pass/No Pass basis. In all Pass/No Pass courses, prerequisites must be met.
2. Some courses, beyond those discussed in item 1, will not be eligible for a Pass/No Pass basis. For specific exclusions, contact the appropriate Dean.
3. Approval to take a class as Pass/No Pass must be obtained from the appropriate College Dean no later than the last date to drop/add. Approval to change a course from a Pass/No Pass to regular grading must be made within the same time frame.
4. The Pass grade indicates performance at a "C" level or above in all Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.
5. Professional seminars and workshops offered for credit may be awarded a grade of Pass/No Pass. For additional information please contact a Student Coach.

## Auditing of Undergraduate Courses

When auditing a course, the student is not required to participate in class recitation, turn in papers, or take examinations, but is expected to attend class meetings. The student may be asked to join group discussions to maintain the flow of the course. Academic credit is not awarded for an audited course. The tuition and fees for auditing are the same as regular course tuition and fees.

A student wishing to audit a course must registrar for that course as an audit prior to the end of the add/drop period. Once the add/drop period has passed, no student may change from audit to credit or credit to audit. The change must be approved, in writing, by the instructor of the course and the Registrar. International students, or students enrolled in cohort or graduate programs are not eligible to audit courses.

## Repetition of Courses

Only coursework completed at Bellevue University is considered in the GPA for repeated courses. A student may repeat a course to raise a previously earned grade. Only the highest grade earned is computed in the Grade Point Average (GPA), and course credits are counted only once toward the required hours for graduation. A student may not retake an individual course after three failures (grade of "F" undergraduate-standing; "C-" or below graduate-standing). The first failed grade per course is included in calculating GPA subsequent failed grades for course are excluded from GPA calculation.

Undergraduate courses taken at other institutions, for which a grade of "A" through "C-" has been earned, are eligible for transfer to Bellevue University. However, if the transfer is a repeat of a failed course at Bellevue University, the original grade of "F" will remain on the student's record and GPA will not be adjusted.

## Grade Appeals

The student has the responsibility and right to call to the attention of an instructor any grade which they believe to be in error. Before filing an official appeal to the administration, the student must first meet with the instructor. If the instructor is no longer with the University, the student must meet with the instructor's director to seek clarification of the grade. If the grade is correctly recorded and the student wishes to appeal it, submit the initial written appeal of the instructor's grade through [https://bellevue-advocate.symlicity.com/public\\_report/index.php](https://bellevue-advocate.symlicity.com/public_report/index.php) within 60 calendar days of the posting of grades in BRUIN. Please note, the Dean may process the appeal in accordance with the colleges appeal procedure. The Dean has the authority to raise or lower the original grade that was assigned and has 15 days to respond to the appeal. A final appeal may be made to the University's Executive Vice President for University and Academic Affairs or Chief Academic Officer, within 15 days of the Dean's response. The Executive Vice President for University and Academic Affairs Chief or Academic Officer's response is final.

## Grade Point Average (GPA)

Academic performance is measured by computation of the Grade Point Average (GPA). The GPA is determined by multiplying the grade point value earned in each course by the number of credits assigned to each course, summing the products of the courses attempted, and dividing by the total number of credits attempted. The average is computed only on academic work completed at Bellevue University. The effect of an "F" grade on the cumulative GPA can be changed by successfully repeating the course at Bellevue University, but will remain on the transcript as an "F."

*Note: Transfer credit, ELA credit, CLEP/DSST, NYU Foreign Language Proficiency exams, Computer, and other proficiency tests are not computed into the Bellevue University grade point average.*

## Dean's List – Undergraduate Only

Bellevue University believes in rewarding excellence for academic performance in undergraduate programs. The dean's list recognizes achievement of high academic standards. Degree-seeking undergraduate students are eligible for the Dean's List after completing 9 credit hours and earning a GPA of 3.6 or higher each term.

*Note: The Dean's List does not determine graduation honors.*

Term Start	Date Range	Dean's List Determined
Fall	July 1 – Sept. 30	Feb. 1
Winter	Oct. 1 – Dec. 31	May 1
Spring	Jan. – Mar. 31	Aug. 1
Summer	Apr. 1 – July 31	Nov. 1

# Academic Standards of Progress

To complete the requirements for degree conferral, a student will need to maintain a grade point average that meets or exceeds a minimum Standard of Progress. Academic Standard of Progress standing is based on cumulative GPA. The Standard of Progress stipulated in this catalog may remain in effect for seven years from the date of matriculation. If the Standard of Progress is amended during this period, the student is subject to the conditions of the prevailing practice effective at that time.

## Academic Standing – Undergraduate

Students meeting academic Standard of Progress are considered in Good Standing. A student in Good Standing must satisfy all degree requirements, including but not limited to, maintaining a major GPA of 2.5 or higher, in order to be conferred. If a student is not meeting the Minimum Standard of Progress they will be placed on Academic Warning, Probation, or Suspension. See the corresponding table to determine academic standing.

## Undergraduate Minimum Standard of Progress

	Cumulative GPA		Academic Standings
	< 2.0	> 2.0	
Term with Cumulative GPA Below 2.0	Warning	Good Standing	If an academic term is completed with a cumulative GPA less than the minimum standard of progress for graduation (2.0) a student may be placed on academic warning.
2nd Consecutive Term with Cumulative GPA Below 2.0	Probation	Good Standing	If a consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (2.0) a student may be placed on academic probation.
3rd Consecutive Term with Cumulative GPA Below 2.0	Suspension	Good Standing	If the consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (2.0) a student may be placed on academic suspension. Students placed on academic suspension may appeal. If the appeal is approved the student may continue in their course of study as long as the academic conditions of the appeal are met or until the student's cumulative GPA is at or above good standing.

**Academic Warning** is an action reminding a student that graduation is impossible unless the academic record is improved. If an academic session is completed with a cumulative grade point average (GPA) less than the 2.0 required for graduation they will be placed on Academic Warning.

**Academic Probation** is an action that occurs if a student does not meet the cumulative 2.0 GPA two consecutive terms.

Students must contact their Student Coach to determine the exact number of hours and GPA needed to return to Good Standing before enrollment in the next session.

Students placed on Academic Probation are not permitted to participate in organized University activities except as part of class work.

**Academic Suspension** is an action that occurs if a student does not meet the cumulative 2.0 GPA three consecutive terms.

Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period

begins at the end of the last session of enrollment prior to suspension.

## Graduate Academic Performance Standards (Master's and Doctoral)

The completion of a master's degree program requires an overall GPA of 3.0 or better is maintained in the program. Master's degree students are required to have no individual course below a 2.0. Only courses in which a 2.0 or better is earned will be used to meet graduate degree requirements. Guidelines may be obtained from a Student Coach.

## Academic Standing – Graduate

Students meeting academic Standard of Progress are considered in Good Standing. If they are not meeting the Minimum Standard of Progress in a master's program, they will be placed on Academic Warning, Probation, or Suspension. See the corresponding table to determine academic standing.

## Graduate Minimum Standard of Progress (Master's)

	Cumulative GPA		Academic Standings
	< 3.0	> 3.0	
Term with Cumulative GPA Below 3.0	Warning	Good Standing	<i>If an academic term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic warning.</i>
2nd Consecutive Term with Cumulative GPA Below 3.0	Probation	Good Standing	<i>If a consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic probation.</i>
3rd Consecutive Term with Cumulative GPA Below 3.0	Suspension	Good Standing	<i>If the consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic suspension. Students placed on academic suspension may appeal. If the appeal is approved the student may continue in their course of study as long as the academic conditions of the appeal are met or until the student's cumulative GPA is at or above good standing.</i>

**Academic Warning** is an early intervention status action reminding a student that graduation is not possible unless they are meeting master's academic standard of progress and academic record is improved.

**Academic Probation** is an action taken when a student must raise their cumulative GPA to 3.0 to qualify for graduation. While on Academic Probation, they may not register for more than the minimum number of hours recognized by the University as constituting full-time status for a term.

**Academic Suspension** is an action taken when cumulative

GPA falls below the Graduate Minimum Standard of Progress. Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of the last session of enrollment prior to suspension.

### Academic Standing – Doctoral Graduate

If a student is not meeting the Minimum Standard of Progress in the Doctoral program, they will be placed on Academic Probation or Suspension. See the corresponding table to determine academic standing.

## Graduate Minimum Standard of Progress (Doctoral)

Cumulative GPA		Academic Standings
< 3.0	> 3.0	
Probation	Good Standing	<i>If an academic term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic probation.</i>

**Academic Probation** occurs if a student completes an academic term with a cumulative GPA less than the applicable Minimum Standard of Progress for Ph.D. Programs. Doctoral students on academic probation must raise their cumulative GPA to 3.0 in order to qualify for degree conferral. While on probation, they cannot register for more than the minimum number of hours recognized by the University as full-time status for a term. Students must contact their Student Coach to determine the exact number of hours and GPA needed to return to Good Standing before enrolling in their next term. Additional information may be obtained from a Student Coach.

**Academic Suspension** is an action that occurs if a student does not meet the cumulative 3.0 GPA required for graduation after taking 9 additional hours of coursework while on Academic Probation. Students suspended from Bellevue University will not be re-admitted for a period of 12 months.

