



## WISCONSIN

### STATE AUTHORIZATION and REGULATORY INFORMATION

#### Addendum to Bellevue University's 2020/2021 Academic Catalog

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To review the Wisconsin Statutes and Annotations in full, please visit <http://docs.legis.wisconsin.gov/statutes>.

#### I. GENERAL INFORMATION

**a. No additional requirements**

#### II. ADMISSIONS AND ENTRANCE REQUIREMENTS

**a. Requirement 1:** A description of the training the school will provide and how a student will benefit.

**i. Response:** We do not offer training to residents in Wisconsin.

**b. Requirement 2:** A statement regarding the school's admission policy on enrolling ability-to-benefit students, if applicable.

**i. Response:** Bellevue University does not have an admissions policy on enrolling ability-to-benefit students.

**c. Requirement 3:** The school's application deadline.

**i. Response:** Applications must be received by registration deadline.

#### III. ADVANCED STANDING

**a. Requirement 1:** The effect advanced standing has on their program cost and length.

**i. Response:** Transfer credits that are applied to a degree will affect the completion date and cost of the degree program.

**b. Requirement 2:** If the school measures its program in vocational credits, a disclosure stating the school does not award a degree to students who complete the program.

**i. Response:** We do not measure our programs in vocational credits.

#### IV. STUDENT PROGRESS

**a. Requirement 1:** A description of how and when students receive their grades or progress reports.

**i. Response:** Faculty must submit final grades within 10 days of the course end date. Grades are viewable to students on the Bellevue Real-time University Information Network (BRUIN).

#### V. STUDENT RECORDS

**a. Requirement 1:** Description of student records the school maintains while a student is enrolled and after a student is no longer enrolled.

**i. Response:** See Addendum Table 1.A

**b. Requirement 2:** The length of time that student records are kept after a student leaves (State law requires a minimum of at least 6 years. Student transcripts are to be kept permanently).

**i. Response:** See Addendum Table 1.A

#### VI. ACADEMIC PROBATION, DISMISSAL AND READMITTANCE

**a. No additional requirements.**

#### VII. STUDENT CONDUCT

**a. No additional requirements.**

#### VIII. LEAVE OF ABSENCE

**a. Requirement 1:** Your school's policy on whether or not it grants leave of absence.

**i. Response:** Bellevue University does not have a formal leave of absence policy. A student may exit and reenter a program at any time that aligns with the program schedule.

## IX. ATTENDANCE

- a. Requirement 1:** The standards the school uses to determine the way absences are recorded. And also, how the School maintains records for attendance.
- i. Response:** Initial attendance is monitored and reported through the university BRUIN system. Unless otherwise noted, faculty are required to verify attendance status for all students during the attendance verification period. This requirement is for courses of any length or delivery format. Attendance standards for international students and students receiving Title IV funds are established by federal regulation. Bellevue University complies with these federal regulations

## X. TARDINESS

- a. Requirement 1:** The school's definition of tardiness (e.g., ten minutes late).
- i. Response:** Bellevue University does not have a formal tardiness policy.
- b. Requirement 2:** How tardiness affects attendance.
- i. Response:** Bellevue University does not have a formal tardiness policy.

## XI. STUDENT COMPLAINTS

- a. Requirement 1:** Who students can contact if complaints are not satisfactorily resolved with the school (must contain EAP contact information, including address, phone number, e-mail, and website).
- i. Response:** Any 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 Program- Department of Safety and Professional Services. 4822 Madison Yards Way Madison, WI 53705  
T: 608-266-1996,  
E: [DSPSEAP@wisconsin.gov](mailto:DSPSEAP@wisconsin.gov)  
[Student Complaint Form](#)

## XII. TUITION AND FEES

- a. Requirement 1:** A statement regarding whether books, materials and supplies must be purchased from the school.
- i. Response:** Common books, materials and supplies are not required to be purchased from Bellevue University; however, some courses do require custom book packages which are only available at the Bellevue University Book Store.

## XIII. CANCELLATION AND REFUNDS

- a. Requirement 1:** Explanation of withdrawal/cancellation policy that includes the following: A description of the three-business-day cancellation, a statement notifying students who utilize the cancellation privilege that full refund will be made in 10 business days. (Wis. Stats. 38.50 (7) (e) provides that a student shall have the right to cancel enrollment for a program until midnight of the third business day after receipt of notice of acceptance).
- i. Response:** Bellevue University Cancellation and Refund Policy: Students are allowed to cancel enrollment for a full tuition and fee refund up until seven days after a course or program session begins. Bellevue University will refund tuition and fees paid in advance no later than seven business days after notice of cancellation is received. See the Bellevue University Catalog for additional information.
- ii. For Wisconsin students:** To request a cancellation, please visit <https://dsps.wi.gov/Pages/Programs/EducationalApproval/School.aspx>  
**Form 1.07**
- b. Requirement 2:** Disclosure of appropriate provisions regarding when a student is deemed to have provided constructive notice of withdrawal. It is also required that there be: No language requiring or implying that the student must provide a written notice of withdrawal. No language requiring or implying that the student must ask the school to issue a refund.
- i. Response:** Prior to withdrawing from a program, students are encouraged to meet with their professor and Academic Advisor, to discuss alternatives. If a student must withdraw from an accelerated cohort-based program they will follow the refund schedule as stipulated in their financial agreement. A student may initiate the withdrawal through their Academic Advisor; however, irrespective of method of initiation it is a student's responsibility to ensure the withdrawal is complete. Confirmation of withdraw is available through their BRUIN student account.
- c. Requirement 3:** A statement in accordance with Wis. Adm. Cod EAB 8.05 notifying students that they will receive their refund within 40 days after dismissal or notification of withdrawal.
- i. Response:** Bellevue University Cancellation and Refund Policy: Students are allowed to cancel enrollment for a full tuition and fee refund up until seven days after a course or program session begins. Bellevue University

will refund tuition and fees paid in advance no later than seven business days after notice of cancellation is received. See the Bellevue University Academic Catalog for additional information.

