



# 2021-2023 Bellevue University Addendum to the Academic Catalog and Student Handbook

Vol. I



**BELLEVUE**  
UNIVERSITY

REAL LEARNING FOR REAL LIFE

# REAL Learning for REAL Life

Bellevue University was founded by community leaders in 1966 to help military personnel and working adult learners advance their careers. Today, the University continues its dedication to providing an education that offers:

- Deep, relevant knowledge that relates to current and future in-demand careers.
- Powerful, professional skills that prepare graduates to excel in the workplace.
- Effective, engaging active learning that maximizes students' work experience and helps them build confidence in their performance.
- Access that makes all of this possible for busy, working adults, as well as those just starting out in their careers.

For more than 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. Our Real Mastery® approach helps students not only learn, but master, the knowledge and skills employers expect. Students apply learning to real world situations, giving them the confidence to showcase their talents to a current or future employer. Today we offer more than 80 degrees at the undergraduate, graduate, and doctoral levels in business, information technology, healthcare, safety, and security.

Nearly 60,000 graduates have benefited from Bellevue University's mission and commitment. Our graduates work in fulfilling careers in the United States and throughout the world. We stand ready to help you reach your goals, too. For additional information, please visit [bellevue.edu](http://bellevue.edu).

## Mission

Bellevue University provides career-oriented, cost effective, open access education through select undergraduate, graduate and professional programs.

## Vision

In a rapidly changing higher education environment, Bellevue University boldly adapts and innovates so our students and university can be wildly successful.

## Values

### INTEGRITY

Doing what we say we will do, individually and collectively.

### VALUE OF EDUCATION

Believing in the power of education to change individual lives and society for the better.

### STUDENT SUCCESS

Providing personalized learning and support that meets students where they are and transforms them into confident, capable and engaged citizens.

### INNOVATION

Building high-value learning networks and relationships that improve the performance of higher education.

### CARE FOR OTHERS

Demonstrating empathy and respect for others in every interaction.

## Common Learning Outcomes

Bellevue University has four shared objectives for learning and development for all students pursuing undergraduate and graduate degrees. Upon successful completion of a program of study, students will be able to:

1. Communicate effectively
2. Integrate theory and practice
3. Analyze and synthesize information
4. Act as responsible citizens and members of their profession

# 2021 | 2023 Academic Catalog and Student Handbook

This Academic Catalog and Student Handbook contains official announcements of policies and practices for the academic years 2021-2023, effective July 1, 2021-2023. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained in this Academic Catalog and 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 and Student Handbook have the option of remaining under that Academic Catalog and 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 and 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 and 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 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

Bellevue University is accredited by the Higher Learning Commission (hlcommission.org). Bellevue University is committed to providing an environment that is free from harassment and discrimination based upon race, color, religion, sex, national origin, age, disability, genetic information, military obligations, or status in any other group protected by local, state, or federal law.

Bellevue University complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) (20 U.S.C. § 1092(f); 34 CFR 668.46). The Director of Compliance 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. Inquires 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.

The Higher Learning Commission may also be contacted, directly, once internal complaint procedures have been exhausted.

## Contents

<b>REAL Learning for REAL Life</b> .....	i	Types, Locations, and Custodians of Education Records	9
Mission .....	i	Amendment of Education Records	9
Values .....	i	The Solomon Amendment	10
Common Learning Outcomes.....	i	Student Academic Honesty Policy	10
<b>Undergraduate Academic Offerings</b> .....	1-2	Copyright Protection	10
<b>Graduate Degree Offerings</b> .....	3	Drug/Alcohol Policy	11
Pre-Professional Programs .....	3	Tobacco-Free Policy	11
<b>Colleges</b> .....	4	Student Rights and Responsibilities	11
College of Arts and Sciences.....	4	Policy for Missing Students	11
College of Business.....	4	Student Code of Conduct	12
College of Science and Technology.....	4	Discrimination and Harassment Policy	16
College of Continuing and Professional Education.....	4	Security Department – ID/Access Badge Control and Access Policy	16
<b>Accreditation</b> .....	5	Lost ID/Access Badges	16
International Accreditation Council for Business Education (IACBE).....	5	Security Department – Reporting a Crime	16
Global Accreditation Center for Project Management Education Programs .....	5	Student Complaint Procedures	16
Commission on Collegiate Nursing Education (CCNE) .....	5	Reporting and Disclosure of Information	16
Council for Accreditation of Counseling and Related Educational Programs (CACREP).....	5	Electronic Device Expectations	17
Designated National Center of Academic Excellence in Information Assurance/Cybersecurity.....	5	Student Email Regulations	17
<b>Campus Facilities</b> .....	6	Computer and Network Use Policy	17
<b>Premier Partner Locations</b> .....	7	Bellevue Real-Time User Information Network (BRUIN)	18
<b>University Policies, Regulations, and Expectations</b> .....	8	Cyber-Active® Online Classroom	18
Annual Notification of Student Privacy (FERPA) .....	8	Online Education Disclaimer	18
Inspection and Review of Education Records .....	9	<b>Federal Disclosure Information</b> .....	19
		<b>Outreach and Partnerships</b> .....	20
		Outreach Scholarship Initiatives .....	20

TeamMates Mentoring Program .....	20	Dropping or Withdrawal – Traditional-Based .....	35
Partnership 4 Kids .....	20	Dropping or Withdrawal – Cohorts .....	35
The Consulate of Mexico in Omaha .....	20	Credit Balance Policy .....	35
Community College Promise Grant .....	21	Statement of Account .....	35
El Camino Latino Center .....	21	Tax Credit Reporting .....	35
Transfer Agreements – Post-Secondary Institutions .....	21	Stop Payment Charge .....	35
Transfer of Credit to Another Institution .....	21	Returned Check and ACH Payments .....	35
Military Students .....	21	Financial Obligations .....	35
Military Education and Training .....	21	<b>Financial Aid</b> .....	36
Military Installation Student Services .....	22	Financial Services Philosophy .....	36
Military Veteran Services Center .....	22	Federal Work-Study Program .....	36
DANTES Distance Learning Program .....	22	Scholarships .....	36
ROTC: Aerospace Studies (Air Force) and		Bellevue University Academic Scholarship .....	37
Military Science (Army) .....	22	Mascot Scholarship .....	37
Military Tuition Assistance .....	22	Teacher Education Program Scholarship .....	37
Use of Military Tuition Assistance (TA), TA Top-Up (TATU),		Emergency Grants .....	38
and VA Education Benefits .....	22	<b>Financial Aid Policies</b> .....	38
Veteran Services .....	22	Class Participation Verification Policy .....	38
Yellow Ribbon Program .....	23	Academic Transcripts .....	38
Veteran Work-Study Program .....	23	Overlapping Enrollment .....	38
Veteran Enrollment Status .....	23	Degree Status .....	38
Principles of Excellence .....	23	Enrollment Status .....	38
Admission of Athletes .....	23	Examples of Cost of Attendance .....	39
<b>Admissions</b> .....	24	Loan Proration .....	39
Additional Admission Requirements .....	24	Co-Enrolled and Consortium Students .....	40
Admission Requirements for Undergraduate Degrees and		Verification .....	40
Certificate Programs .....	24-25	Book Waiver .....	41
Admission to the Teacher Education Program .....	29	Award Acceptance .....	41
Admission of International Students for		Loans .....	41
Undergraduate Degrees .....	29	Direct Subsidized Loan 150% Loan Limit Rule .....	42
Foreign Credential Evaluation Process .....	29	Pell Grants .....	42
Admission Requirements for Non-Degree Seeking Students ..	30	Pell Lifetime Eligibility .....	42
Post-Secondary Transfer Students .....	30	Tracking Lifetime Eligibility Used on NSLDS .....	43
Conditional Admission .....	30	The National Student Loan Data System (NSLDS) .....	43
Admission Requirements for Graduate Degrees .....	30	Entrance Counseling .....	43
Admission of International Students for Graduate Degrees ..	30	Student Loan Disbursement .....	43
Admission Requirements for Graduate Degrees .....	31-32	Withdrawing or Dropping Classes .....	43
<b>Student Accounts</b> .....	33	Official Withdrawals .....	44
Tuition for Undergraduate and Graduate Term-Based		Exit Counseling .....	44
Programs .....	33	Satisfactory Academic Progress (SAP) .....	45
General College Fee .....	33	Procedures for Appeals .....	45
Graduation Fee .....	33	Remedial Courses .....	46
Withdrawal Refund Schedule for Tuition and Fees .....	33	Incompletes, Withdrawals, Repetitions, and Audits .....	46
Refund Appeal Process .....	33	Deferment .....	46
Refund Policy .....	33	Forbearance .....	46
Payment Options .....	33	Study Abroad .....	46
Registration .....	33	<b>Academic and Student Resources</b> .....	47
Cash – Self Pay .....	33	Academic Advising .....	47
Organizational Tuition Assistance .....	34	Bellevue Real-Time User Information Network (BRUIN) .....	47
Federal Financial Aid .....	34	Career Services .....	47
Payment Plans .....	34	Accommodations Resource Center .....	47
International Students .....	34	Gordon Lozier Athletic Center and Bruin Training	
Late Payment Fee for Undergraduate and Graduate .....	34	and Activity Center (BTAC) .....	48
Military Tuition Assistance .....	34	Hollis and Helen Baright Bookstore .....	48
Corporate Tuition Assistance / Company Billing .....	34	Intercollegiate Athletics .....	48
Deferral Payment Option .....	34	Library .....	49
<b>Additional Policies</b> .....	35	MathX Learning Lab .....	50