This one-year period begins at the end of the last term of enrollment prior to suspension.

### Academic Suspension Appeal for Undergraduate and Graduate Students

If a student is placed on Academic Suspension, they have 15 days to file a written appeal if they wish to be re-admitted before the 12 month suspension period has ended. Students are required to meet with a Student Coach when filing a suspension appeal. They will be informed of a decision within 15 days of receipt of the appeal. A final appeal may be made to University's Executive Vice President for University and Academic Affairs or Chief Academic Officer, within 15 days of the Registrar's response. The Executive Vice President for University and Academic Affairs or Chief Academic Officer's response is final.



# Graduation

## Degree Conferral

Degree conferral is the official awarding of academic degrees, which is reflected on academic transcripts. Degrees are conferred on the last day of each month upon verification that all graduation requirements have been met. For more information regarding degree requirements, please see the Courses, Degrees, and Programs section, page 45.

## Diplomas

Once the Registrar's Office has verified that all degree requirements have been satisfied, Bellevue University will notify the student. Students are encouraged to order their diploma online at that time. The diploma will arrive approximately four weeks after the diploma order form is received. All financial and academic obligations to the University must be satisfied prior to receiving the diploma.

*Note: Bachelor and Master level participants in the commencement ceremony receive diploma covers, not the diploma, at the time of ceremony.*

## Commencement Ceremony

Students are allowed to participate in only one commencement ceremony per degree. Bachelor's or master's degree students do not need to be conferred prior to participating. Degree conferral is required for doctoral graduates. Students are required to register by specific deadlines to participate in a commencement ceremony. For more information, please visit [bellevue.edu/graduation](http://bellevue.edu/graduation).

- The deadline for registering to participate in the Winter Commencement is November 15.
- The deadline for registering to participate in the Spring Commencement is April 1.

## Academic Regalia

The approved "regalia" consists of a black cap, a black gown for both men and women, and a tassel. Ph.D. students have a formal hooding during the ceremony. Graduates receiving master's degrees wear a master's hood during the ceremony. Undergraduate participants meeting the criteria wear cords designating honors, if applicable. All ceremony participants who have served or are currently serving in the United States Armed Forces wear red, white, and blue military recognition cords as part of their commencement regalia. Students who wish to wear items other than the approved regalia, will need to submit a written request to the Chief Academic Officer 60 days prior to the commencement ceremony. Failure to comply with standards for regalia will result in being barred from participation in commencement exercises.

## Commencement Dates

All ceremonies begin at 9:10 a.m. (All dates subject to change)

- 2017 Spring Commencement – Sat., June 3, 2017
- 2018 Winter Commencement – Sat., Jan. 27, 2018
- 2018 Spring Commencement – Sat., June 2, 2018
- 2019 Winter Commencement – Sat., Jan. 26, 2019
- 2019 Spring Commencement – Sat., June 1, 2019
- 2020 Winter Commencement – Sat., Jan. 25, 2020
- 2020 Spring Commencement – Sat., June 6, 2020
- 2021 Winter Commencement – Sat., Jan. 30, 2021
- 2021 Spring Commencement – Sat., June 5, 2021

## Graduation Honors – Undergraduate

To be eligible for graduation honors, students need to complete a minimum of 60 credit hours at Bellevue University. Credit hours earned with grades of pass/fail do not count toward graduation honors. Computer proficiency tests, CLEP/DSST, NYU Foreign Language Proficiency Exams, PLA, or any other transfer credits also do not count toward honors. Degrees with honors are awarded to candidates whose cumulative GPA in courses taken at Bellevue University fall within the following limits:

Honors Distinction	Cumulative GPA*
Summa Cum Laude	3.95 and above
Magna Cum Laude	3.88 through 3.94
Cum Laude	3.76 through 3.87
With Distinction	3.60 through 3.75

\*60 credit hours in-residence

## Graduation Honors – Graduate

Graduation honors are not awarded for master's or doctoral degrees. Rigorous academic standards must be maintained in all graduate programs. In the academic tradition, there is no higher honor than to be admitted as a graduate student and ultimately receive a graduate degree.

## Alumni Benefits

Graduates of Bellevue University join alumni worldwide and are entitled to a variety of benefits, such as: free lifetime access to the University's extensive library databases and services, free admission to regular season home athletic events, a 50% tuition discount on undergraduate classes (6 hours per academic year and excluding accelerated programs and independent study courses), and waived application fee, at time of submission, for Bellevue University master's degree programs. Alumni receive news about the University in The View, Bellevue University's newsletter to alumni and friends, and the digital online version of The View, as well as the monthly AlumniLink email newsletter.

The Alumni Achievement Award is presented to alumni who distinguish themselves in their chosen field of endeavor, by active participation in community service and volunteer organizations, and by generous and selfless giving of time, efforts, talents, and financial support to further the mission of Bellevue University.

Alumni can access career and social networking sites and blogs at [bellevue.edu/connected](http://bellevue.edu/connected). To seek financial support and maintain the accuracy of mailing and electronic addresses, the University contacts alumni each year by phone. A complete listing and more details of alumni benefits at Bellevue University are at [bellevue.edu/alumni-and-friends](http://bellevue.edu/alumni-and-friends).

Contact the Alumni Office at 402-557-7293 or toll-free at 1-800-756-7920, ext. 557-7293, or email [alumni@bellevue.edu](mailto:alumni@bellevue.edu).

# Academic Calendar

*Graduation conferrals occur monthly throughout the year.*

## Fall Session: 2017

August 28, 2017 ..... Classes Begin  
 September 3, 2017 ..... Last Day for Late Registration  
 or Adding a Class  
 September 4, 2017 ..... Labor Day - University Closed  
 October 17, 2017 ..... Last Day to Drop a Class  
 or Change to "Audit"  
 November 18, 2017 ..... Fall Session Ends

## Fall II Session: 2017

September 25, 2017 ..... Classes Begin  
 October 1, 2017 ..... Last Day for Late Registration  
 or Adding a Class  
 November 14, 2017 ..... Last Day to Drop a Class  
 or Change to "Audit"  
 November 23, 2017 ..... Thanksgiving Day - University Closed  
 December 16, 2017 ..... Fall II Session Ends

## Winter Session: 2017-2018

November 27, 2017 ..... Classes Begin  
 December 3, 2017 ..... Last Day for Late Registration  
 or Adding a Class  
 December 19, 2017 ..... Holiday Break Begins at 8:00 a.m.  
 January 2, 2018 ..... Classes Resume  
 January 27, 2018 ..... Winter Commencement Ceremony  
 January 30, 2018 ..... Last Day to Drop a Class  
 or Change to "Audit"  
 March 3, 2018 ..... Winter Session Ends

## Spring Session: 2018

March 12, 2018 ..... Classes Begin  
 March 18, 2018 ..... Last Day for Late Registration  
 or Adding a Class  
 May 1, 2018 ..... Last Day to Drop a Class  
 or change to "Audit"

May 28, 2018 ..... Memorial Day - University Closed  
 June 2, 2018 ..... Spring Session Ends  
 June 2, 2018 ..... Spring Commencement Ceremony

## Summer I 10-Week Session: 2018

June 4, 2018 ..... Classes Begin  
 June 10, 2018 ..... Last Day for Late Registration  
 or Adding a Class  
 July 4, 2018 ..... Independence Day - University Closed  
 July 16, 2018 ..... Last Day to Drop a Class  
 or change to "Audit"  
 August 11, 2018 ..... Summer Session Ends

## Summer 2 11-Week Session: 2018

June 4, 2018 ..... Classes Begin  
 June 10, 2018 ..... Last Day for Late Registration  
 or Adding a Class  
 July 4, 2018 ..... Independence Day - University Closed  
 July 16, 2018 ..... Last Day to Drop a Class  
 or change to "Audit"  
 August 18, 2018 ..... Summer Session Ends

## Fall Session: 2018

August 27, 2018 ..... Classes Begin  
 September 2, 2018 ..... Last Day for Late Registration  
 or Adding a Class  
 September 3, 2018 ..... Labor Day - University Closed  
 October 16, 2018 ..... Last Day to Drop a Class  
 or Change to "Audit"  
 November 17, 2018 ..... Fall Session Ends

## Fall II Session: 2018

September 24, 2018 ..... Classes Begin  
 September 30, 2018 ..... Last Day for Late Registration  
 or Adding a Class

November 13, 2018 ..... Last Day to Drop a Class  
or Change to "Audit"  
November 22, 2018 ..... Thanksgiving Day - University Closed  
December 15, 2018.....Fall II Session Ends

### Winter Session: 2018-2019

November 26, 2018 .....Classes Begin  
December 2, 2018..... Last Day for Late Registration  
or Adding a Class  
December 19, 2018..... Holiday Break Begins at 8:00 a.m.  
January 2, 2019 .....Classes Resume  
January 24, 2019 ..... Last Day to Drop a Class  
or Change to "Audit"  
January 26, 2019 .....Winter Commencement Ceremony  
March 2, 2019..... Winter Session Ends