#### XIV. PROGRAM CURRICULUM

a. No additional requirements.

#### XV. EMPLOYMENT SERVICES

a. **Requirement 1:** A Statement indicating the type of employment services the school intends to offer.

i. **Response:** Bellevue University offers Employment Advisory Services only. Services include an online job posting system, on-campus

recruiting programs and an annual careerfair. See page 42 for additional information.

b. **Requirement 2:** A statement that the school does not guarantee employment.

i. **Response:** Bellevue University does not guarantee employment.

c. **Requirement 3:** A statement that student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

i. **Response:** Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

#### ADDENDUM TABLE 1.A

Document Type	Description	Minimum Retention
Student Accounts purged (Balance Forward Books)	Yearly, AR transactions are purged from the SIS. History is maintained in Balance Forward Books	Permanent – Retain until superseded, then archive.
Refunds	Student history and refund check back-up	Seven (7) years.
Payment Activity	Receipts and online activity	Seven (7) years.
Posting Reports	All transactions posted to AR & GL Billings/payments received	Seven (7) years.
Corporate & Military Billings/ Reimbursement Documents	All transactions posted to AR & GL Billings/payments received	Seven (7) years.
Deposit Records	Daily Deposit Information	Seven (7) years.
Journal Entries	Account Maintenance on Student Accounts	Twenty (20) years.
Student Files (Cohort programs & Collections)	Retains pertinent information regarding student history	Seven (7) years after graduation or date, term, or semester and year of last attendance.
Work permit	Employment authorization	Seven (7) years after the later of graduation or date of last attendance.
Alien Registration Receipt Card	Evidence of permanent residence	Seven (7) years after the later of graduation or date of last attendance.

I-20 Forms	Certificates of eligibility for F-1 visastatus	Seven (7) years after the later of graduation or date of last attendance.
I-94 Cards	Arrival-Departure Record issued to non-immigrants	Seven (7) years after the later of graduation or date of last attendance.
IAP 66 Certificates	Certificates of eligibility for J-1 status	Seven (7) years after the later of graduation or date of last attendance.
Passport Number		Seven (7) years after the later of graduation or date of last attendance.
Statement of Educational Costs	Estimate of total year costs	Seven (7) years after the later of graduation or date of last attendance.
Statement of Financial Responsibility	Evidence of adequate financial resources	Seven (7) years after the later of graduation or date of last attendance.
Applications for Graduation	Pre-printed electronic form	Seven (7) years after the later of graduation or date of last attendance.
Applications for Admissions	Pre-printed and electronic forms	Seven (7) years after the later of graduation or date of last attendance.
Admission Letters	Notice of admission, denial etc.	Seven (7) years after the later of graduation or date of last attendance.
Change of Grade Forms	Pre-printed form or memo	Permanent – Retain until superseded, then archive.
Grade rosters	Paper grade sheets or electronic posting by faculty	Permanent – Retain until superseded, then archive.
Correspondence relevant to student academic record	Letters, memos, e-mail	Seven (7) years after the later of graduation or date of last attendance.
Credit by examination reports/scores	Locally designed forms	Seven (7) years after the later of graduation or date of last attendance.
FERPA documents	Student release forms and related correspondence including disclosure request, waivers, and review requests	Permanent – Retain until superseded, then archive.
Graduation lists	Computer listings	Permanent – Retain until superseded, then archive.
Personal Data Update Request	Pre-printed form with copy of legal document e.g. change of address, race, ethnicity, name, etc.	Seven (7) years after the later of graduation or date of last attendance.

Registration Forms	Pre-printed and electronic forms	Seven (7) years after the later of graduation or date of last attendance.
Enrollment Request Actions	Including add, drop, and withdrawals	Seven (7) years after the later of graduation or date of last attendance.
Third Party Transcripts	Official paper and electronic copies	Seven (7) years after the later of graduation or date of last attendance.
Grievance	Various course or university issues not grade or FERPA related	Seven (7) years after the later of graduation or date of last attendance.
Disciplinary action records	violations of academic or conduct and related sanctions	Seven (7) years after the later of graduation or date of last attendance.
Attendance Verification	As pertains to federal attendance verification requirements	Seven (7) years after the later of graduation or date of last attendance.
Athletic Records	Initial and continuing eligibility information, participation	Ten (10) years after the later of graduation or date of last attendance.
Substitutions and Waivers	Approvals to meet program requirements with requested actions	Seven (7) years after the later of graduation or date of last attendance.
Transfer Credit Evaluations/Degree Audits		Seven (7) years after the later of graduation or date of last attendance.
Bellevue University Academic Transcripts	Official paper and electronic copies	Permanent – Retain until superseded, then archive.
Degree Changes/History		Seven (7) years after the later of graduation or date of last attendance.
Documents related to SAP, enrollment status and period of enrollment		Seven (7) years after the later of graduation or date of last attendance.
Documents related to the receipt of aid , and calculations used to determined aid amounts		Seven (7) years after the later of graduation or date of last attendance.
Documentation of initial of exit loan counseling		Seven (7) years after the later of graduation or date of last attendance.
Data used to establish students Federal Financial Aid eligibility		Seven (7) years after the later of graduation or date of last attendance.
Standard of Progress (Academic Warning, Probation, Suspension		Seven (7) years after the later of graduation or date of last attendance.