New Student Orientation (NSO) .....	50	<b>Academic Information</b> .....	60
Bruin Support Services .....	50	Academic Classification .....	60
Personal Enrichment Program (PEP) .....	50	Course Numbers .....	60
Residence Life .....	50	Alpha Numeric System .....	60
Dining Services .....	50	Cross-listed Courses .....	60
Student Center .....	50	Class Load – Undergraduate Programs .....	60
Student Activities and Organizations .....	50	Class Load – Graduate (Graduate and Doctoral) Programs .....	60
Student Email Accounts .....	51	Waitlist .....	61
Test Center .....	51	Attendance .....	61
Tutoring and Study Skills Program .....	51	Change of Schedule .....	61
Global Student Experience .....	51	Withdrawal/Dropping a Course .....	61
International Programs .....	51	Responsibility for Withdrawal .....	61
Study Abroad .....	51	Withdrawal From a Program .....	61
Writing Center .....	51	Medical Hardship/Compassionate Withdrawal Policy .....	62
<b>Courses, Degrees, and Programs</b> .....	52	Administrative Withdrawals .....	62
Undergraduate Degree Requirements .....	52	<b>Grading Systems and Policies</b> .....	63
Program and Course Availability .....	52	Grading System .....	63
Undergraduate Students Taking Graduate Courses .....	52	Pass/No Pass Courses .....	63
Non-Degree Seeking Status .....	53	Auditing of Undergraduate Courses .....	63
Academic Credit Evaluation .....	53	Repetition of Courses .....	64
Undergraduate Academic Offerings Residence Requirements .....	53	Grade Appeals .....	64
Subsequent Undergraduate Degree .....	53	Grade Point Average (GPA) .....	64
Declaring a Major .....	53	Dean's List – Undergraduate Only .....	64
Prerequisite for the Accelerated Major .....	53	<b>Academic Standards of Progress</b> .....	65
Minors .....	54	Academic Standing – Undergraduate .....	65
Emphases .....	54	<b>Undergraduate Minimum Standard of Progress</b> .....	65
Certificates of Completion .....	54	Graduate Academic Performance Standards .....	65
Certificate Programs .....	54	Academic Standing – Graduate .....	65
<b>Teacher Education Program</b> .....	54	<b>Graduate Minimum Standard of Progress</b> .....	66
Ordering An Official Bellevue University Transcript .....	54	Academic Standing – Doctoral .....	66
<b>Integrative General Education</b> .....	54	<b>Doctoral Minimum Standard of Progress</b> .....	66
Program Description .....	54	Academic Suspension Appeal for Undergraduate and Graduate Students .....	66
Integrative General Education (36-37 credit hours) .....	54	<b>Graduation</b> .....	67
Substitutions and CLEP/DSST .....	56	Degree Conferral .....	67
Graduate Degree Requirements .....	56	Diplomas .....	67
Graduate Degrees .....	56	Commencement Ceremony .....	67
Subsequent Graduate Degree .....	56	Academic Regalia .....	67
Concentrations .....	57	Commencement Dates .....	67
Doctoral Degree .....	57	Graduation Honors – Undergraduate .....	67
<b>Modes and Methods of Earning Credit</b> .....	57	Graduation Honors – Graduate .....	67
Formats .....	57	Alumni Benefits .....	68
Course Delivery Format .....	57	<b>Academic Calendar</b> .....	69
Transfer of Graduate Credits .....	57	<b>State Regulatory Information</b> .....	70
Transfer of Undergraduate Credits or Degrees .....	57	<b>Full-Time Faculty and Faculty Status</b> .....	79
Acceptance of Associate's and Non-Resident Undergraduate Degrees .....	57	Faculty Status .....	86
Application of Transfer Credit and Credit for Post-traditional Learning .....	58	<b>University Board of Directors</b> .....	87
CLEP/DSST Testing .....	58	Statement of Legal Control .....	87
New York University (NYU) Foreign Language Proficiency Exams .....	58	<b>Bellevue University Main Campus</b> .....	88
Credit for Prior Learning .....	58	<b>Index</b> .....	90
Independent Study .....	58		
Topics Courses .....	59		
Course Clusters .....	59		
Online Courses and Programs .....	59		

# Undergraduate Academic Offerings

Majors	Academic Offering	Accelerated	Cohort	In-Class	Online
Accounting	BS			•	•
Adult Education	BS <sup>1</sup>	•	•	•	•
Behavioral Science	BS	•	•	•	•
Behavioral Science Human Services	BS	•	•		•
Biology	BS			•	
Business	BS	•	•	•	•
Business Administration	BS			•	•
Business Administration of Technical Studies	BS <sup>1</sup>	•	•	•	•
Business Analysis and Management	BS	•	•	•	•
Business Analytics	BS				•
Business and Data Analytics	Certificate		•		•
Business Information Systems	BS <sup>1</sup>	•	•	•	•
Business Leadership and Management	BS	•	•		•
Business Management and Leadership	BS	•	•		•
Child Protection and Juvenile Justice	BS	•	•		•
Communication	BS <sup>1</sup>	•	•		•
Communication Studies	BAS <sup>1</sup> /BA			•	•
Computer Information Systems	BS/BAS			•	•
Computer Information Systems Business	BS <sup>1</sup>		•		•
Corrections Administration and Management	BS <sup>1</sup>	•	•		•
Criminal Justice (Cohort)	BS	•	•	•	•
Criminal Justice (Traditional)	BS			•	•
Criminal Justice Administration	BS <sup>1</sup>	•	•		•
Cybersecurity (Cohort)	BS	•	•		•
Cybersecurity (Traditional)	BS			•	•
Data Science	BS				•
Digital Marketing	Certificate		•		•
Education	BS			•	
Emergency Management	BS	•	•	•	•
Game Studies	BS <sup>1</sup>				•
Graphic Design	BA				•
Health and Human Performance	BS			•	
Health Communication	BA <sup>1</sup>			•	•
Health Science	BA <sup>1</sup> /BS				•
Health Studies	BS	•	•		•
Healthcare Management	BS	•	•	•	•
History	BS			•	•
Hospitality Management	BS		•	•	•
Human and Social Services Administration	BS <sup>1</sup>	•	•		•
Information Technology	BS				•
Intelligence and Security Studies	BAS <sup>1</sup> /BS				•
International Business Administration	BS			•	•
International Security and Intelligence Studies	BAS <sup>1</sup> /BS <sup>1</sup>				•
Internet Systems Software Technology	BS <sup>1</sup>		•		•
Investigations	BS <sup>1</sup>	•	•	•	•

Note: For objectives and outcomes of each major visit the Degree and Program page at [www.bellevue.edu](http://www.bellevue.edu). To view the course descriptions and course credits go to [www.bellevue.edu/degrees/academic-catalog/courses](http://www.bellevue.edu/degrees/academic-catalog/courses).

1. These programs are identified for inactivation or change. Enrollment is limited to current or prior enrolled students who had a declared major in the program prior to the scheduled inactivation or change.

# Undergraduate Academic Offerings

Majors	Academic Offering	Accelerated	Cohort	In-Class	Online
IT Operations Management	BS	•	•	•	•
Leadership	BS	•	•	•	•
Legal Studies	BAS <sup>1</sup> /BS	•	•	•	•
Liberal Studies	BA			•	•
Logistics Management	BS <sup>1</sup>	•	•		•
Management	BS	•	•		•
Management Information Systems	BS	•	•	•	•
Management of Human Resources	BS	•	•	•	•
Marketing	BS	•	•		•
Marketing Management	BS <sup>1</sup>	•	•	•	•
Mathematics	BS			•	•
Multidisciplinary Studies	AS				•
Nursing (RN to BSN)	BS	•	•		•
Professional Psychology	BS	•	•		•
Project Management	BS	•	•	•	•
Psychology	BA/BS			•	•
Public Health	BS			•	•
Public Health Education	BS <sup>1</sup>			•	•
Security Management	BS	•	•	•	•
Software Development	BS		•		•
Sport Management	BA/BS			•	•
Supply Chain and Logistics Management (Cohort)	BS <sup>1</sup>	•	•		•
Supply Chain and Logistics Management (Traditional)	BS			•	
Supply Chain, Transportation and Logistics Mgmt	BS	•	•	•	•
Sustainability Management	BS	•	•	•	•
Systems and Network Administration	BS		•	•	•
Web Development	BS		•		•
Web Technologies	BS <sup>1</sup>		•		•
World Security and Strategic Studies	BS <sup>1</sup>				•

Note: For objectives and outcomes of each major visit the Degree and Program page at [www.bellevue.edu](http://www.bellevue.edu). To view the course descriptions and course credits go to [www.bellevue.edu/degrees/academic-catalog/courses](http://www.bellevue.edu/degrees/academic-catalog/courses).

1. These programs are identified for inactivation or change. Enrollment is limited to current or prior enrolled students who had a declared major in the program prior to the scheduled inactivation or change.

# Graduate Degree Offerings

Majors	Degree	Accelerated	Cohort	In-Class	Online
Accounting	MS			•	•
Acquisition and Contract Management	MS				•
Business Administration	DBA		•		•
Business Administration	MBA	•	•	•	•
Business Analytics	MS				•
Business and Professional Communication	MA				•
Child, Youth, and Family Studies	MS		•		•
Clinical Counseling	MS <sup>1</sup>		•	•	•
Clinical Mental Health Counseling	MS		•	•	•
Computer Information Systems	MS			•	•
Cybersecurity (Cohort)	MS		•		•
Cybersecurity (Traditional)	MS			•	•
Data Science	MS				•
Educational Leadership	MA	•	•		•
Emergency Management	MS	•	•		•
Healthcare Administration	MHA	•	•		•
Human Capital Management	MS <sup>2</sup>			•	•
Human Capital Management	PhD				•
Human Resource Strategic Management	MS	•	•	•	•
Human Services	MA			•	•
Industrial and Organizational Psychology	MS	•	•		•
Instructional Design and Technology	MS	•	•		•
Intelligence and Security Studies	MS				•
International Security and Intelligence Studies	MS <sup>1</sup>				•
Justice Administration and Crime Management	MS	•	•	•	•
Leadership and Coaching	MS <sup>1</sup>				•
Management	MS				•
Management of Information Systems	MS			•	•
Organizational Leadership	MS		•	•	•
Organizational Performance	MS	•	•	•	•
Professional Studies (Cohort)	MPS			•	•
Project Management	MPM				•
Public Administration	MPA	•	•	•	•
Security Management	MS	•	•	•	•
Strategic Finance	MS			•	•
Strategic Industrial and Organizational Psychology	MS <sup>1</sup>	•	•		•
Strategic Management	MS				•
Strategic Marketing	MS	•	•		•

Note: For objectives and outcomes of each major visit the Degree and Program page at [www.bellevue.edu](http://www.bellevue.edu). To view the course descriptions and course credits go to [www.bellevue.edu/degrees/academic-catalog/courses](http://www.bellevue.edu/degrees/academic-catalog/courses).

1. These programs are identified for inactivation or change. Enrollment is limited to current or prior enrolled students who had a declared major in the program prior to the scheduled inactivation or change.
2. Program available to PhD in Human Capital Management students who do not meet dissertation requirements but meet the MS in Human Capital Management degree requirements.

## 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.



# Colleges

---

## College of Arts and Sciences

### Dean

Vacant

### Assistant Dean

Karen Robinson, Ph.D.

### Assistant Dean

Renea Gernant, Ph.D.

The mission of the College of Arts and Sciences (CAS) at Bellevue University is to provide students with education 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. To achieve this mission, the College focuses on an array of traditional and accelerated undergraduate and graduate programs. The College also oversees teaching and innovation in courses offered in the Bellevue University Integrative General Education Program.

## College of Business

### Dean

Rebecca T. Murdock, Ed.D., M.B.A.

### Assistant Dean

Ed Haynes, Ph.D.

### Assistant Dean

Jane Schaefer, Ph.D.

### Assistant Dean

Sharon Rea, 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., M.S.

### Assistant Dean

James Lewis, M.S.

### Assistant Dean

Lou Gruneiro

### Assistant Dean

Phillip Fitzpatrick

The mission of the College of Science and Technology (CST) is to meet the education needs of professionals in science, health, technology, security, math, graphic design, project management, and data science disciplines; 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 science, technology, and security professions and to our local, national, and global society.

## College of Continuing and Professional Education

### Dean

Michelle Kempke Eppler, Ed.D.

### Assistant Dean

Kent Burkholder, M.B.A.

The mission of the College of Continuing and Professional Education (CPE) is to multiply individual value creation by integrating education with training, performance management, and professional development, helping learners become practitioners and leaders. 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, as well as regionally and nationally. CPE supports and supplements its partners' ongoing professional development efforts in succession planning, human capital management, leadership, and management training. CPE is a chosen solution for career development services and education and its partners experience high return on investment with long-term benefits, customized programs tied to specific outcomes, and employee engagement with real results.

# Accreditation

The U.S. Department of Education (DoEd) and the Council for Higher Education Accreditation (CHEA) independently evaluate the work of accrediting agencies, and officially recognize those who have been found to be reliable in their review of colleges and universities. Bellevue University is accredited by the Higher Learning Commission (HLC or the Commission) who is recognized by both the DoED and CHEA.

The Higher Learning Commission has approved Bellevue University to offer Associates, Bachelors, Masters, and Doctoral programs, residually and by distance education. The Higher Learning Commission has approved Bellevue University for the Notification Program, allowing Bellevue University to open additional locations in the United States.