### Spring Session: 2019

March 4, 2019 ..... Classes Begin  
March 10, 2019..... Last Day for Late Registration  
or Adding a Class  
April 23, 2019..... Last Day to Drop a Class  
or Change to "Audit"

May 27, 2019 ..... Memorial Day – University Closed  
May 25, 2019 .....Spring Session Ends  
June 1, 2019.....Spring Commencement Ceremony

### Summer I 10-Week Session: 2019

June 3, 2019..... Classes Begin  
June 9, 2019..... Last Day for Late Registration  
or Adding a Class  
July 4, 2019 .....Independence Day – University Closed  
July 15, 2019 ..... Last Day to Drop a Class  
or Change to "Audit"  
August 10, 2019 ..... Summer Session Ends

### Summer 2 11-Week Session: 2019

June 3, 2019..... Classes Begin  
June 9, 2019..... Last Day for Late Registration  
or Adding a Class  
July 4, 2019 .....Independence Day – University Closed  
July 19, 2019 ..... Last Day to Drop a Class  
or Change to "Audit"  
August 17, 2019 ..... Summer Session Ends

## State Regulatory Information

Bellevue University is accredited by the Higher Learning Commission and the U.S. Department of Education. The Higher Learning Commission is an institutional accrediting agency recognized by the U.S. Department of Education. In accordance with state regulations regarding authorization to provide post-secondary education through distance or correspondence education in a state in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, Bellevue University makes the following disclaimers per authorization by each state regulatory agency.

Students, especially those seeking to enroll in a Bellevue University distance education program that include clinical, internships, or practicums residing outside the state of Nebraska, but within the United States, District of Columbia, and U.S. Territories (excludes International locations), should check the University's authorization status before applying. We will continue to serve out-of-state students while working with individual state authorization agencies to secure institutional authorization requirements; unless otherwise indicated.

Bellevue University is a proud member of the National Council for State Authorization Reciprocity Agreements (NC-SARA). The consortium provides reciprocity to member states relative to being an education option for residents of member states. For more information, please visit: <http://www.nc-sara.org/what-are-student-benefits>, or download the NC-SARA FAQ

PDF or visit <http://www.nc-sara.org/state-actions/state-actions-regarding-sara> for a list of states participating in SARA.

In the event that a student complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency at <https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>. Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions, or discipline/conduct matters.

**Links to each state's regulatory agency(ies) complaint process are also included:**

#### Alabama

Commission on Higher Ed.  
Alabama Commission on Higher Ed.  
P.O. Box 302000  
Montgomery, AL 36130-2000  
[www.ache.alabama.gov/Content/Departments/NRI/federal-reg.pdf](http://www.ache.alabama.gov/Content/Departments/NRI/federal-reg.pdf)

State Portal Agency Contact:  
Timothy Vick  
Interim Executive Director  
Alabama Commission on Higher Education  
100 N. Union St. #782  
Montgomery, Alabama 36104  
334.242.2109  
[tim.vick@ache.alabama.gov](mailto:tim.vick@ache.alabama.gov)

Department of Postsecondary Education  
Alabama Dept. of Postsecondary Ed.  
P.O. Box 302130  
Montgomery, AL 36130-2130  
[www.accs.cc/index.cfm/school-licensure/complaints/](http://www.accs.cc/index.cfm/school-licensure/complaints/)

State Portal Agency Contact:  
Annette Funderburk  
Private School Licensure Specialist  
Alabama Dept. of Postsecondary Ed.  
Office of Private School Licensing Division  
334.293.4651  
[Annette.funderburk@dpe.edu](mailto:Annette.funderburk@dpe.edu)

## Alaska

State Portal Agency Contact:  
Kierke Kussart  
Program Coordinator Institutional Authorization  
Alaska Commission on Post-Secondary Education  
PO Box 110505  
Juneau, AK 99811-0505  
907.465.6741  
[kierke.kussart@alaska.gov](mailto:kierke.kussart@alaska.gov)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Arizona

State Portal Agency Contact:  
Lanna Dueck  
2323 W. 14th Street  
Tempe, AZ 85281  
480.517.8226  
[lanna.dueck@riosalado.edu](mailto:lanna.dueck@riosalado.edu)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Arkansas

State Portal Agency Contact:  
Alana Boles  
Coordinator, Academic Affairs  
Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201  
501.371.2060  
[Alana.Boles@adhe.edu](mailto:Alana.Boles@adhe.edu)

Nebraska Coordinating Commission for Postsecondary Ed.  
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Lincoln, NE 68509-5005  
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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## California

California Bureau of Private Postsecondary Ed.  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
888.370.7589  
[bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)  
<http://www.bppe.ca.gov/enforcement/complaint.shtml>

Exempt Institutions:  
Atty. General's Office California Dept. of Justice  
Attn: Public Inquiry Unit  
P.O. Box 9044255  
Sacramento, CA 94244  
<http://oag.ca.gov/consumers>

State Portal Agency Contact:  
Leeza Rifredi  
Licensing Chief  
Bureau for Private Postsecondary Education  
916.431.6959

## Colorado

State Portal Agency Contact:  
Heather DeLange  
Acad. Policy Officer  
Colorado Dept. of Higher Ed.  
1560 Broadway, Ste. 1600  
Denver, CO 80202  
303.862.3005  
[heather.delange@dhe.state.co.us](mailto:heather.delange@dhe.state.co.us)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
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2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

### Connecticut

State Portal Agency Contact:  
Amy King  
Office of Higher Education  
860.947.1822  
[aking@ctohe.org](mailto:aking@ctohe.org)

Connecticut Office of Higher Ed.  
39 Woodland St.  
Hartford, CT 06105-2337  
1-860-947-1800  
[edinfo@ctohe.org](mailto:edinfo@ctohe.org)  
<http://www.ctohe.org/StudentComplaints.shtml>

### Delaware

State Portal Agency Contact:  
Shana Payne  
Director, Higher Education Office  
Delaware Department of Education  
Delaware Higher Education Office  
Townsend Building  
401 Federal Street, Suite 2  
Dover, DE 19901  
302.735.4120  
[Shana.Payne@doe.k12.de.us](mailto:Shana.Payne@doe.k12.de.us)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

### Florida

Florida Commission for Independent Ed.  
325 W. Gaines St., Suite 1414  
Tallahassee, FL 32399-0400  
General Information  
Email: [CIEINFO@fldoe.org](mailto:CIEINFO@fldoe.org)  
Phone: 1.888.224.6684  
<http://www.fldoe.org/policy/cie/file-a-complaint.shtml>

State Portal Agency Contact:  
Susan Hood  
Operations and Management Consultant Manager  
Florida Department of Education  
850.245.3200  
[susan.hood@fldoe.org](mailto:susan.hood@fldoe.org)

Office of the Attorney General  
State of Florida  
The Capitol PL-01  
Tallahassee, FL 32399-1050  
1.866.966.7226  
<http://www.myfloridalegal.com/pages.nsf/Main/E3EB45228E9229DD85257B05006E32EC>

### Georgia

State Portal Agency Contact:  
Patricia "Pat" Neri  
GA-SARA Coordinator  
Georgia Nonpublic Postsecondary Education Commission (GNPEC)  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084  
770.414.3235  
[GASARA@gnpec.org](mailto:GASARA@gnpec.org)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
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2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

### Hawaii

State Portal Agency Contact:  
Bobbi Lum-Mew  
Program Administrator  
Hawaii Post-Secondary Education Authorization Program (HPEAP)  
Department of Commerce & Consumer Affairs  
808.586.7327



[hpeap@dcca.hawaii.gov](mailto:hpeap@dcca.hawaii.gov)  
Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Idaho

State Portal Agency Contact:  
Valerie Fenske  
Private Postsecondary & Proprietary Schools Coordinator  
Idaho State Board of Ed.  
650 West State Street  
(P.O. Box 83720)  
Boise, ID 83720-0037  
208.332.1587  
[valerie.fenske@osbe.idaho.gov](mailto:valerie.fenske@osbe.idaho.gov)

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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Illinois

State Portal Agency Contact:  
Nkechi Onwuameze, PhD  
Assistant Director for Academic Affairs  
Illinois SARA Coordinator  
Illinois Board of Higher Education  
1 N. Old State Capitol Plaza, Suite 333  
Springfield, Illinois 62701-1377  
217.557.7382  
[sara@ibhe.org](mailto:sara@ibhe.org)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005

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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Indiana

State Portal Agency Contact:  
Ken Sauer, Ph.D.  
Senior Assoc. Commissioner for Research and Academic Affairs,  
Indiana Commission for Higher Ed.  
101 W. Ohio Street, Suite 550  
Indianapolis, IN 46204-1984  
Phone: 317.464.4400 ext. 121  
Fax: 317.464.4410  
[ksauer@che.in.gov](mailto:ksauer@che.in.gov)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
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2115 State Capitol  
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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Iowa

Bellevue University is registered to operate in Iowa with the Iowa College Student Aid Commission.  
Iowa College Student Aid Commission  
450 East Grand Ave., FL 3  
Des Moines, IA 50319-1920  
Phone: 515.725.3400  
Fax: 515.725.3401  
<https://www.iowacollegeaid.gov/sdrf-start>

State Portal Agency Contact:  
Jayna Grauerholz, J.D.  
Postsecondary Registration Compliance Officer  
Iowa College Student Aid Commission  
430 East Grand Ave, FL 3  
Des Moines, IA 50309-1920  
515.725.3431  
515.725.3401 fax  
[jayna.grauerholz@iowa.gov](mailto:jayna.grauerholz@iowa.gov)

## Kansas

State Portal Agency Contact:  
Jennifer L. Armour  
Business Analyst, Private Postsecondary Education  
Kansas Board of Regents  
1000 SW Jackson, Suite 520  
Topeka, KS 66612-1368  
785.430.4288  
[jarmour@ksbor.org](mailto:jarmour@ksbor.org)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
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2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Kentucky

State Portal Agency Contact:  
Sarah Levy, J.D.  
Director of Postsecondary Licensing  
Council on Postsecondary Education  
1024 Capital Center Drive, Suite 320  
Frankfort, KY 40601  
Phone: 502.573.1555 ext. 350  
Fax: 502.573.1535  
[sarah.levy@ky.gov](mailto:sarah.levy@ky.gov)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
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2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Louisiana

Louisiana Board of Regents  
P.O. Box 3677  
Baton Rouge, LA 70821-3677  
Phone: 225.342.4253  
Fax: 225.342.9318  
<http://regents.state.la.us/page/StudentComplaints>

Louisiana Office of the Attorney General, Consumer Protection Division  
P.O. Box 94005  
Baton Rouge, LA 70804-9005  
1.800.351.4889 or 225.326.6465  
[www.ag.state.la.us/Complaint.aspx?articleID=16&catID=15](http://www.ag.state.la.us/Complaint.aspx?articleID=16&catID=15)

State Portal Agency Contact:  
Larry Tremblay  
Deputy Commissioner for Planning, Research and Acad. Affairs  
Louisiana Board of Regents  
1201 N. Third St., Ste. 6-200  
Baton Rouge, LA 70802  
225.342.4253  
[larry.tremblay@la.gov](mailto:larry.tremblay@la.gov)

## Maine

State Portal Agency Contact:  
Angel Loreda  
Higher Education Specialist  
Department of Higher Education  
23 State House Station  
Augusta, Maine 04333-0023  
207.624.6846  
[angel.loredo@maine.gov](mailto:angel.loredo@maine.gov)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Maryland

State Portal Agency Contact:  
Koliwe Moyo  
Online Education Analyst  
Maryland Higher Education Commission  
6 North Liberty Street, 10th Floor  
Baltimore, MD 21201  
410.767.3297  
[koliwe.moyo@maryland.gov](mailto:koliwe.moyo@maryland.gov)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
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Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
ago.info.help@nebraska.gov  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

### Massachusetts

Massachusetts Department of Higher Ed.  
One Ashburton Place, Room 1401  
Boston, MA 02108  
617.994.6950  
[www.mass.edu/forstufam/complaints/complaints.asp](http://www.mass.edu/forstufam/complaints/complaints.asp)

State Portal Agency Contact:  
Academic Policy Staff  
Massachusetts Department of Higher Ed.  
One Ashburton Place, Room 1401  
Boston, MA 02108  
[approvalquery@bhe.mass.edu](mailto:approvalquery@bhe.mass.edu)

### Michigan

State Portal Agency Contact:  
Michael Beamish, Manager  
State of Michigan  
Dept. of Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing  
Schools and Licensing  
PO Box 30018  
Lansing, MI 48909  
Phone: 517.241.6806  
Fax: 517.373.2162  
[beamishm@michigan.gov](mailto:beamishm@michigan.gov)

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Lincoln, NE 68509-5005  
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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

### Minnesota

State Portal Agency Contact:  
Ms. Betsy Talbot  
Minnesota Office of Higher Ed.  
1450 Energy Park Dr., Suite 350  
Saint Paul, MN. 55108  
651.259.3965  
[betsy.talbot@state.mn.us](mailto:betsy.talbot@state.mn.us)

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P.O. Box 95005  
Lincoln, NE 68509-5005  
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[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

### Mississippi

Mississippi Commission on College Accreditation  
3825 Ridgewood Rd.  
Jackson, MS 39211-6453  
[http://www.mississippi.edu/mcca/student\\_complaint\\_process.asp](http://www.mississippi.edu/mcca/student_complaint_process.asp)

State Portal Agency Contact:  
Menia Dykes  
Director of Accreditation  
Mississippi Commission on College Accreditation  
3825 Ridgewood Road  
Jackson, MS 39211  
601.432.6372  
[mdykes@mississippi.edu](mailto:mdykes@mississippi.edu)

Attorney General's Office, Consumer Protection Division  
Walter Sillers Building  
550 High Street, Suite 1200  
Jackson, MS 39201  
601.359.3680  
[http://www.ago.state.ms.us/form\\_categories/complaint-form/](http://www.ago.state.ms.us/form_categories/complaint-form/)

### Missouri

State Portal Agency Contact:  
Leroy Wade  
Asst. Commissioner  
Missouri Dept. of Higher Ed.  
205 Jefferson St.  
P.O. Box 1469  
Jefferson City, MO 65102-1469  
573.751.1776  
[leroy.wade@dhe.mo.gov](mailto:leroy.wade@dhe.mo.gov)  
Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
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2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
ago.info.help@nebraska.gov  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Montana

Montana University System  
Office of the Commissioner of Higher Ed.  
2500 Broadway St.  
P.O. Box 203201  
Helena, MT 59620-3201  
406.444.6570  
<http://mus.edu/MUS-Statement-of-Complaint-Process.asp>

State Portal Agency Contact:  
Elizabeth Ternes  
Academic Policy Specialist  
Office of the Commissioner of Higher Education  
Montana University System  
PO Box 203201  
Helena, MT 59620-3201  
406.444.0311  
[eternes@montana.edu](mailto:eternes@montana.edu)

## Nebraska

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

State Portal Agency Contacts:  
Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
402.471.0030  
[kathleen.fimple@nebraska.gov](mailto:kathleen.fimple@nebraska.gov)

Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Nevada

State Portal Agency Contact:  
Crystal Abba, Vice Chancellor for Acad. & Student Affairs  
Nevada System of Higher Ed.  
2601 Enterprise Rd.  
Reno, NV 89512  
1.775.784.4901  
[crystal\\_abba@nshe.nevada.edu](mailto:crystal_abba@nshe.nevada.edu)

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2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## New Hampshire

New Hampshire Department of Education - Higher Education Commission  
101 Pleasant Street  
Concord, NH 00301-3494  
603.721.3494  
<http://www.education.nh.gov/highered/compliance-allegation.htm>

State Portal Agency Contact:  
Edward R. MacKay, Division Director  
Higher Education Commission  
New Hampshire Department of Ed.  
101 Pleasant St.  
Concord, NH 03301  
1.603.271.0256  
[Edward.MacKay@doe.nh.gov](mailto:Edward.MacKay@doe.nh.gov)

## New Jersey

Office of the Secretary of Higher Ed.  
20 West State St., 4th Floor  
P.O. Box 542  
Trenton, NJ 08625-0542  
609.292.4310  
<http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>

New Jersey Div. of Consumer Affairs  
P.O. Box 45025  
Newark, NJ 07101  
<http://www.nj.gov/oag/ca/complaint/ocp.pdf>

State Portal Agency Contact:  
Rochelle Hendricks, Secretary of Higher Education  
State of New Jersey Higher Education  
P.O. Box 542  
Trenton, NJ 08625-0542  
609.292.4310  
Executive Assistant: Carol Johnson  
[Carol.Johnson@oshe.nj.gov](mailto:Carol.Johnson@oshe.nj.gov)  
<http://www.state.nj.us/highereducation>

## New Mexico

State Portal Agency Contact:

Jeneva LiRosi

General Counsel

New Mexico Higher Education Department

2044 Galisteo Street Suite 4

Santa Fe, NM 87505-2100

505.476.8402

[Jeneva.LiRosi@state.nm.us](mailto:Jeneva.LiRosi@state.nm.us)

Nebraska Coordinating Commission for Postsecondary Ed.

P.O. Box 95005

Lincoln, NE 68509-5005

Phone: 402.471.2847

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2115 State Capitol

Lincoln, NE 68509

402.471.2683

[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)

<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## New York

Office of College and University Evaluation

89 Washington Ave., Room 960 EBA

Albany, NY 12234

[ocueinfo@nysed.gov](mailto:ocueinfo@nysed.gov)

[www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html](http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html)

New York State Ed. Dept.

116 West 32nd St., 5th Floor

New York, NY 10001

<http://www.acces.nysed.gov/common/acces/files/bpss/ComplaintForm.pdf>

State Portal Agency Contact:

Owen Donovan

Supervisor, Higher Education Programs

New York State Education Department

89 Washington Avenue

Albany, NY 12234

518.474.1551

[IHEauthorize@nysed.gov](mailto:IHEauthorize@nysed.gov)

## North Carolina

State Portal Agency Contact:

Terrence R. Scarborough, M.P.A.