Some Bellevue University programs also have received specialized program accreditation from a professional association. At the time of publication, these include:



## International Accreditation Council for Business Education (IACBE)

The College of Business at Bellevue University has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA.



## Council for Accreditation of Counseling and Related Educational Programs (CACREP)

The Master of Science in Clinical Mental Health Counseling program is accredited through the Council for Accreditation of Counseling and Related Educational Programs (CACREP).



## Global Accreditation Center for Project Management Education Programs

Bellevue University's Bachelor of Science in Project Management, Master of

Project Management (MPM) and Master of Management in Information Systems (MS-MIS) - concentration in Information Technology Project Management are accredited by the Global Accreditation Center for Project Management Education Programs.



## Designated National Center of Academic Excellence in Information Assurance/Cybersecurity.

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 Cyber-Defense (CAE-IAE) for the academic years 2014 – 2021.



## Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in nursing at Bellevue University is accredited

by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

# 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 [EventsSupport@bellevue.edu](mailto:EventsSupport@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, Marketing, Accommodations Resource Center, and Professional Education. The facility is located at 812 Bruin Blvd.

**Educational Services Building**, located at 818 Bruin Blvd, was completed in late 2006 and 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**, located at 815 Bruin Blvd, 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, education 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 61,000 print volumes, as well as periodicals and audio/visual materials. The online collection consists of more than 542,000 e-books, 52,000 e-journals, and 130,000 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. The library is located at 1028 Bruin Blvd.

**Gordon Lozier Athletic Center**, located at 1024 Bruin Blvd, provides facilities for basketball, volleyball, weight lifting, and fitness programs.

**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. The facility is located at 1040 Bruin Blvd.

**Margre H. Durham Student Center**, located at 1008 Bruin Blvd, was dedicated in December 1986. The facility was originally known as the Richard D. Winchell Student Center. This facility has been remodeled three times to accommodate changing student needs. The last renovation was completed in 2017. The Student Center includes food service, game rooms, and a quiet 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, located at 1004 Bruin Blvd, provides office space for faculty, Test Center, College of Arts and Sciences, and science and language labs. The Learning Center is also home to the MathX Learning Lab.

**Riley Technology Center** is the home to the Quest Forward Academy, along with some faculty offices. The 12,000 square-foot building opened in the fall of 1999 and is located at 1012 Bruin Blvd.

**Durham Administration Building** features a 50-foot-high clock and bell tower, and is home to the Bellevue University Foundation, Residence and Student Life, International Programs, faculty offices, and the Bellevue Chamber of Commerce. It is located at 1036 Bruin Blvd.

**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 and is located at 2108 Harvell Circle.

**The Wellness Center** was also acquired in 2009 thanks to the generosity of Alice and Bill Rotert. The Wellness Center houses the weight room and exercise room for students, faculty, and staff, it is located at 2104 Harvell Circle.

**Student Housing** was added in 2017. The Betz Road complex includes three apartment buildings, featuring four bedroom/two bathroom units and 72 total beds. Amenities include free parking, washer/dryer in unit, all utilities included, furniture, secure access, and Resident Assistants on site. A second complex will open in 2021.

**The outdoor Sustainability Learning Lab**, located at 1002 Bruin Blvd. is set on a 7,000 square-foot site adjacent to indoor science facilities on the University's campus. Key Components are:

- A 1,700 square-foot greenhouse with integrated hydroponics and other growing demonstration areas, and a vestibule entrance linked to existing indoor lab areas
- Solar generation stations, a 600 square-foot algae biofuel pond, and automated, web-linked weather monitoring stations.
- A seasonal pond/wetland area, native plant gardens, interpretive spaces, and additional outdoor plantings.

# Premier Partner Locations

A Premier Partner is a community college or military base where the University is an integral partner in student success and where a Bellevue University representative is on site to assist the transfer students full-time.

## COMMUNITY COLLEGES

### Big Sandy Community College

1 Bert Combs Drive  
Student Center  
Prestonsburg, KY 41653  
606.369.7198

### Bluegrass Community Technical College

470 Cooper Dr. Oswald Bldg  
Room 109  
Lexington, KY 40506  
859.533.7803

### Central Community College

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

### Chattanooga State Community College

4501 Amnicola HWY CAT CF71  
Chattanooga, TN 37406

### Eastern Iowa Community College

C/O Bellevue University  
500 Belmont Road  
Room 2417  
Bettendorf, IA 52722  
563.723.2139

### Elizabethtown CTC

610 College Street Road  
RPC Room 139  
Elizabethtown, KY 42701  
606.831.1423

### Forsyth Tech Community College

2100 Silas Creek Parkway  
Hauser Building Room 242  
Winston-Salem, NC 27103  
276.288.4264

### Gateway Technical College

1001 S. Main Street  
Lincoln Building, Room L302  
Racine, WI 53403  
262.619.6580

### Indian Hills Community College

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

### Iowa Western Community College

2700 College Road  
Lewis Hall, Room 117  
Council Bluffs, IA 51503  
712.388.7200

### Ivy Tech Community College

3100 Ivy Tech Drive Room D165  
Valparaiso, IN 46383  
219.869.2417

### Ivy Tech Community College

Ivy Hall Rm. 1237  
3101 S. Creasy Lane  
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  
219.869.2417

### Jamestown Community College

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

### Lehigh Carbon Community College

Transfer and University Center-  
Student Services Center  
4525 Education Park Drive  
Schnecksville, PA 18078  
484.656.1043

### Lone Star College

The University Center at the  
Woodlands  
3232 College Park Drive  
Conroe, TX 77384  
832.732.4583

### Metropolitan Community College

5300 North 30th Street  
Building 10, Room 202  
Omaha, NE 68111  
531.622.1216

### Mid-Plains Community College

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

### Mid-Plains Community College

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

### Mohawk Valley Community College

1101 Sherman Drive  
Wilcox Hall 129K  
Utica, NY 13501  
315.731.5848

### Mott Community College

Room ML2013  
1401 East Court Street  
Flint, MI 48503  
810.762.0451

### Mount San Jacinto College

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

### Northcentral Technical College

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

### Northeast Community College

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

### Pellissippi State Community College

PO Box 22990  
Knoxville, TN 37933  
865.399.0703

### Santa Fe Community College

Higher Ed Center  
1950 Siringo Road  
Santa Fe, NM 87505  
505.474.5023

### South Texas College

University Relations,  
Transfer and Articulation  
Center  
Room H105-A  
3201 W. Pecan Blvd  
McAllen, TX 78504

### Southeast Community College

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

### Southeast Technical College

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

### SUNY Broome Community College

907 Front Street  
Wales 115  
Binghamton, NY 13905  
607.778.5071

### Tarrant County College District

505 Main Street 05-117  
Fort Worth, TX 76102  
682.305.6623

### Western Iowa Tech Community College

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

### Western Nebraska Community College

1601 East 27th Street  
Scottsbluff, NE 69361  
308.635.6772

## MILITARY BASES

### Fairchild AFB

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

### Hurlburt Air Force Base

221 Lukasik Avenue, Suite 118  
Building 90220  
Hurlburt Field, FL 32544-5416

### Keesler AFB

500 Fisher St Sablich Center  
Suite 224, Room c219  
Keesler AFB, MS 39534  
228.365.7924

### Mountain Home Air Force Base

665 Falcon Street, Suite 216  
Mountain Home, ID 83648  
858.610.2851

Jeanette Harper, Bellevue

University Relationship  
Manager  
208.696.9798

### Offutt Air Force Base

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

For additional information  
on these locations go to  
[https://www.bellevue.edu/  
about/state-authorization/  
state-authorizations](https://www.bellevue.edu/about/state-authorization/state-authorizations)

# 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 Education 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 Education 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 education 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 education 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 education 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 education 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 Education 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.	Director
Financial Aid Records	Financial Aid Office	Director

## Amendment of Education 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 60 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 education 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 accurate, 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 education 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 warning, reduction in grade, grade of "F" for 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 <http://libguides.bellevue.edu/copyright>.

## 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 education 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 Security Department 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, reduction in grade, a grade of "F" for the work in question, or, with Dean approval, for the course.
- 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 within thirty calendar (30) days of the grade posting in BRUIN per the Grade Appeal process in the Academic Catalog.

## 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 Security 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, sex, national origin, age, disability, genetic information, military obligations, or status in any other group protected by local, state, or federal law. (Alleged violations falling within the scope of University discrimination and harassment policies will be addressed pursuant to those applicable policies and 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 written approval of the University 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 education activities or the pursuit of education, 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. All conduct meetings are private and students are not allowed to have electronic devices.
- 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** – The Security Department 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 based on the basis of one or more of the grounds listed below. The appeal must be in writing, a must be filed with the Dean of Students' Office not later than ten (10) calendar days after the date of the decision. The appeal will be considered on if based upon one of the following grounds:
  - i. Procedural irregularity that affected the outcome of the matter;
  - ii. New evidence that was not reasonably available at the time the conduct decision was made, that could affect the outcome of the matter; and/or
  - iii. The Dean of Students' Office had a conflict of interest or bias for or against the student that affected the outcome of the matter.
- b. The Appeal Officer will be designated by the President. Postponement of any sanctions pending review by the Appeal Office is at the discretion of the Appeal Officer.
- c. Review by the Appeal Officer 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 Appeal Officer shall be at the discretion of the Appeal Officer.
- d. The Appeal Officer shall send the decision on the appeal in writing to the student by University email. The appeal decision is typically issued within fifteen (15) business days, but may be subject to reasonable extensions by the Appeal Officer, with or without notice, based upon the complexity of the case. The Appeal Officer is also responsible for placing a copy of his or her appeal decision in the student's file.
- e. The decision of the Appeal Officer 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 education 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.

## Security Department – ID/Access Badge Control and Access Policy

Bellevue University issues ID/Access Badges to employees and students. ID/Access Badges serve as identification of an individual as a BU student and are valid as long as the individual remains a registered student at BU. ID/Access Badges also interface with various systems such as door access for controlled areas, student housing access, and meal plans.

ID/Access Badges must be worn at all times and presented to any BU employee when asked to verify identity or student status. The ID/Access Badge is for sole use by the individual to whom it is issued (the "Badge Holder") and may not be given out to any other person(s) regardless of the other person's student or employee status with BU.

Various areas of campus are accessible only with badge access ("controlled areas"). An individual must swipe/use his/her own ID/Access Badge to gain entrance into ID/Access Badge controlled areas. A Badge Holder may not use his/her ID/Access Badge to allow others to access controlled areas, regardless of the other's student or employee status with BU. Each individual must swipe/use his/her own ID/Access Badge for entry into controlled areas.

ID/Access Badges remain the sole and exclusive property of the University while in a Badge Holder's possession and must be returned to BU upon request.

## Lost ID/Access Badges

Bellevue University issues the first ID/Access Badge and no more than one replacement badge at no cost to the student. In the event any University ID/Access Badge is lost or stolen, the ID/Access Badge Holder is responsible for reporting such loss or theft immediately to the BU Security Office and,

if the Badge Holder is a BU employee, to his/her immediate supervisor. For the second and all subsequent lost/stolen ID/Access Badge, students must pay a replacement fee of \$15 per replacement badge. Students with an excessive amount or a demonstrated pattern of repeated lost/stolen ID/Access Badges may be subject to further disciplinary/corrective action under the Student Code of Conduct.

## Security Department – 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 Security Department as soon as possible by calling 402-557-5000, by using one of the blue phones in the parking lots located on campus, or in person at the Security Office in the Student Resource Center. Reports can be anonymous.

## 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.symphonicity.com/public\\_report/index.php](https://bellevue-advocate.symphonicity.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.