Director of SARA-NC

North Carolina State Education Assistance Authority

P.O. Box 14103

Research Triangle Park, NC 27709

919.549.8614 ext. 4660

[tscarborough@ncseaa.edu](mailto:tscarborough@ncseaa.edu)

Nebraska Coordinating Commission for Postsecondary Ed.

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Fax: 402.471.2886

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402.471.2683

[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)

<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## North Dakota

State Portal Agency Contact:

Dr. Richard Rothaus

NDUS Vice Chancellor for Academic and Student Affairs

North Dakota University System

[richard.rothaus@ndus.edu](mailto:richard.rothaus@ndus.edu)

Nebraska Coordinating Commission for Postsecondary Ed.

P.O. Box 95005

Lincoln, NE 68509-5005

Phone: 402.471.2847

Fax: 402.471.2886

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Office of the Attorney General

2115 State Capitol

Lincoln, NE 68509

402.471.2683

[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)

<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Ohio

Ohio Board of Regents

25 South Front St.

Columbus, OH 43215

614.466.6000

[hotline@highered.ohio.gov](mailto:hotline@highered.ohio.gov)

<https://www.ohiohighered.org/students/complaints>

State Portal Agency Contact:

Matt Exline

Assistant Director of Program Approval Operations

Ohio Department of Higher Education

25 South Front Street

Columbus, OH 43215

614.728.3095

[mexline@regents.state.oh.us](mailto:mexline@regents.state.oh.us)

## Oklahoma

State Portal Agency Contact:

Daniel Archer



Assistant Vice Chancellor for Academic Affairs  
Oklahoma State Regents for Higher Education  
655 Research Parkway, Ste. 200  
P.O. Box 108850  
Oklahoma City, OK 73101-8850  
405.225.9142  
[darcher@osrhe.edu](mailto:darcher@osrhe.edu)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Oregon

State Portal Agency Contact:  
Juan Báez-Arévalo, Director of Private Postsecondary Ed.  
Oregon Higher Ed. Coordinating Commission  
775 Court St. NE  
Salem, OR 97301  
503.947.5977  
[juan.baez-arevalo@state.or.us](mailto:juan.baez-arevalo@state.or.us)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Pennsylvania

Pennsylvania Dept. of Ed.  
333 Market St.  
Harrisburg, PA 17126  
<http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#tab-1>

State Portal Agency Contact:  
Patricia Landis

Division Chief, Higher and Career Education  
Pennsylvania Department of Education  
717.783.8228  
[plandis@pa.gov](mailto:plandis@pa.gov)  
[ra-distanceeducation@pa.gov](mailto:ra-distanceeducation@pa.gov)

## Rhode Island

Rhode Island Office of Postsecondary Commissioner  
Shepard Building  
80 Washington St.  
Providence, RI 02903  
401.456.6000  
<http://www.ribghe.org/pdfs/BOGStudentComplaint-ProcessII011012.pdf>

State Portal Agency Contact:  
Michael Walker-Jones  
Assistant Commissioner/External Affairs  
RI Office of the Postsecondary Commissioner  
560 Jefferson Blvd.  
Warwick, Rhode Island 02886-1304  
401.736.1122  
[michael.walker-jones@ribghe.org](mailto:michael.walker-jones@ribghe.org)

## South Carolina

State Portal Agency Contact:  
Clay Barton, Program Coordinator, Postsecondary Institution Licensing  
South Carolina Commission on Higher Education  
1122 Lady Street  
Suite 300  
Columbia, SC 29201  
803.737.7781  
[cbarton@che.sc.gov](mailto:cbarton@che.sc.gov)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## South Dakota

South Dakota Secretary of State's Office  
Capitol Building  
500 East Capitol Ave., Ste 204  
Pierre, SD 57501-5070  
[sdsos@state.sd.us](mailto:sdsos@state.sd.us)

South Dakota Office of the Attorney General  
1302 E Hwy 14  
Suite 1  
Pierre, SD 57501-8501  
605.773.3215  
<http://consumer.sd.gov/complaintform.aspx>

State Portal Agency Contact:  
Katie Hubbart  
Academic Affairs Specialist  
South Dakota SARA Coordinator  
South Dakota Board of Regents  
306 East Capitol Ave., Suite 200  
Pierre, SD 57501  
605.773.3455  
[Katie.Hubbart@sdbor.edu](mailto:Katie.Hubbart@sdbor.edu)

### Tennessee

Tennessee Higher Education Commission  
404 James Robertson Parkway, Ste. 1900  
Nashville, TN 37243  
615.741.3605  
[http://www.tn.gov/assets/entities/thec/attachments/Complaint\\_Form\\_%28Rev. 12.16%29 1-26-17.pdf](http://www.tn.gov/assets/entities/thec/attachments/Complaint_Form_%28Rev.%2012.16%29%201-26-17.pdf)

State Portal Agency Contact:  
Julie Woodruff  
Director of Postsecondary School Authorization and Lead Attorney  
Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243  
615.253.8857  
[julie.woodruff@tn.gov](mailto:julie.woodruff@tn.gov)

### Texas

State Portal Agency Contacts:  
Jessica Acton  
Program Director  
Texas Higher Education Coordinating Board  
1200 E. Anderson Lane  
Austin, TX 78752  
512.427.6214  
[jessica.acton@the.cb.state.tx.us](mailto:jessica.acton@the.cb.state.tx.us)

Larry Temple  
Executive Director  
Texas Workforce Commission  
512.463.0735  
[larry.temple@twc.state.tx.us](mailto:larry.temple@twc.state.tx.us)  
Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

### Utah

Utah Div. of Consumer Protection  
160 East 300 South  
Salt Lake City, UT 84111  
801.530.6601  
[consumerprotection@utah.gov](mailto:consumerprotection@utah.gov)  
<http://consumerprotection.utah.gov/complaints/index.html>

State Portal Agency Contact:  
Cynthia "Cyd" Grua  
Office of the Commissioner for Higher Education  
Utah System of Higher Education  
Board of Regents Building, The Getaway  
60 S 400 W  
Salt Lake City, Utah 84111  
801.321.7152  
[cgrua@ushe.edu](mailto:cgrua@ushe.edu)

### Vermont

Vermont State Board of Education  
Vermont Agency of Education  
219 North Main Street, Suite 402  
Barre, VT 05641  
802.479.1030

State Portal Agency Contact:  
Cassandra Ryan  
School Finance Analyst  
Vermont Agency of Education  
120 State St.  
Montpelier, VT 05620  
802.479.8545  
[cassandra.ryan@state.vt.us](mailto:cassandra.ryan@state.vt.us)

Vermont Atty. General's Office  
109 State St.  
Montpelier, VT 05609-1001  
<https://www.uvm.edu/consumer/?Page=complaint.html>

### Virginia

State Portal Agency Contact:  
Darlene Derricott  
Director of Academic Services  
State Council of Higher Education for Virginia  
101 N. 14th Street, 9th Floor  
Richmond, VA 23219  
804.225.2621  
[DarleneDerricott@schev.edu](mailto:DarleneDerricott@schev.edu)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

Nebraska Office of the Attorney General  
2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Washington

State Portal Agency Contact:  
Tivoli Sharp  
Washington Student Achievement Council  
PO Box 43430  
Olympia, WA 98504-3430  
360.753.7869  
[tivolis@wsac.wa.gov](mailto:tivolis@wsac.wa.gov)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

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2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## West Virginia

State Portal Agency Contact:  
Mark Stotler  
Director of Academic Programming  
West Virginia Higher Education Policy Commission  
1018 Kanawha Blvd. East, Suite 700  
Charleston, WV 25301  
304.558.0262  
[mark.stotler@wvhepc.edu](mailto:mark.stotler@wvhepc.edu)

Nebraska Coordinating Commission for Postsecondary Ed.  
P.O. Box 95005  
Lincoln, NE 68509-5005  
Phone: 402.471.2847  
Fax: 402.471.2886  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

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2115 State Capitol  
Lincoln, NE 68509  
402.471.2683  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Wisconsin

To review the Wisconsin Statutes and Annotations in full, please visit:  
<http://eab.state.wi.us/>  
<http://www.bellevue.edu/about/state-authorization/pdfs/wisconsin-state-auth.pdf>

Student can file a complaint through the Dean of Students' Office by submitting your complaint to:  
[https://bellevue-advocate.symplicity.com/public\\_report/index.php/](https://bellevue-advocate.symplicity.com/public_report/index.php/)

If Wisconsin residents are not satisfied with this option or the resolution offered by Bellevue University they can contact

Wisconsin Educational Approval Board:  
431 Charmany Drive, Suite 102  
Madison, WI 53719  
608.266.1996  
[eabmail@eab.wisconsin.gov](mailto:eabmail@eab.wisconsin.gov)  
<http://eab.state.wi.us/resources/complaint.asp>

State Portal Agency Contact:  
Dr. Morna Foy  
President, Wisconsin Technical College System and Chair  
Wisconsin Distance Learning Authorization Board  
4622 University Avenue – PO Box 7874  
Madison, WI 53707-7874  
608.267.9514  
[nancy.merril@wtcsystem.edu](mailto:nancy.merril@wtcsystem.edu)

## Wyoming

Wyoming Dept. of Ed.  
2300 Capitol Ave., Hathaway Building, 2nd Floor  
Cheyenne, WY 82002-2060  
Phone: 307.777.7675  
Fax: 307.777.6234  
<https://edu.wyoming.gov/beyond-the-classroom/school-programs/private-school-licensing/>

State Portal Agency Contact:  
Larry Buchholtz  
Fiscal Operations Team Manager  
State of Wyoming  
Wyoming Community College Commission  
2300 Capitol Ave., 5th Floor, Suite B  
Cheyenne, WY 82002  
307.777.7068  
[larry.buchholtz@wyo.gov](mailto:larry.buchholtz@wyo.gov)

## District of Columbia

District of Columbia Education Licensure Commission  
810 First Street, NE, 2nd Floor  
Washington, DC 20002  
[osse.elcmail@dc.gov](mailto:osse.elcmail@dc.gov)  
<http://osse.dc.gov/service/higher-education-licensure-commission-helc-public-complaints>

State Portal Agency Contact:

Angela H. Lee  
Executive Director  
Higher Education Licensure Commission  
Postsecondary Education  
Office of the State Superintendent of Education  
810 1st Street, NE  
Washington, DC 20002  
202.727.6436  
[Angela.Lee@dc.gov](mailto:Angela.Lee@dc.gov)

## Puerto Rico

The Puerto Rico Council on Education  
P.O. Box 19900  
San Juan, PR 00910-1900

Puerto Rico Dept. of Justice  
P.O. Box 9020192  
San Juan, PR 00902-0192

State Portal Agency Contact:

David Baez Davila  
Acting Executive Director  
787.641.7100  
[dbaez@ce.pr.gov](mailto:dbaez@ce.pr.gov)

## Guam

Not yet developed

## Virgin Islands

Government of the United States Virgin Islands Dept. of Ed.  
Office of the Commissioner  
1834 Kongens Gade  
St. Thomas, V.I. 00802

# Florida Faculty Listing with Degree Information

At Bellevue University, our students graduate with both the relevant knowledge and workplace skills needed for career advancement. Throughout their educational journeys, students work closely with faculty who offer practical, real-world experience. This perspective helps students confidently apply learning to their current job, as well as prepare them for the future.

### Anthony Geron

M.S. in Healthcare - Trident University  
M.S. in Network Operations - Naval Postgraduate School

### Bart Stough

M.S. in Information Technology - Bellevue University

### Brenda Mechels

Ed.D. in Sport Management & Leadership -  
Northcentral University

### Brian Barney

M.S. in Management Information Systems -  
Bellevue University

### Catherine Williams

Master of Business Administration with a concentration in  
Management Information Systems - Bellevue University

### Charbel Elkhoury

Ph.D. in Information Technology Management -  
Capella University

### Charles Longo

Master of Business Administration with a concentration in  
Technology Management - University of Phoenix  
M.S. in Management Information Systems -  
University of Phoenix

### Christopher Elg

Master of Public Administration - John Jay College of  
Criminal Justice

### Darrell Payne

M.S. in Computer Information Systems - Bellevue University

### Douglas Rausch

M.S. in Computer Science - Texas State University

### Douglas Stewart

B.A. in English - High Point University, M.A. in Christian  
Leadership - Sioux Falls Seminary  
M.S. in Leadership Executive Coaching - Bellevue University

### Erica Wright

M.F.A. in Writing - Columbia University

### Gail Matthiessen

B.S.B.A. in Finance & Marketing - University of  
Nebraska at Omaha  
M.A. in Leadership - Bellevue University

### George F. Kippley

M.S. in Management Information Systems -  
Bellevue University

**Glen Fine**  
M.S. in Computer Information Systems - Bellevue University

**Ian Moore**  
M.S. in Cybersecurity - Bellevue University

**Jelena Vucetic**  
Ph.D. in Electrical Engineering - University of Belgrade

**Jeremiah Bengston**  
M.S. in Computer Information Systems - Bellevue University

**Jerome Lewis**  
Ph.D. in Psychology - University of Alabama

**Jessica Korth**  
M.A. in Teaching Mathematics - University of Nebraska at Lincoln

**Jim Krohn**  
M.S. in Management Information Systems - Bellevue University

**John Kyndt**  
Ph.D. in Biochemistry - University of Ghent

**John McGaha**  
M.S. Management of Information Technology - Naval Postgraduate School

**John Nord**  
M.S. in Information Systems Security - Colorado Technical University

**John Woods**  
M.S. in Computer Information Systems - Bellevue University

**Jude Lui**  
M.S. in Accounting - University of Kansas

**Karla Carter**  
B.A. in Psychology - University of Nebraska at Lincoln  
M.A. in History - University of Nebraska at Lincoln  
M.S. in Cybersecurity (in progress) - Bellevue University

**Kevin Broderick**  
B.S. in Education - University of Nebraska at Omaha  
B.S. in Journalism - University of Nebraska at Omaha  
M.S. in Educational Administration & Leadership - University of Nebraska at Omaha

**Kimberly Brehm**  
M.A. in Mathematics - University of Nebraska at Omaha

**Mandy Gruhlkey**  
J.D. of Law - Creighton University School of Law

**Margaret Smith**  
M.A. in History - Fordham University

**Melony Sampson**  
M.S. in Information Systems - Bellevue University

**Michael Butera**  
M.S. in Criminal Justice - University of Nebraska at Omaha

**Michelle Bahr**  
M.A. in English - University of Nebraska at Omaha

**Nicholas Redd**  
M.S. in Information Technology- Info Assurance - University of Maryland University College

**Ralph Wojcinski**  
A.S. in Avionics Systems Technology - Community College of the Air Force  
B.S. in Business Management - State University of New York  
M.A. in Management - Bellevue University

**Renee Brown**  
J.D. of Law - University of Houston

**Richard Krasso**  
M.S. in Software Development - Bellevue University

**Richard Stutte**  
M.S. in Computer Information Systems - Bellevue University

**Rick Galusha**  
Ph.D. in Political Science - University of South Dakota

**Rick McFayden**  
J.D. of Law - Creighton University School of Law

**Robert Danenhauer**  
B.S. in Teacher Education - University of Nebraska at Omaha  
M.S. Educational Administration - Fort Hays State University

**Robert Stark**  
J.D. of Law - Creighton University School of Law

**Robert Tillman**  
Ph.D. in IT Management - Capella University

**Scott Steffen**  
B.A. in Human Resources - Bellevue University  
M.A. in Management - Bellevue University

**Terrance Winn**  
M.S. in Management Information Systems - Bellevue University

**Timothy Reilly**  
B.S. in Management Information Systems - University of Nebraska at Omaha  
Master of Business Administration - University of Nebraska at Omaha