The Higher Learning Commission may be contacted directly, once internal complaint procedures have been exhausted.

## 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 Director of Campus Security who can be reached at 402-557-7581. 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 Education 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>. 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 education needs. See [bellevue.edu](http://bellevue.edu) for more information.

## Cyber-Active® 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 education 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

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).

Disclosure	Description	Contact	Department	Phone	More Information
Rights Under Family Education Rights and Privacy Act (FERPA)	Student's right to review education records	Colette Lewis	Registrar's Office	402-557-7287	University Catalog
FFEL/Direct Loan Deferment for Peace Corps or Volunteer Services	Eligibility to defer loan payments for services performed in these areas	Christopher Simpson	Financial Aid	402-557-7095	Financial Aid
Available Financial Assistance	Types of Financial Aid Programs available at BU	Kim Loffer Christopher Simpson	Student Accounts Financial Aid	402-557-7094 402-557-7095	Student Accounts Financial Aid
Completion Rate, Graduation Rate, Transfer Out Rate	Statistics on completion, graduation, and transfer rates of BU students	Dr. Peter Heineman Christopher Simpson	Quality Assurance Financial Aid	402-557-7146 402-557-7095	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	Tom Mealey	Security Department	402-557-7352	Security Department



# Outreach and Partnerships

## Outreach Scholarship Initiatives

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 provided, but are able to serve a larger body of students throughout the entire local area including Latino/Hispanic students throughout the state.

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

Eligibility is determined by the following criteria:

- Student can be a graduating high school senior, 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 [EducationQuest.org](https://www.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.

## TeamMates Mentoring Program

Bellevue University continues to create strong community relationships to offer additional scholarship opportunities to students most in need. The University enhanced the partnership with the TeamMates Mentoring Program to create a specific TeamMates-DREAM Scholarship. Up to four (4) new students are awarded per academic year and the scholarship is restricted to current/active TeamMates mentees. The remainder of the criteria mirrors The DREAM Scholarship.

One added benefit for the TeamMates-DREAM Scholarship is that the recipients are also assigned a post-secondary mentor to continue on what the TeamMates Mentoring Program initially provided to them.

## Partnership 4 Kids

A second partnership that continues to build momentum is with the Partnership 4 Kids (P4K) organization. The University in collaboration with P4K has developed a scholarship program geared at providing full 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 an undergraduate 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 the other outreach scholarship initiative programs; and the students from both of these scholarship programs receive the same support, services, and professional and personal career development as the others.

## The Consulate of Mexico in Omaha

Over the last several years the University has built a relationship with the Mexican Consulate in Nebraska. This partnership is very unique. A Bellevue University employee staffs the Education Window at the Consulate. This is the third year the Education Window has been open and the University employee shares knowledge and information of education programs and services that are available to local residents in the Mexican community. Hundreds of people have received guidance to improve educational opportunities for their children and themselves through this service. To improve opportunities information on local educational services in the U.S. including financial aid and scholarship applications is shared along with courses for immigrant parents. The Coordinator of the Education Window also provides information on access to education in Mexico for students returning from the United States and education opportunities from the Government of Mexico for Mexican residents in the United States.

IME Becas is an economic incentive program funded by the Government of Mexico through the Institute for Mexicans Abroad and matched by Bellevue University. The purpose of this scholarship program is to expand educational opportunities for Mexican students and/or students of Mexican origin living abroad, by assisting with tuition, fees, and textbooks while earning a Bellevue University degree.

## Community College Promise Grant

The Community College Promise Grant encourages students to finish their associate degree before transferring into Bellevue University to maximize their credit transfer option and to save time and money. This effort supports increasing the graduation rate at the University's community college partner schools, while also supporting transfer students by providing a source of additional funding.

Qualifying transfer students, from select partner locations, are awarded a persistence grant in the amount of their community college tuition, to be used towards their Bellevue University bachelor's degree. Specific criteria exist to be eligible. For more information please contact an admissions counselor at 1-800-756-7920 or [www.bellevue.edu](http://www.bellevue.edu).

## El Camino Latino Center

El Camino Latino Center works with local businesses in the Omaha metropolitan area to provide services to Latino youth attending Bellevue University on campus. Organizations like the Latino Center of the Midlands, Heartland Workforce Center, South Omaha Boys & Girls Club of America, US Bank and the Nebraska Hispanic Chamber of Commerce have collaborated with Bellevue University to assure that Latino students reach their full potential and have the opportunity to have access to trainings, volunteer opportunities, and employment. When a student receives El Camino Latino Scholarship they automatically have access to the services provided by the center.

## 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 an undergraduate 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 declared program.

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 (A.G.S.), or Associate of Applied Science (A.A.S.), or any other accredited degree earned from a community college that is not listed here, the student may be admitted to Bellevue University under the same transfer arrangements.

## Transfer of Credit to Another Institution

The transferability of credits earned at Bellevue University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Bellevue University will be accepted by the receiving institution. Similarly, the ability of a degree or other academic credential earned at Bellevue University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Bellevue University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees or certificates earned.

## Military Students

Active duty, National Guard, Reserve, 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 education options, select courses, evaluate transfer credits, and counsel students on programs. This institution will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. Military Tuition Assistance information is available at the Base Education Office. At most installations, the registration process will be completed online.

Students who are military or military-related are welcome to use their Veterans Education Benefits (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 Accounts 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 education initiatives to support students: ArmyIgnitED, DANTES, and Air University – Associate to Baccalaureate Cooperative Program (AU ABC). Visit [bellevue.edu/military](http://bellevue.edu/military) for complete information on ways of earning credit.

## Military Installation Student Services

Bellevue University has military enrollment counselors working with Education Offices supporting in-class resident and online students at the following military installations:

Fairchild Air Force Base Washington  
509-808-2601

Keesler Air Force Base Mississippi  
228-376-8750

Mountain Home Air Force Base Idaho  
208-832-9934

Offutt Air Force Base Nebraska  
402-291-8853 / 402-294-0582

## 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](http://www.dantes.doded.mil).

## 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 Accounts Department. The form may be submitted to [MilitaryTA@bellevue.edu](mailto:MilitaryTA@bellevue.edu). Students are responsible for payment of books, fees, and tuition not covered by Tuition Assistance. For more information, please contact [MilitaryTA@bellevue.edu](mailto:MilitaryTA@bellevue.edu).

## Use of Military Tuition Assistance (TA), TA Top-Up (TATU), and VA Education Benefits

If a student is an active-duty military member, they have the option of using Tuition Assistance (TA), TA Top-Up (TATU), or Veterans Education Benefits. They may use TA or TATU for one class and their Veterans Education Benefits 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.

## 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 education benefit matter, by phone or in person. The Veteran Services Office is located in the Student Accounts 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>.

Bellevue University requires all students who plan to utilize Veterans Education Benefits\* to submit a Veterans Education Form (VEF) located under VA Education Benefits at Bellevue.edu as well as a Certificate of Eligibility (COE) or Award Letter to [VA@bellevue.edu](mailto:VA@bellevue.edu) prior to the start of term and annually thereafter. Bellevue University will require a current COE or Award Letter annually upon expiration of the first submission.

\*This requirement does not apply to Chapter 31 Vocational Rehabilitation and Employment (VR&E).

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, Bellevue University will not impose a late fee, deny access to facilities or services, or assess any other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from VA, so long as the payment is received by Bellevue University within 90 days after the date on which the University certifies or invoices for tuition and fees. This restriction does not apply in cases where the student owes additional payment to Bellevue University beyond the amount of the tuition and fee payment from the VA.

## Yellow Ribbon Program

Bellevue University is a Yellow Ribbon Program participant. That means students may be eligible for additional funds to cover costs. Post-9/11 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 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	Graduate (Traditional)
Full-time = 8 credit hours	Full-time = 6 graduate credit hours
3/4 Time = 6 credit hours	
1/2 Time = 4 credit hours	1/2 Time = 3 graduate credit hours

## Principles of Excellence

The faculty, staff, and administrators of Bellevue University are dedicated to continuing our long-standing partnership of serving Service Members, Veterans, Spouses, and Family members. Bellevue University affirms its commitment to assisting our veteran student population, while exercising transparency and full compliance with the individual principles outlined in [Executive Order 13607](#), Principles of Excellence.

### Bellevue is a signatory and abides by the Presidential Executive Order 13607

- Provide students with a personalized form covering the total cost of an education program.
- Inform eligible students of Federal financial aid and have a policy to alert students prior to packaging or arranging private student loans or alternative financing programs.
- Abstain from fraudulent and aggressive recruiting techniques and misrepresentations.
- Ensure accreditation of all new programs prior to enrolling students.
- Accommodate Service Members and Reservists while absent due to service requirements.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.
- Provide educational plans for all military and veteran education beneficiaries.

- Designate a point of contact to provide academic and financial advice.

## 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. Verification of High School completion. Verification can include an official high school transcript, self-certification on application, GED transcript, or home school letter of completion.
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 (970 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, a letter from the school is sufficient).

Home-schooled students who complete a home schooling program conducted in accordance with the laws of the student's state of residence and achieve a minimum score of 20 on the ACT or 1040 (Evidence-Based Reading and Writing and Math) on the SAT will meet entering freshman requirements.

*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. Student athletes transferring credit into Bellevue University from a foreign institution will need to order a course-by-course evaluation through Incred <https://www.incredevals.org/>.
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.

# 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.

### Admission Requirements for Undergraduate Degrees and Certificate Programs

	Major	Necessary Official Transcripts to satisfy Program Admission Requirements	Completion of High School 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	Additional Admission Requirements*	Req. Official Finan. Doc. Received
Accounting		•	•			•					•
Adult Education <sup>5</sup>		•	•			•	3+ yrs work experience in professional and/or academic environment, recommended, not required	•			•
Behavioral Science		•	•			•		•			•
Behavioral Science Human Services		•	•			•			•		•
Biology		•	•			•					•
Business BS		•	•			•	3+ yrs work experience in professional and/or academic environment, recommended, not required	•			•
Business Administration		•	•			•					•
Business Administration of Technical Studies <sup>5</sup>		•	•			•	Currently employed 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 Analysis and 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		•	•			•					•

## Admission Requirements for Undergraduate Degrees and Certificate Programs

	Major	Necessary Official Transcripts to satisfy Program Admission Requirements	Completion of High School 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	Additional Admission Requirements <sup>#</sup>	Req. Official Finan. Doc. Received
Business and Data Analytics		•				•					•
Business Information Systems <sup>5</sup>	•	•				•	Currently employed 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 Leadership and Mgmt	•	•				•		•			•
Business Management and Leadership	•	•				•		•	•		•
Child Protection and Juvenile Justice	•	•				•		•			•
Communication <sup>5</sup>	•	•				•		•			•
Communication Studies	•	•				•					•
Computer Information Systems	•	•				•					•
Computer Information Systems Business <sup>5</sup>	•	•				•	Currently employed 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	•			•
Corrections Administration and Management <sup>5</sup>	•	•				•	Currently employed 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	•			•
Criminal Justice <sup>3</sup>	•	•				•		•			•
Criminal Justice Administration <sup>5</sup>	•	•				•	Currently employed 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	•			•
Cybersecurity	•	•				•					•
Data Science	•	•				•					•
Digital Marketing		•				•					•

# Admission Requirements for Undergraduate Degrees and Certificate Programs

Major	Necessary Official Transcripts to satisfy Program Admission Requirements	Completion of High School 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	Additional Admission Requirements <sup>4</sup>	Req. Official Finan. Doc. Received
Education	•	•		•				See Admission to the Teacher Education Program on page 29 for additional requirements.		•
Emergency Management	•	•		•						•
Game Studies <sup>5</sup>	•	•		•						•
Graphic Design	•	•		•						•
Health & Human Performance	•	•		•						•
Health Communication <sup>5</sup>	•	•		•						•
Health Science	•	•		•						•
Health Studies	•	•		•	•	Currently employed in a health-related discipline	•			•
Healthcare Management	•	•		•	•		•			•
History	•	•		•						•
Hospitality Management	•	•		•	•	3+ yrs work experience in professional and/or academic environment, recommended, not required	•			•
Human and Social Services Administration <sup>5</sup>	•	•		•	•	Currently employed 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	•			•
Information Technology	•	•		•						•
Intelligence and Security Studies	•	•		•						•
International Business Admin	•	•		•						•
International Security and Intelligence Studies <sup>5</sup>	•	•		•						•
Internet Systems Software Technology <sup>5</sup>	•	•		•			•	CIS 101 or equivalent AND one of the following: Database, Networking, Programming, Other (graphic design, animation, etc.) OR MCSE Certification, CCNA Cisco Certification, CompTII-Net+ Certification 126		•
Investigations <sup>5</sup>	•	•		•			•			•

# Admission Requirements for Undergraduate Degrees and Certificate Programs

	Major Necessary Official Transcripts to satisfy Program Admission Requirements	Completion of High School 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	Additional Admission Requirements <sup>4</sup>	Req. Official Finan. Doc. Received
IT Operations Management	•	•			•	2 years IT experience OR Associate's Degree in Computer Science, Information Technology, OR Related technology degree with permission from faculty designee		See work experience		•
Leadership	•	•			•	3+ years work, experience in professional and/or academic environment, recommended, but not required	•			•
Legal Studies	•	•			•		•			•
Liberal Studies	•	•			•					•
Logistics Management <sup>5</sup>	•	•			•	Currently employed 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	•			•
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	•			•
Marketing Management <sup>5</sup>	•	•			•	Current employ/ past employ history	•			•
Mathematics	•	•			•					•
Multidisciplinary Studies	•	•			•					•
Nursing (RN to BSN)	•	•	•	•	•	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>		•
Professional Psychology	•	•			•		•			•



## Admission Requirements for Undergraduate Degrees and Certificate Programs

	Major	Necessary Official Transcripts to satisfy Program Admission Requirements	Completion of High School 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	Additional Admission Requirements <sup>4</sup>	Req. Official Finan. Doc. Received
Project Management	•	•			•			•			•
Psychology	•	•			•						•
Public Health	•	•			•						•
Public Health Education <sup>5</sup>	•	•			•						•
Security Management	•	•			•			•			•
Software Development	•	•			•	1 year computer programming experience OR Associate's Degree OR 60 credit hour minimum		See work experience			•
Sport Management	•	•			•						•
Supply Chain and Logistics Management (Cohort) <sup>5</sup>	•	•			•	Currently employed 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		•			•
Supply Chain and Logistics Mgmt (Traditional)		•			•			•			•
Supply Chain, Trans and Log Mgmt	•	•			•	Currently employed, past employment history, or significant volunteer exper.		•			•
Sustainability Mgmt	•	•			•						•
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 Development	•	•			•						•
Web Technologies <sup>5</sup>	•	•			•						•
World Security and Strategic Studies <sup>5</sup>	•	•			•						•

- Note:
1. Verification of high school completion. Verification can include an official transcript, self-certification on application, 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, official transcripts which reflect successful completion of at least 60 semester credit hours. 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. An Associate's Degree or 60 Credit Hour Minimum is not required for the traditional format.
  4. Please check with an Admissions Counselor for details.
  5. These programs are identified for inactivation or change. Enrollment is limited to current or prior enrolled students who had a declared major in the program prior to the scheduled inactivation or change.

## Admission to the Teacher Education Program

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

- Completion of minimum 24 credits of college course work.
- Cumulative GPA of 2.5 required for admission into the Teacher Education program.
- Students must have earned a 2.75 cumulative GPA prior to student teaching.
- Completion of the Praxis Core Academic Skills for Educators (CORE) tests. Minimal passing scores are:
  - 156 in Reading
  - 162 in Writing
  - 150 in Mathematics
- 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. Once the background check is completed, students will be evaluated based on the criteria identified by the Nebraska Department of Education in Rule 20 (004.06 A, B and C).
- Completion of Personal and Professional Fitness Form and Good Conduct Policy Statement.
- A minimum of one field endorsement or one subject endorsement must be declared.
- Two professional progress reports recommending the candidate for admission.
- Completion and submission of the application for admission to the program.
- Approval of acceptance by Teacher Education Department.

## 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 an F1 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 National Association of Credential Evaluation Services (NACES) reviewed credentials.
4. TOEFL test results, or equivalent, with a minimum score of 500 (paper-based) and/or 61 (internet-based). TOEFL test results, or equivalent, are not required of students from select English-speaking countries. Complete information can also be found on our website at <http://www.bellevue.edu/student-support/international-services/toefl-exempt-countries>, 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 the transferring 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 credentials will need to have the documentation evaluated prior to being accepted and matriculated at Bellevue University. Bellevue University accepts evaluations completed by an approved National Association of Credential Evaluation Services (NACES) <http://www.naces.org/> member which includes but is not limited to Educational Credential Evaluators, Inc. (ECE) and World Education Services, Inc. (WES). Students who wish to transfer credit into Bellevue University from a foreign institution will need to a order course-by-course evaluation.

NACES members 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.

In select instances foreign credentials may be submitted for review directly to Bellevue University. Reviews conducted by Bellevue University are limited to determining degree equivalency and may incur an evaluation fee. Requests for course-by-course evaluation of foreign credentials must be submitted to an approved NACES member <http://www.naces.org>. Please contact your Admissions Counselor for more information.

## Admission Requirements for Non-Degree Seeking Students

Students who do not intend to earn a degree with Bellevue University will be asked to provide verification 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 provide all official transcripts necessary to satisfy the prevailing admission requirements for the declared major (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 Chief Academic Officer or Designee.

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 undergraduate or graduate 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 Graduate 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 graduate 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 Graduate Degrees

These guidelines and regulations apply to international students planning to study in the United States. Typically these are students holding an F1 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 (or 575 for doctoral students) (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/student-support/international-services/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 an undergraduate 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 <https://www.bellevue.edu/admissions-tuition/international/master-admissions> for more information on International Programs.

# Admission Requirements for Graduate 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 Undergraduate or Grad. Deg.	2.5+ GPA in Last 60 UGrad Credit Hours toward Undergraduate degree or 3.0 in previous Grad degree.	Previous Academic Background	Additional Admission Requirements <sup>1</sup>	Req. Official Finan. Doc. Received
Accounting			•			•	•				•
Acquisition and Contract Management			•		Resume	•	•	5 yrs in contract-related field			•
Business Administration (DBA)	•	•			Resume, 5 yrs	•	•	MBA or equivalent graduate degree			•
Business Administration (MBA) - Traditional			•			•	•				•
Business Administration (MBA) - Cohort			•			•	•				•
Business Analytics			•			•	•				•
Business and Professional Communication			•			•	•				•
Child, Youth, and Family Studies			•			•	•				•
Clinical Counseling <sup>2</sup>	•	•	•	•	Resume	•	•	6 Credit hours Behav. Sci.			•
Clinical Mental Health Counseling	•	•	•	•	Resume	•	•	6 Credit hours Behav. Sci.			•
Computer Information Systems			•			•	•	3 Credit hours in Applied Stats* and Intro to Java *OR Intro to C#*			•
Cybersecurity			•		Trad – None; Cohort – Min. 3 years in IT, recommend at least 5 years	•	•				•
Data Science			•			•	•				•
Educational Leadership			•			•	•		•		•
Emergency Management			•			•	•				•
Healthcare Administration			•		Currently work 20+ hours in Healthcare and resume or Letter of Commitment. All letters of commitment will be reviewed and approved by the Program Director.	•	•				•
Human Capital Management (Doctoral)	•	•	•		5 yrs	•	•				•
Human Capital Management (MS) <sup>3</sup>			•			•	•				•
Human Resource Strategic Management			•			•	•				•
Human Services			•			•	•	6 Credit hours Behav. Sci.			•
Industrial and Organizational Psychology			•			•	•				•
Instructional Design and Technology			•			•	•				•
Intelligence and Security Studies			•			•	•				•
International Security and Intelligence Studies <sup>2</sup>			•			•	•				•
Justice Admin and Crime Management			•			•	•				•
Leadership and Coaching <sup>2</sup>			•			•	•				•

# Admission Requirements for Graduate 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 Undergraduate or Grad. Deg.	2.5+ GPA in Last 60 UGrad Credit Hours toward Undergraduate degree or 3.0 in previous Grad degree.	Previous Academic Background	Additional Admission Requirements <sup>1</sup>	Req. Official Finan. Doc. Received
Management			•			•	•				•
Management of Information Systems			•			•	•				•
Organizational Leadership			•			•	•				•
Organizational Performance			•			•	•				•
Professional Studies	•		•			•	•				•
Project Management			•			•	•	Requires one or more of the following: accredited Bachelor degree in related field; 3 yrs of experience in project or program management; PMP or CAPM certification; successfully completed CIS 633 IT Project Management			
Public Administration			•			•	•				•
Security Management			•			•	•				•
Strategic Finance			•			•	•				•
Strategic Industrial and Organizational Psychology <sup>2</sup>			•			•	•				•
Strategic Management	•		•			•	•			•	•
Strategic Marketing			•			•	•				•

Note: 1. Please check with an Admissions Counselor for details.

2. These programs are identified for inactivation or change. Enrollment is limited to current or prior enrolled students who had a declared major in the program prior to the scheduled inactivation or change.

3. Program available to PhD in Human Capital Management students who do not meet dissertation requirements but meet the MS in Human Capital Management degree requirements.

\* Or equivalent.

\*\* Exception: students who already possess a graduate degree.

# Student Accounts

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

## Tuition for Undergraduate and Graduate Term-Based Programs

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.

## Withdrawal Refund Schedule for Tuition and Fees

The following refund schedules uses a pro-rata refund up to 60% of the enrollment period and will be used to calculate refunds for all students who withdraw 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:

Kim Loffer, Director, Student Accounts  
Bellevue University  
1000 Galvin Road South  
Bellevue, NE 68005-3098  
Email: [kim.loffer@bellevue.edu](mailto:kim.loffer@bellevue.edu)

## Refund Policy

Students eligible to receive a refund based on excess financial aid (for living expenses), Third Party Funds, or withdrawal from class, will be issued a refund. For those who receive financial aid disbursement prior to Third Party Funds, 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 Accounts 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 <https://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees>.

## Registration

Students can register for classes when registration opens. The class schedule can be found at <https://www.bellevue.edu/degrees/schedule/class-schedule>.

## Cash – Self Pay

This option is for students who plan to pay all or a portion of their education costs without alternative funding. Payment is due 45 days after 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. Payment is due 45 days from the start of the term for traditional terms. Students must request a payment plan. 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

Past due accounts may be charged a late payment fee. <http://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees>. The student may also 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 20.

## Corporate Tuition Assistance / Company Billing

Students using Corporate Tuition Assistance (where the company pays Bellevue University directly), may do so by providing Student Accounts 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.

Students who use corporate tuition assistance/company billing must complete a FERPA Information Release to their employer before Bellevue University can bill or speak to their employer regarding their student account.

## 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. If a student receives financial aid the balance owed to Bellevue University will be taken out of the financial aid disbursement prior to any refund.