**Tony Jasnowski**  
Ph.D. in Rhetoric & Composition - University of Nebraska at Lincoln

**Tracey McCoy**  
Master of Public Administration - University of Colorado



# Administrative Staff with Titles and Status

---

**Christine Armstrong**  
Public Services Librarian  
FT

**Robin Bernstein**  
Senior Director Library  
FT

**Scott Bierman**  
Assistant Vice President, Student Affairs  
FT

**Tammy Bosley**  
Office Manager College of Science & Technology  
FT

**Regina Bradley**  
Assistant Director Bruin Support Services  
FT

**Jamie Chancey**  
Manager Evaluations Team  
FT

**Kevin Cleary**  
Assistant Dean of Students & Title IX Coordinator  
FT

**Kathy Consbruck**  
Director of Special Projects  
FT

**Douglas Daubert**  
Director Undergraduate Academic Advising  
FT

**Matthew Davis**  
Executive Vice President, Administrative Services  
FT

**Rachael Davis**  
Manager Tutoring  
FT

**Mary Dobransky**  
Dean College of Science & Technology  
FT

**Kate (Catherine) Dredla**  
Adjunct Faculty Manager  
FT

**Donald DuBay**  
Director Graduate Enrollment  
FT

**Amanda Edison**  
Adjunct Faculty Manager  
FT

**Michelle Eppler**  
Assistant Vice President, Human Capital Lab  
FT

**Pamela Fanelli**  
Technical Services Librarian  
FT

**Debbie Galusha**  
Director of Teacher Education  
FT

**Patricia Greguras**  
Assistant Director Undergraduate Academic Advising  
FT

**James Grotrian**  
Executive Vice President, Operations  
FT

**Catherine Hanson**  
Senior Director Student Finance  
FT

**Joel Hartung**  
Assistant Director Library Systems  
FT

**Mary B. Hawkins**  
President  
FT

**Timothy Hawver**  
Director Enrollment Initiatives  
FT

**Brenda Henderson**  
Assistant Director Financial Services  
FT

**Doug Henely**  
Assistant Director Financial Aid  
FT

**Jesse Hicks**  
Office Manager College of Arts & Sciences  
FT

**Brittany Hoebelheinrich**  
Event/Commencement Specialist  
FT

**Jeremy Brian Holzey**  
Assistant Director Bruin Support Services  
FT

**Lynette Ingram**  
Relationship Manager North Omaha Outreach  
FT

**Kathy Jacobson**  
Director, Advancement Services  
FT

**Wade Jensen**  
Manager Military Veterans Service Center  
FT

**Lisa Jorgenson**  
Senior Director Community Affairs  
FT

**Robert Scott Kizzire**  
Assistant Vice President Enrollment Management  
FT

**Russ Lane**  
Vice President, Campus & Community Initiatives  
FT

**Todd Lardenoit**  
Director Enrollment Initiatives & Market Development  
FT

**Colette Lewis**  
Registrar  
FT

**James Lewis**  
Assistant Dean College of Science & Technology  
FT

**Nicole Lewis**  
Assistant Director Undergraduate Admissions  
FT

**Donna Lichvar**  
Manager Scheduling & Registration  
FT

**Kimberly Loffer**  
Associate Director Student Accounts  
FT

**Heidi Lupo**  
Assistant Director Undergraduate Advising  
FT

**Kenneth Clifton Mason**  
Dean College of Arts & Sciences  
FT

**Rebecca Murdock**  
Dean College of Business  
FT

**Toni Myre**  
Military Veteran Benefits Program Manager  
FT

**James Nekuda**  
Associate Vice President, SI Operations  
FT

**Gina Ponce**  
Director HS Outreach/Admissions  
FT

**Sharon A. Rea**  
Assistant Dean College of Business  
FT

**Mary Ridder**  
Associate Registrar  
FT

**Karen Robinson**  
Assistant Dean College of Arts & Sciences  
FT

**Marche Robinson**  
Relationship Manager  
FT

**Jane L. Schaefer**  
Assistant Dean College of Business  
FT

**Ryan Schmitt**  
Associate Registrar  
FT

**Subroto Sengupta**  
Manager Adjunct Faculty  
FT

**Wendy Shirey**  
Test Center Manager  
FT

**Alaina Smith**  
Director of Residence and Student Life  
FT

**James Smith**  
Assistance Vice President/Dean of Students  
FT

**Janet Solberg**  
Director Financial Aid & Regulatory Compliance  
FT

**Deann Sterner**  
Director Global Student Experience  
FT

**John Stevens**  
Manager Student Records  
FT

**Doug Stewart**  
Assistant Vice President, Premier Partnerships  
FT

**Jennifer Taylor**  
Assistant Director Student Finance  
FT

**Jan Tilley**  
Senior Administrative Assistant  
FT

**Elizabeth Wall**  
Graduate Academic Advising  
FT

**Charles Wright**  
Director Undergraduate Admissions & Corporate  
FT

# University Board of Directors

Statement of Legal Control - Bellevue University is a non-profit university incorporated under the laws of the state of Nebraska. Bellevue University's main campus is located in Bellevue, Nebraska. The University operates under the policies established by its Board of Directors and its day-to-day operations are administered by the University President, who has the responsibility of managing all aspects of the University. The University President has the authority to exercise policies established by the Board of Directors, execute legal documents, and perform functions as required of corporate officers by law.

**Jerry Adams**

CEO  
Adams Land and  
Cattle Company

**Cindy Bay** - Emeritus

Civic Leader

**Kimberly Bishop**

Founder & CEO  
4119, LLC  
Alumnus 2002 & 2004

**Scott R. Carlson**

Chairman & CEO  
Westin Foods

**Michael S. Cassling**

President & CEO  
CQuence Health Group

**Lynne Durham Boyer**

Civic Leader

**Thomas J. Clark**

Owner  
Mid-West Textile Company

**Larry J. Courtnage**

Chairman  
C&A Industries

**Henry Davis**

President  
Greater Omaha  
Packing Company, Inc.

**Susan J. Dennis**

President  
Freeman Company, Inc.

**Sid Dinsdale** - Emeritus

President  
Pinnacle Bancorp, Inc.

**Ryan Downs**

President & CEO  
Proxibid

**William F. Dyer**

President  
Standard Nutrition Company

**Keith B. Edquist**

Owner  
North Omaha Airport

**William P. Esping** - Emeritus

EFO Holdings, LP

**Marshall E. Faith** - Emeritus

Chairman  
The Scoular Company

**Steven L. George**

CEO  
Fremont Farms of Iowa, LLP

**Daniel A. Hamann**

Chairman  
Spectrum Financial Services, Inc.

**Deryl F. Hamann** - Emeritus

Senior Partner  
Baird Holm Law Firm

**Carey Hamilton**

President  
Beardmore Chevrolet

**Dr. Mary B. Hawkins**

(Ex-officio) President  
Bellevue University

**Robert S. Howard**

Vice President Investments  
Morgan Stanley Smith Barney

**Frederick R. Hunzeker**

President & CEO  
Tenaska Marketing Group

**Audie Keaton**

President  
James Skinner Baking Company

**Eric L. Keen**

President & COO  
HDR, Inc.

**John F. Kotouc**

Executive Chairman  
American National Bank

**Michael C. Lebens**

Consultant and Executive - Retired  
Tenaska, Inc.

**George A. Little** - Emeritus

Chairman & CEO  
HDR, Inc.

**Elizabeth Murphy**

Civic Leader

**Andrew C. Nelsen**

President  
A.C. Nelsen Enterprises, Inc.  
Alumnus, 1981 & 1994

**John P. Nelson**

Chairman & CEO  
SilverStone Group, Inc.

**Murray H. Newman** - Emeritus

Newman Investments

**Governor J. Peter Ricketts** - Emeritus

Founder Drakon, LLC

**H. Douglas Riley**

Chairman  
Riley Resources, Inc.

**George W. Venteicher** - Emeritus

President  
KVI Associates, Inc.

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President  
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Alumnus, 1997

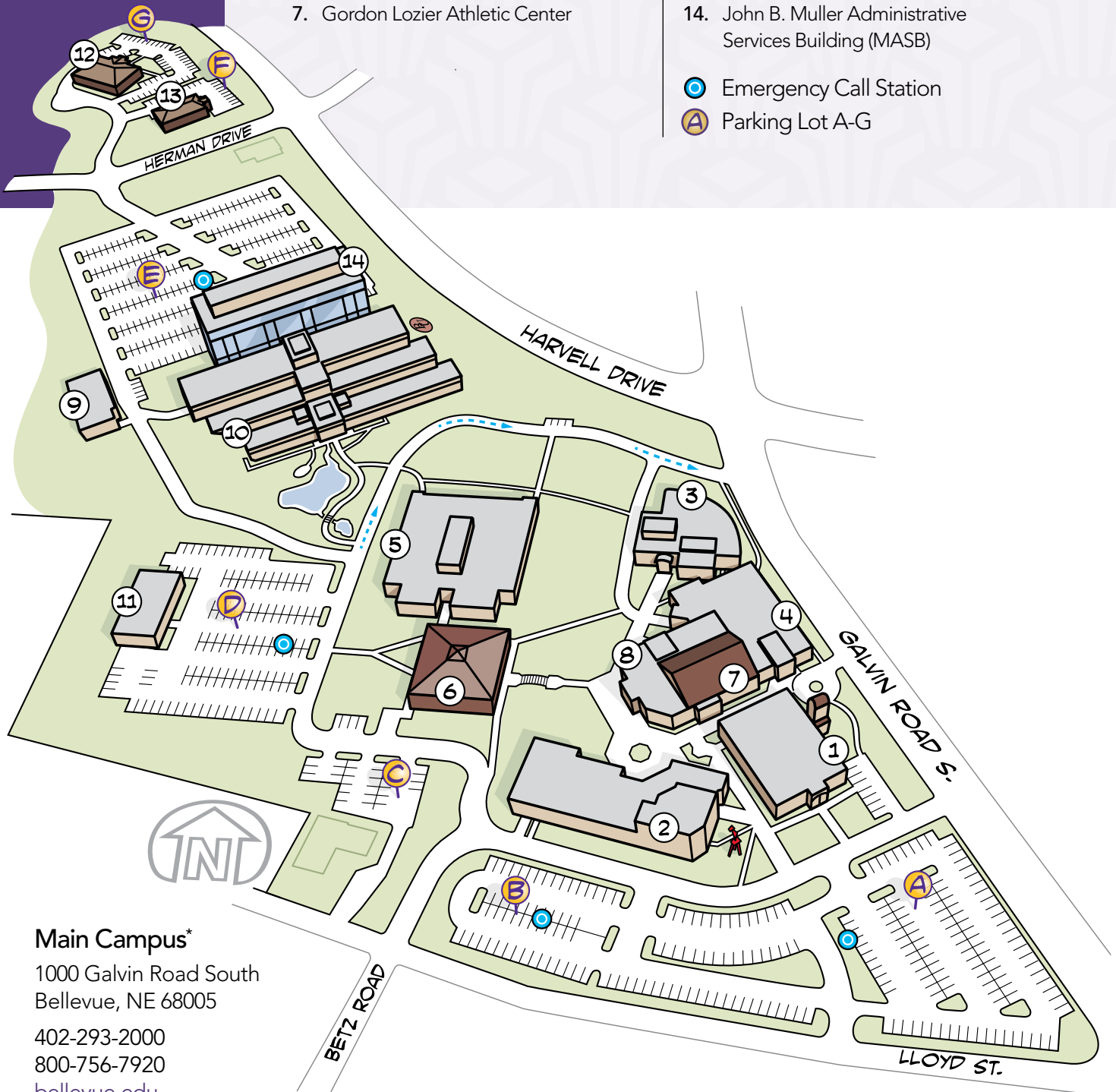
**Lyn Wallin Ziegenbein**

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# Bellevue University Main Campus