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

---

### 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 40 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. If payment is not made the student will also be at risk for withdrawal from all future classes. 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. 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).

### Credit Balance Policy

If the student has a credit balance, 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 Accounts 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.

### Statement of Account

A Statement of Account may be used for a variety of reasons such as reimbursement by an employer.

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

Education 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. There are some exceptions where an education 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.

### 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. A stop payment fee <http://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees> will be charged for stop payments on refund checks.

### Returned Check and ACH Payments

All returned check and ACH payments will be assessed a return check/ACH fee. <http://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees>.

### 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 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 education expenses
- Other aid available to the student

The difference between student/family contribution and any other aid or education 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. Merit-based scholarships are available to recognize outstanding academic achievement by incoming freshmen. Fewer options exist for international students, students pursuing Graduate and Post-Graduate 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, research, 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 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 completion of the FAFSA or College Funding Estimator (found on the [EducationQuest.org](http://EducationQuest.org) website).
- 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.

## Bellevue University Academic Scholarship

The Freshman Academic Achievement Scholarship has undergone a makeover and is now known as the Bellevue University Academic Scholarship. It is a 4-year renewable scholarship based on the following criteria:

- Student needs to be a first-time freshman enrolling at the University within 12 months of completing a high school diploma.
- Student needs to meet two of the three 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 on campus.

- 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:*

- Faculty Scholarship
- Dean Scholarship
- President Scholarship
- Board of Directors Scholarship

Scholars who show academic potential, may be awarded the Promise Grant with the potential of earning an academic scholarship after they successfully complete their freshman year at Bellevue University with a 3.0 GPA or higher.

## 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. As the University's residential programs continue to expand, the mascot plays a vital role in continually creating campus community, engagement, and fun. The Mascot Scholarship is a 4-year renewable scholarship based on the following criteria:

- Student must be approximately 5'8" to 6' 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 or graduate student.

## Teacher Education Program Scholarship

The purpose of the Teacher Education Scholarship is to stimulate interest from prospective students and to promote overall program growth of the Teacher Education Program through the Bachelor of Science in Education. The program is designed to prepare students to earn the certification needed to teach at the secondary level in the State of Nebraska. The scholarship is a university-funded, 4-year renewable scholarship based on the following criteria:

- Student needs to be an incoming first-time freshman, transfer, or post-baccalaureate student.

- Student needs to meet the specific academic requirements for the scholarship.
- Student must plan to matriculate on a full-time basis throughout the duration of the scholarship
- Student will need to declare the Bachelor of Science in Education major upon admittance to the University.
- Student will be required to successfully complete a number of additional requirements as part of the Teacher Education program to ensure continued progression.

Please refer to the Teacher Education Program on page 26 and online under the Degrees & Majors section of [www.bellevue.edu](http://www.bellevue.edu) under Education & Training for more information on program requirements.

## Emergency Grants

Bellevue University recognizes students may face unexpected emergencies that impact their finances. Student Emergency Grants, typically between \$500 and \$1,000, are designed to help students overcome obstacles such as unanticipated health or family situations, temporary job loss, auto repairs and more. The ultimate goal is to keep students enrolled at Bellevue University and advancing toward graduation.

Students who are facing unexpected financial emergencies can learn more about the Emergency Grant program online under the Financing Options section of [www.bellevue.edu](http://www.bellevue.edu) under Types of Scholarships. If a student would like to apply for an Emergency Grant they should check their eligibility with their Student Coach and request access to the application.

# 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

### 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 .....	\$0
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 education 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 student's 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: <https://www.bellevue.edu/admissions-tuition/financing-options/pdfs/certification-release-financial-aid.pdf>

<https://www.bellevue.edu/admissions-tuition/financing-options/pdfs/financial-aid-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 <https://www.irs.gov/individuals/get-transcript>, then select the following:

- > Click "Get Transcript Online" or "Request by Mail"
- > 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 \$800 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.*

For Washington State residents seeking information and resources about student loan repayment or seeking to submit

a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

## 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 an undergraduate 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

Students are limited to 12 semesters (or 600%) of Federal Pell Grant eligibility during their lifetime. This 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.

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

*For example:*

- A student attending in the academic year 2019-2020 at full-time status and receiving their maximum annual award, the percentage used for 2019-2020 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 [https://nslsdfap.ed.gov/nslsds\\_SA/](https://nslsdfap.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 <https://fsaid.ed.gov/npas/index.htm>.

**Step 2** – Access NSLDS by going to [https://nslsdfap.ed.gov/nslsds\\_SA/](https://nslsdfap.ed.gov/nslsds_SA/). 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 education 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 [studentaid.gov](http://studentaid.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.

**Timeframe for the return of Title IV funds** - Bellevue University will start the process upon withdrawal but has 45 days from the date the institution determines that the student withdrew to return all unearned funds that the school is required to return.

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% ( $34 \text{ days} / 83 \text{ days} = 41\%$ ) 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% ( $100\% \text{ minus } 41\% = 59\%$ ). 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 ( $\$1,900 \text{ institutional charges multiplied by } 59\% = \$1,121$ ). The amount of unearned aid that must be returned by the student is \$531 ( $\$900 \text{ refunded to student multiplied by } 59\% = \$531$ ).

**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 [studentaid.gov](http://studentaid.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.gov](http://studentaid.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.

## Remedial Courses

Bellevue University does not offer any remedial courses, so Satisfactory Academic Process (SAP) regulations 34 CFR 668.20 and 668.34(a)(5)(i),(ii) and (b) are not required.

## 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 at the end of each term.
- For all students, the pace component is checked at the end of 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.

## Deferral

A deferral allows the student to postpone loan repayment. The federal government pays the interest charges during the deferral period on subsidized loans. The student is responsible for the interest accrued during deferral 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 (deferral forms are available from the lender, servicer, guarantee agency, or the Financial Aid Office). Deferral 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 deferral 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 deferral. 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 Accounts 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 education 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 education needs. See [bellevue.edu](http://bellevue.edu) for more information.

For information about your Academic Progress go to <https://www.bellevue.edu/student-support/academic-advising/degree-progress>.

### Career Services

Career Services provides assistance and resources in career exploration and planning, resume writing, networking, and job search strategies that enable a successful transition from college to career. Career Services is available to help whether you are deciding your career or academic major, considering

a career change, or seeking to find that "right" job or internship. We also connect students with employers through our annual career fairs, on-campus recruiting opportunities, and online job posting board, Handshake. Please connect with us (Bellevue University Career Services) through our social media channels (LinkedIn, Facebook, and Twitter) to stay current on the latest career resources, trends, and events. For more information about Career Services and our available services, visit <http://www.bellevue.edu/student-support/career-services/career-services>. Career Services does not guarantee placement.

### Accommodations Resource Center

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 education activities, and access to academic programs.

The Accommodations Resource Center 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 the Accommodations Resource Center as early as possible, as eligibility must be established before services may be provided and as accommodations are not retroactive.

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

#### Accommodations Resource Center

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)

## Gordon Lozier Athletic Center and Bruin Training and Activity Center (BTAC)

The Gordon Lozier Athletic Center and BTAC are committed to providing events and education that meet the needs of the Bellevue University community, including health, fitness, and student activities. The facility is free of charge with a student ID.

## 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).

## Intercollegiate Athletics

Bellevue University is a member of the National Association of Intercollegiate Athletics (NAIA), a governing body of small athletics programs that are dedicated to character-driven intercollegiate athletics. The University also is a member of the North Star Athletic Association (NSAA). The NSAA includes colleges in Iowa, Nebraska, Wisconsin, and North and South Dakota. The University's mascot is Brutus, the Bruin Bear. The University competes in men's and women's basketball, baseball, men's and women's soccer, men's and women's golf, women's volleyball, eSports, men's and women's cross country, and softball. A freshman interested in participating in athletics must meet two of the three following requirements:

- ACT score of 18
- Upper half of high school graduating class
- 2.0 cumulative grade point average (on a 4.0 scale)

A transferring or continuing student will need to accumulate a minimum of 24 institutional credit hours the two immediately previous terms of attendance and maintain a 2.0 grade point average to participate in athletics. The University's sports programs are designed to allow student-athletes to participate in athletics while attending classes and working toward a degree in a specific area of study. Athletic scholarships are available at the coach's discretion for student-athletes planning to be involved with any of the following intercollegiate sports. [BUBruins.com](http://BUBruins.com) is the official website of Bellevue Athletics. It is routinely updated to include the latest schedules, results, news, rosters, statistics, live video streaming, and archived historical information. For more information, contact the Athletic Department at 402-557-7058.

### Baseball

Bellevue University's baseball program began in 1968 and since has emerged as a national powerhouse. The Bruins have made the national tournament 21 of the past 24 years including winning the NAIA World Series in 1995, and finishing as national runner-up in 1997. The Bruins returned to the World Series for the 14th time in 2019, finishing fifth in the nation. The 1995 championship was the first of its kind for any Bellevue University athletic program, and remains the only one to this day.

### Men's Basketball

The Bruin Men's basketball team has qualified for the NAIA Division II national tournament 19 times since its first appearance in 1998, finishing as the national runner up in 2004 and 2008. In 2007, the Bruins completed their most successful regular season posting a 32-2 record and finishing the regular season ranked No. 1 in the country – a first for a Bellevue University athletic team. Bellevue University has advanced to the Final Four a total of four times and their current run of 11-straight regular-season conference titles is among the most in the nation at any level.

### Women's Basketball

The Bruin women's basketball team completed its inaugural season in 2016-17, finishing with a 16-15 overall record and a 9-7 league mark. In just its third season of existence, the 2018-2019 team earned the program's first-ever berth into the NAIA National Tournament after capturing the NSAA Tournament championship and a share of the conference regular-season title. Bellevue University earned a share of their second-straight NSAA regular-season crown in 2019-20 and the top seed in the conference tournament, another program first.

### Men's Golf

In its first nine seasons as a collegiate sport, Bellevue University has won seven conference tournament titles, and advanced to the NAIA National Tournament six-straight years. Head coach Rob Brown has been named the conference Coach of the Year on seven occasions. Men's golf was ranked as high as No. 1 in the nation during the 2012-2013 season, finishing the season at No. 5 and producing two All-Americans.

### Women's Golf

The Bellevue University women's golf team began competing in the 2011-2012 academic year. The Bruins have won seven conference tournament titles, and advanced to the NAIA National Tournament on six occasions. Women's golf coach Shelly Liddick has earned conference Coach of the Year honors seven of the last eight years.

### Softball

The Bruin softball program began in 1997, making its first of ten national tournament appearances a season later, in 1998. The softball program has reached the NAIA post-season 10 times, winning 11 regular season conference titles and 13 conference tournament titles. The softball program averages more than 35 wins per season.

### Men's Soccer

The men's soccer program was introduced in 1995, and has since enjoyed great success. The Bruins have won the regular-season conference championship 11 times, the conference tournament nine times, and have qualified for the NAIA National Tournament six times. Bellevue University turned in the program's best season in 2018 as they won 18 games – including posting an unbeaten (16-0-2) regular season – and hosted an NAIA Opening Round for the first time ever.

## Women's Soccer

Incepted in 1994, the Bruin women's soccer program has enjoyed great success in recent years. In 2006, the team won its first-ever conference tournament title, tying a school record with 16 victories and ranked as high as No. 10 in the country. In 2007, the program laid claim to its first regular-season conference title. The Bruins qualified for the program's fifth-straight national tournament in 2014 and have won eight conference tournament titles.

## Volleyball

The Bruin volleyball program began in the mid-80's as a club team and was added as an intercollegiate program in the early 1990's. The volleyball team has advanced to the NAIA National Tournament eight times, including seven-straight from 2007-2013. The team finished the 2008 season ranked No. 4 nationally, the highest final ranking for Bellevue University volleyball to date.

## eSports

Bellevue University added eSports, which is the Bruins' only co-ed sport, as an official varsity program in 2017-18. The Bruins began competing against intercollegiate programs from across the nation in September of 2017. Bellevue University built a gaming arena for competition inside the Gordon Lozier Athletic Center. Bellevue University's eSports program has won championships at several conventions and quickly emerged as a contender at the national level in Overwatch.

## Women's Cross Country

Women's cross country began competing in 2018, culminating with a sixth-place finish at the conference championships. The Bruins had their first-ever individual qualifier for the NAIA National Championships in 2019.

## Men's Cross Country

Men's cross country began competing in 2018, culminating with a fifth-place showing at the conference championships.

## Bruins Battle March

By Joshua Narofsky

All behold the purple and gold  
We play with all our MIGHT—  
for Victory! (ONE, TWO, THREE)...  
BEWARE, OUR BRUINS MAY BITE!  
B-U stands true in all we do,  
We never give up the FIGHT, FIGHT, FIGHT!  
Once a Bruin, always a Bruin  
Be True! BE WHAT? B-U!

## 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 to the library's collection is available electronically through the library's website. 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 web page 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** – Compiled by the University Librarians, LibGuides include research assistance, subject guides, and program/course specific resources.

**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 user friendly citation and research management platform.

**Research Assistance Program (RAP)** – A program where 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 visit the library website at: <http://library.bellevue.edu/services/research-assistance-program/>

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

Students may borrow library materials with their Bellevue University ID card. A reciprocal borrowing agreement allows students to check out materials from more than 20 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 and podcast, "Facts From the Stacks" Blog, and our social media outlets (Facebook, 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 Learning 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 each Fall term and via webinar each Fall, Winter, and Spring terms. 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 education 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)

## Personal Enrichment Program (PEP)

The Personal 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 view the schedule via the PEP website at <http://www.bellevue.edu/student-support/student-life/pep> or by email at [studentlife@bellevue.edu](mailto:studentlife@bellevue.edu).

## Residence Life

Bellevue University has some student housing opportunities available through our Residence and Student Life department. Student housing at Bellevue University is intended to facilitate an engaged and supportive community of peers for undergraduate, degree-seeking students. Students who are eligible to be enrolled as a full-time undergraduate student, under the age of 24, will receive priority placement. Pending availability, accommodations may be provided for graduate students. At this time, married or family housing is not available. For information about student housing, visit [bellevue.edu/student-support/housing](http://bellevue.edu/student-support/housing).

## Dining Services

Bellevue University dining services provides the campus community with a delicious variety of options, located in the Student Center. Dining service is available for lunch and dinner Monday through Thursday. Students can purchase a meal plan on their student account or pay cash or card per meal. For information regarding hours of operation, meal plans, and menus visit [bellevue.edu/student-support/dining-services](http://bellevue.edu/student-support/dining-services).

## Student Center

The Margre H. Durham Student Center was renovated in 2017 and is a focal point for student activities. The building accommodates social, recreational, and leisure-time needs and interests. The Student Center is the main location for functions sponsored by the Residence and Student Life Team and Student Organizations. Facilities and offices located in the Student Center include the Cafeteria, Quiet Lounge, Game Room, and Security Office.

## Student Activities and Organizations

The Residence and Student Life Team leads University programming efforts in partnership with faculty, staff, and student leaders. Together, they sponsor special events as part of the BRUIN Experience throughout the year. Events and activities such as BRUIN Week, workshops, prevention programs, or cultural celebrations are offered to enhance students' social, academic, and professional development. For more information regarding active student organizations or upcoming events, please visit <http://www.bellevue.edu/student-support/student-life>.

## 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 16.

## Test Center

The Bellevue University Test Center is a National College Testing Association (NCTA) Certified Test Center. The Test Center offers CLEP and DSST testing to students as well as members of the local community. The Test Center administers make-up exams and offers proctoring services. The Test Center offers the Accuplacer ESL exam to Bellevue University students only. 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. The Test Center offers CLEP and DSST testing to students as well as members of the local community. The Test Center administers make-up exams and offers proctoring services. For guidelines, FAQs, and a complete list of offered services, visit [bellevue.edu/student-support/testing-center/test-center](http://www.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. Tutor assistance is available for a variety of subject areas via video chat and in-person. 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>.

## Global Student Experience

The Global Student Experience department provides a range of support services and opportunities for international and domestic students to enrich global student experiences. Staff members provide comprehensive services focused on the student's success to include: new student orientation, arrival assistance, cultural adjustment workshops, guidance, and support regarding F-1 visa requirements, benefits, and responsibilities.

## International Programs

Immigration specialists are available to assist students with all visa related activities and to ensure compliance with University guidelines and U.S. immigration policies. Staff members can also assist with applications for OPT (Optional Practical Training) and CPT (Curricular Practical Training). For assistance with immigration questions please contact [internationalprogramsteam@bellevue.edu](mailto:internationalprogramsteam@bellevue.edu).

## Study Abroad

Students can select a study abroad program to earn academic credit toward a degree. The opportunity to add an international experience to a student's time at Bellevue University is a great way to gain first-hand experience in another culture and increase knowledge in a field of study. Courses taken through study abroad programs may meet major, elective, or general education requirements. Visit this page to learn more about study, volunteer and internship opportunities around the world: <http://www.bellevue.edu/student-support/study-abroad/study-abroad>.

## Writing Center

In the Writing Center, the goal is to make anyone a better writer, whether students, faculty, or staff. Our one-to-one consultant model explores ideas, uncovers unstated assumptions that might shut down one's readers, and organizes claims before uncovering the rules behind common error patterns in grammar and mechanics. That's right! Writing is a process, much more than merely fixing a mere comma splice or spelling error. Consultants work with students face to face, through video and audio, on the telephone, and online in the form of a review. To schedule any of the four types of appointments, please follow this link: <https://bellevue.mywconline.com/>. Contact the Writing Center for additional details on the waiting list, walk-in assistance, and the waiting room: (402) 557-5449; Library Learning Commons, Room 439; or <http://www.bellevue.edu/student-support/writing-center/writing-center>.



# Courses, Degrees, and Programs

## Undergraduate Degree Requirements

### Undergraduate Degrees

- Associate of Science (A.S.)
- Bachelor of Arts (B.A.)
- Bachelor of Applied Science (B.A.S.)
- Bachelor of Science (B.S.)

All degree programs are designed to provide both breadth and depth in academic experience. Bellevue University considers both Associate and Bachelor degrees as undergraduate degrees. The length of time to complete an undergraduate degree for most students attending full-time, each term from start to finish is two years for an associate degree and four years for an undergraduate degree. This time could decrease based on the number of transfer credits accepted and number of courses taken each term.

Degree requirements include Integrative General Education, major requirements, and electives. Students are required to complete the Integrative General Education providing background and foundation knowledge to build academic excellence and career flexibility. In addition to the Integrative General Education, students will complete a major in at least one academic area. Courses taken in a major area may also meet the Integrative General Education requirements. Elective courses are taken to satisfy the credit hour requirement of the degree once the Integrative General Education and major requirements are fulfilled. It is highly recommended that students complete as many of the Integrative General Education 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 Degree Requirements

To earn an undergraduate degree, the student is required to:

Degree	Satisfy Admission Requirements	Credit Hour Minimum	Satisfactorily Compl Gen Ed Core/ Kirkpatrick Signature Series <sup>4</sup>	Satisfactorily Complete Course Requirements in at Least One Major	Cumulative GPA Minimum	Major GPA Minimum	Cumulative In-residence <sup>3</sup> Credit Hours	Upper-level In-residence <sup>3</sup> Credit Hours	Upper-level (300-400) Hours In-residence <sup>3</sup>
Associate of Science (A.S.)	•	60	•	•	2.0	2.5	15	NA	NA
Bachelor of Arts (B.A.)	•	127	•	•	2.0	2.5	30	30	12
Bachelor of Applied Science (B.A.S.)	•	124	•	•	2.0	2.5	30	30	12
Bachelor of Science (B.S.)	•	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 Business Administration and Accounting majors require 21 upper level credit hours completed in residence.  
 3. Resident credit hours are credits earned at Bellevue University in all approved delivery formats.  
 4. The Kirkpatrick Signature Series is not required for the Associate of Science degree.

## Program and Course Availability

Optimal learning occurs within an enrollment range: it is not feasible or educationally sound to teach certain courses if enrollments are either too small or too large. Because of this Bellevue University reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action. Enrolled students will be notified at the earliest opportunity

Note that if a course is canceled, your tuition is refunded in full, however you are responsible for textbooks and other incurred expenses.

Go to [www.bellevue.edu/degrees/schedule/class-schedule](http://www.bellevue.edu/degrees/schedule/class-schedule) for up-to-date schedule course offerings.

## Undergraduate Students Taking Graduate Courses

Undergraduate students in their senior year, with a 3.0 or better GPA, and a minimum of 30 hours in residence may be allowed to enroll in select graduate courses. This coursework may be applied to both to satisfy undergraduate and graduate degree requirements. It is recommended that students enroll in one graduate class per enrollment period. Students may seek approval from the Dean to enroll in an additional course in an enrollment period. Contact Academic Advising for more information.

## Non-Degree Seeking Status

Students can enroll as non-degree seeking. 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 when the student changes degree programs, majors, new credentials are submitted, 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 Academic Offerings Residence Requirements

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

Certificate programs require all courses to be taken in-residence. To earn an associate degree, a student is required to have at least 15 credit hours of in-residence courses at Bellevue University. To earn a bachelor 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.

## Subsequent Undergraduate Degree

Upon completion of an undergraduate degree at Bellevue University recipients are eligible to earn a subsequent undergraduate degree when the following conditions are met:

1. Have earned a conferred undergraduate degree from Bellevue University
2. Submission of an admission application for the subsequent undergraduate degree
3. Satisfy all prevailing degree requirements of the subsequent undergraduate degree
4. Previous Bellevue University undergraduate credit earned in-residence and not applied towards a conferred degree may be applied toward subsequent Undergraduate degrees
5. Subsequent Undergraduate degree is comprised of a minimum of 30 credit hours in-residence
6. 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 multiple degrees 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. Multiple degrees must be of the same degree type. The student’s permanent records will reflect each major area.

## Prerequisite for the Accelerated Major

Bellevue University offers Accelerated Undergraduate 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. Provide all official transcripts necessary to satisfy the prevailing admission requirements for the declared major.
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);
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.

## Minors

A minor is a recognized group of courses in a specific discipline that enhances general learning, enriches education 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 an undergraduate degree program. Emphases are generally 9 to 30 credit hours 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. A minimum of six credit hours in residence at Bellevue University is required. 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.*

## Certificate Programs

Certificate programs are stand-alone non-degree programs which are awarded a formal credential upon completion of an organized program of study. These programs are designed to prepare students for employment in a recognized occupation. The organized program of study is typically 18 credit hours or less which typically can be completed in one year or less for students who attend full-time each term from start to finish. A minimum GPA of 2.0 is required.

## Teacher Education Program

Bellevue University offers several academic programs that provide students the opportunity to become certified in Secondary Education. There are two ways students can become certified to teach middle or high school. First,

students who wish to obtain Initial Certification in order to teach any of the subject or field endorsement area(s) may complete the requirements of the BS in Education degree plus the requirements of the endorsement area(s).