1. Durham Administration Building (DUR)
2. Hitchcock Humanities Center (HUM) / Criss Auditorium
3. Riley Technology Center (RTC)
4. Freeman/Lozier Library (LIB)
5. R. Joe Dennis Learning Center (LCN)
6. Margre H. Durham Student Center
7. Gordon Lozier Athletic Center
8. Venteicher Wellness Center
9. Hollis and Helen Baright Bookstore
10. Educational Services Building (ESB)
11. Maintenance
12. Educational Technology Building (ETB)
13. Rotert Office Building (ROT) / Military Veteran Services Center (MVSC)
14. John B. Muller Administrative Services Building (MASB)

-  Emergency Call Station
-  Parking Lot A-G



## Main Campus\*

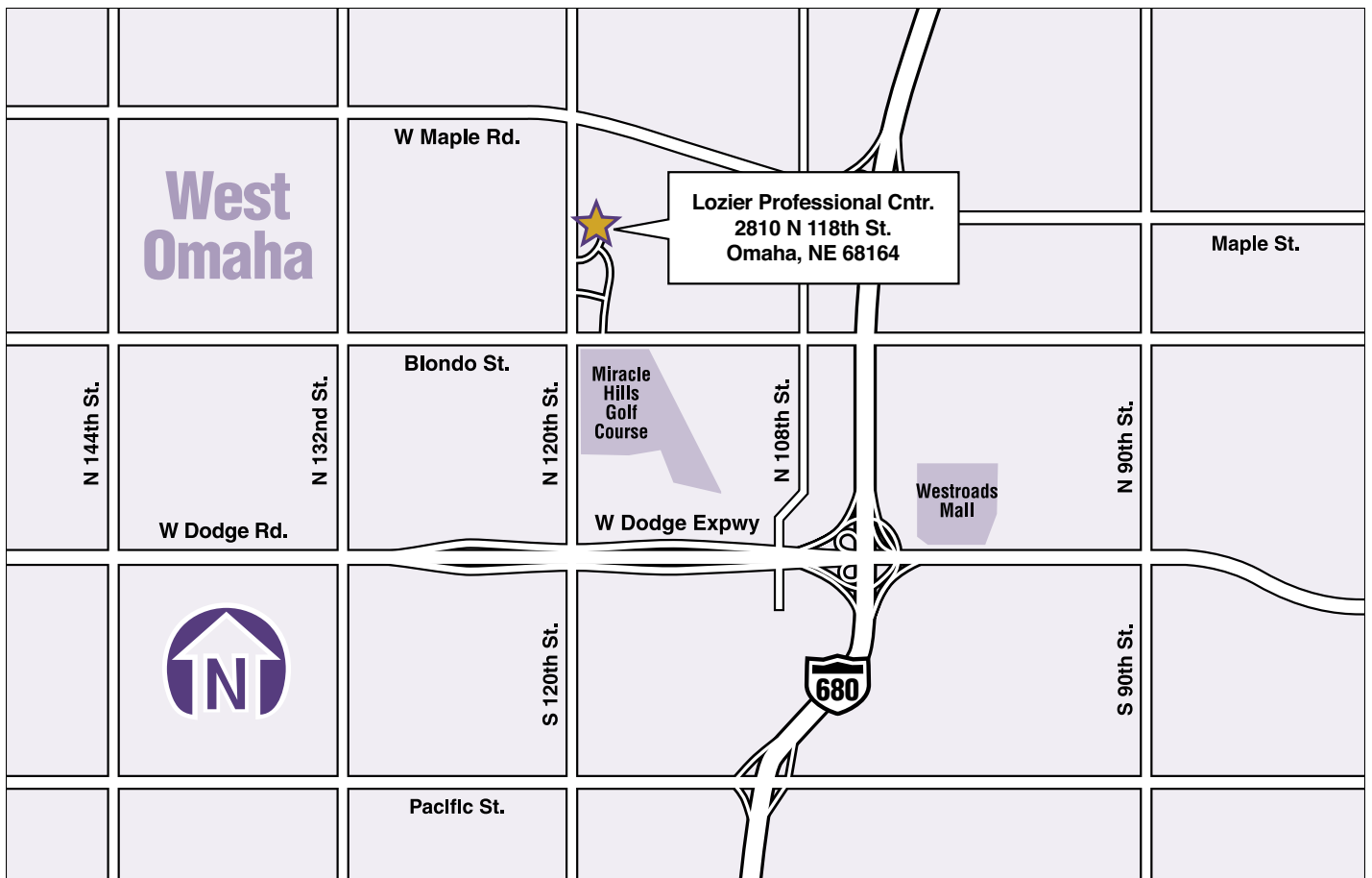
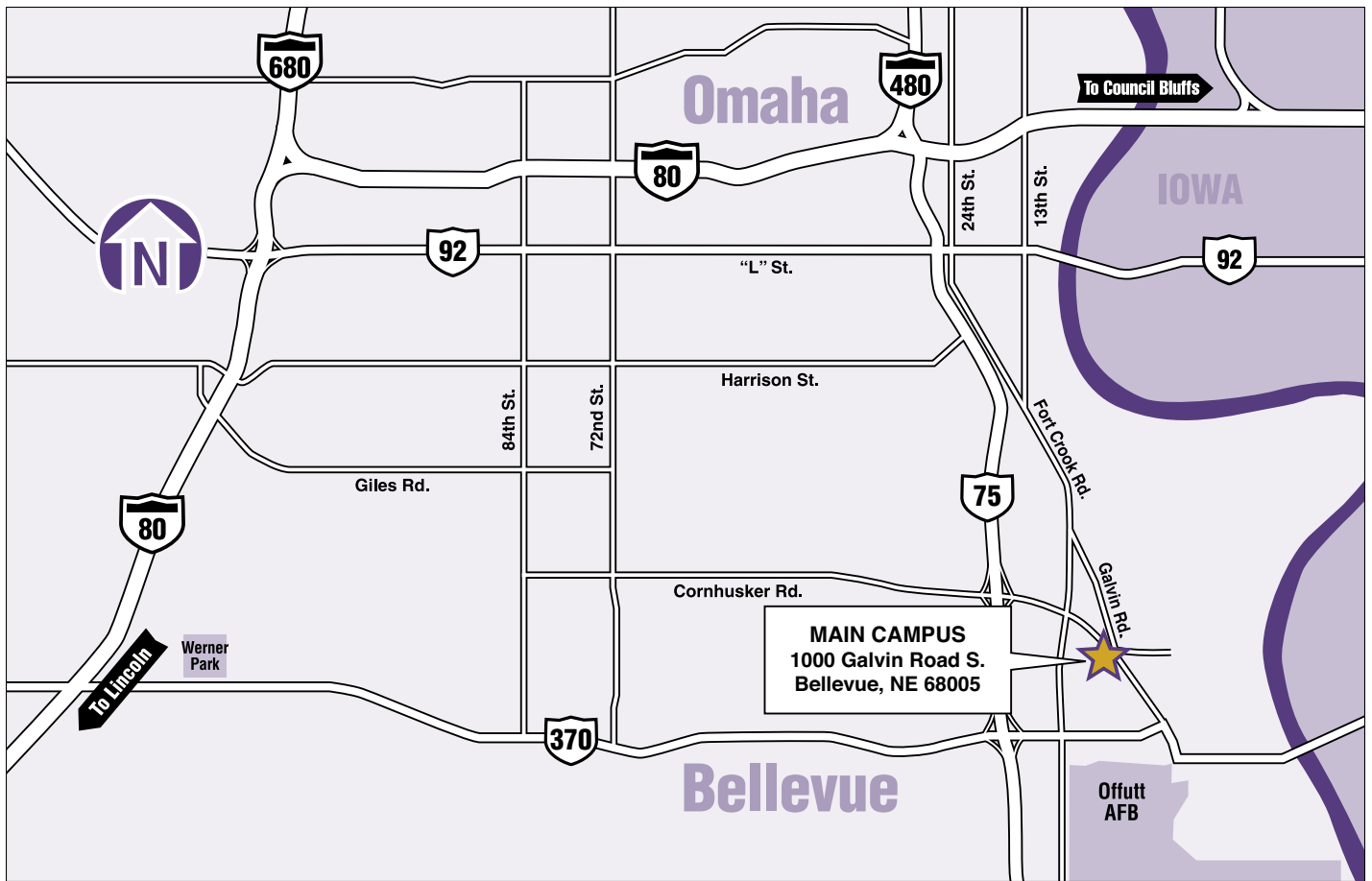
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\*The main campus location staff will be supporting the student through the process of their degree completion. Services include Record Retention, Advising, Library Support, and conferral. Student Services listed in the catalog will occur online, by email, or phone.





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