In the second option, students may also obtain Initial Certification by completing an Academic Major in an endorsement content area (such as Biology, Math, History, Business Administration, etc.). They would also be required to take the Professional Teacher Education courses and some select courses required for the endorsement(s).

To be fully accepted into the Teacher Education Program, candidates must have met the minimum standards of progress and minimum cumulative GPA requirements. Complete details regarding endorsement options, admission requirements, and other guidelines for progression through the program can be found on the University's website.

## Ordering An Official Bellevue University Transcript

Information on how a student can obtain official or unofficial Bellevue University Transcripts can be found at <https://www.bellevue.edu/student-support/registrar/transcripts>.

## Integrative General Education

### Program Description

The Integrative General Education program is central to the mission of Bellevue University undergraduate education. The program is composed of Foundational Courses, Integrative Courses, and the Kirkpatrick Signature Series. 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. Integrative General Education courses also establish a strong platform for lifelong learning.

### Integrative General Education

(36-37 credit hours)

All credit hours are stated in semester hours

#### Foundational Courses (15-16 credit hours)

##### LA 105 Success in Higher Education (1 credit hour)

This introduction to college course is required for students who have 0-15 previous hours of college credit. The course must be taken in the first semester of enrollment at Bellevue University.

*Note: LA 105 is not required for any Bellevue University Associate of Science degree that includes STS 110 Skills for Success in its requirements.*

##### Mathematics (MA) (3 credit hours)

The study of critical thinking and quantitative relationships.

Choose one course from the following:

- Math in Everyday Life (MA 135)

- 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 135 Math in Everyday Life, MA 101 Intermediate Algebra or MA 102 College Algebra through transfer credit may be required to take a math assessment survey. The results of the assessment survey will be utilized to determine placement relative to in-residence lower-level math courses, which include MA 100 Introduction to Algebra.

### Oral Communication (CA) (3 credit hours)

The study of skills required for effective oral communication

- Oral Communication Skills (CA 109 or CA 103 transfer)

### Written Communication (BC) (6 credit hours)

The study of skills required for effective written communication.

- 1) Choose one course from the following:
  - Composition I (EN 101)
  - Composition and the Pursuit of Happiness (EN 111)
- 2) Choose one course from the following:
  - Composition II (EN 102)
  - Writing the Future Today (EN 112)
  - Any approved Writing in the Disciplines course

**Notes:** Writing in the Discipline (WID) courses may be in any discipline, at any undergraduate level, but writing instruction and writing assignments in WID courses must be distributed throughout the length of the courses and not concentrated at the end of the term. They must meet the defined writing intensive criteria, including but not limited to the following:

- Papers based in research
- Written proposals
- At least two submitted drafts (which receive instructor feedback)
- Instruction on the appropriate writing strategy or strategies (e.g., argumentation, analysis, critique, and so on), paraphrase, summary, citation procedure, and the references page.

### Technology (TN) (3 credit hours)

The application of technology to create solutions, adapt to new tools, and engage in a connected world.

Choose one course from the following categories:

- Any 100- or 200-level Interdisciplinary Computing course. Interdisciplinary Computing is the study of computing as it applies to other academic disciplines, such as business, sociology, design, or sciences, and with emerging fields that involve a substantial computing component, such as analytics, bioinformatics, cognitive science, and digital arts. Other courses may qualify.

- Computer Science  
Any 100- or 200- level CIS, BSIT, CYBR, or WEB course. Other courses may qualify.

### Integrative Courses (12 credit hours)

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

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

Choose one course from the following areas:

- 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.

Choose one course from the following areas:

- Culture (any course)
- Human 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 symbol systems to create meaning and share it across time.

Choose one course from the following areas:

- American Sign Language (any course)
- Art (any course)
- Art History (any course)
- Communication (any CA course CA 202 or higher)
- Dramatic Arts (any course)
- English (any course EN 186 or higher, excludes EN 101, EN 102, EN 111, EN 112)
- Foreign Languages (any course)
- Graphic Design (GD 116, GD 210, or GD 211 only)
- Humanities (any course)
- Literature (any course)
- Music (any course)
- Philosophy (any course)
- Religion (any course)

**Note:** Writing in the Disciplines courses are excluded from consideration for Human Thought and Expression.

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

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

Choose one course from the following areas:

- Biology (any course)
- Chemistry (any course)
- Geology (any course)
- Geography (courses in Physical Geography, Environmental Geography, or Meteorology)
- Natural Science (any course)
- Physics (any course)
- Public Health Education (PHE 360)

### 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

Note: The Kirkpatrick Signature Series is not required for the completion of any Bellevue University Associate of Science degree.

### Substitutions and CLEP/DSST

The substitution of transfer courses 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 Integrative General Education requirements, except for the Kirkpatrick Signature Series requirement. There are no substitutions or transfer courses for the Kirkpatrick Signature Series.

## Graduate Degree Requirements

To earn a graduate 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 <sup>3</sup>
Master of Project Management	36	•	•	•	3.0	30
Master of Public Administration	36	•	•	•	3.0	30
Master of Professional Studies	30	•	•	•	3.0	18

Note: 1. Resident credit hours are credits earned at Bellevue University in all approved delivery formats  
 2. Select Master of Science majors require more than the minimum of 36 credit hours  
 3. Select Master of Science majors may require a minimum of 24 cumulative in-residence credit hours

## Graduate Degrees

- Master of Arts (M.A.)
- Master of Science (M.S.)
- Master of Business Administration (M.B.A.)
- Master of Healthcare Administration (M.H.A.)
- Master of Project Management (M.P.M.)
- Master of Public Administration (M.P.A.)
- Master of Professional Studies (M.P.S.)

All credit hours are stated in semester hours.

## Subsequent Graduate Degree

Upon completion of a graduate degree at Bellevue University recipients are eligible to earn a subsequent graduate degree when the following conditions are met:

1. Have earned a conferred graduate degree from Bellevue University
2. Submission of an admission application for the subsequent graduate degree
3. Satisfy all prevailing degree requirements of the subsequent graduate degree
4. Previous Bellevue University graduate credit earned in-residence and not applied towards a conferred graduate degree may be applied toward subsequent graduate degrees
5. Subsequent graduate degree is comprised of a minimum of 18 credit hours in-residence
6. 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 graduate 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 graduate 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.)
- Business Administration (DBA)

To receive their doctoral 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 doctoral 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 programs, 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 undergraduate education, taking into account personal career or life goals, time or schedule constraints, and credits previously earned.

*Note: Programs are offered as blended, 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.

**Connected Learning** – A course offering that meets at a specific scheduled date and time which utilizes technology to connect students and classrooms synchronously across distances. Attendance is required.

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: Select majors will allow 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 declared program of study.

## Acceptance of Associate's and Non-Resident Undergraduate 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 undergraduate 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 Integrative General Education Curriculum requirements to meet, but must satisfy Kirkpatrick Signature Series requirements. There may be additional elective credits required.

**Undergraduate Degrees** – A student with an undergraduate degree may enter a second undergraduate degree program at Bellevue University and have no separate Integrative General Education Curriculum or Kirkpatrick Signature Series requirements to meet.

## 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 Higher Learning Commission and the Council for Higher Education Accreditation (CHEA).

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

1. Bellevue University courses.
2. Transfer credit, with a grade of "C-" or higher, from accredited post-secondary institutions, or earned as part of an associate's or undergraduate degree. Developmental/remedial coursework is not accepted. The Kirkpatrick Signature Series courses must be completed in residence.
3. Credits from CLEP, DSST, NYU Foreign Language Proficiency exams, or ACT/RCE testing.
4. Credits accepted by articulation agreement with Bellevue University.
5. ACE high school Advanced Placement tests.
6. Military experience and training.
7. Other accredited and approved forms of learning.

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

## CLEP/DSST Testing

CLEP tests and DSST tests offer a wide range of 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 go to <https://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 go to <https://www.bellevue.edu/student-support/testing-center/nyu-foreignlanguage-proficiency-exams>.

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

## 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 two primary ways:

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

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

The Registrar, in accordance with University policy, will determine whether such awarded credits satisfy major, core, or general elective requirements toward an undergraduate degree.

## 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 a three digit number, with the first digit signifying the course level and the last two digits (e.g. "99") indicating that it is a topics offering. 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 Chief Academic Officer 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 level courses for students enrolled in doctoral programs.

**800-899** – upper and seminar level courses for students enrolled in doctoral 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 (Graduate 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 the Accommodations Resource Center. 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 Accounts 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 32.

## 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 Accounts 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 the Accommodations Resource Center. An international student, prior to contacting the Accommodations Resource Center, 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 the Accommodations Resource Center.

*\* 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	Pass – Used on a limited basis for specified courses. It is not calculated in GPA.
N/NP	No Pass – Work fails to meet minimum requirements. No academic credit awarded. Not calculated in GPA.
W	Student Withdrawal – Student initiated withdrawal from the course. It is not calculated in GPA.
WP	Administrative Withdrawal for Non-Participation
WC	Administrative Withdrawal for Cause
AU	Audit – No academic credit awarded.
I	Incomplete – 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. Students will have 12 weeks after the last day of the course for which the "I" was given to complete the work. If after the 12 week period the student has not completed the work as agreed, the "I" will change to an "IF".

## 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 Integrative General Education 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 register 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. If a student wishes to appeal a final grade, 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 30 calendar days of the posting of grades in BRUIN.

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) (or designee), 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. Procedural irregularity that affected the outcome of the matter;
- ii. New evidence that was not reasonably available at the time the decision was made, that could affect the outcome of the matter; and/or
- iii. The Dean had a conflict of interest or bias for or against the student that affected the outcome of the matter.

## 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 the declared academic offering, 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	<i>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.</i>
2nd Consecutive Term with Cumulative GPA Below 2.0	Probation	Good Standing	<i>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.</i>
3rd Consecutive Term with Cumulative GPA Below 2.0	Suspension	Good Standing	<i>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.</i>

**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

The completion of a graduate degree program requires an overall GPA of 3.0 or better be maintained in the program. Graduate 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 graduate program, they will be placed on Academic Warning, Probation, or Suspension. See the corresponding table to determine academic standing.

## Graduate Minimum Standard of Progress

	Cumulative GPA		Academic Standings
Term with Cumulative GPA Below 3.0	< 3.0 Warning	≥ 3.0 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	< 3.0 Probation	≥ 3.0 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	< 3.0 Suspension	≥ 3.0 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 graduate 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

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.

## Doctoral Minimum Standard of Progress

Cumulative GPA		Academic Standings
< 3.0 Probation	≥ 3.0 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>
< 3.0 Suspension	≥ 3.0 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 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 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 48.

## 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 45 days after the diploma order form is received. All financial and academic obligations to the University must be satisfied prior to receiving the diploma.

*Note: Associate, 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. Students completing a certificate program are not eligible for the commencement ceremony. Undergraduate or graduate 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. Student-Athletes who are in good standing wear purple 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)

- 2021 Spring Commencement – Sat., June 5, 2021
- 2022 Winter Commencement – Sat., Jan. 29, 2022
- 2022 Spring Commencement – Sat., June 4, 2022
- 2023 Winter Commencement – Sat., Jan. 28, 2023
- 2023 Spring Commencement – Sat., June 3, 2023
- 2024 Winter Commencement – Sat., Jan. 27, 2024
- 2024 Spring Commencement – Sat., June 1, 2024
- 2025 Winter Commencement – Sat., Jan. 25, 2025
- 2025 Spring Commencement – Sat., June 7, 2025

## Graduation Honors – Undergraduate

To be eligible for graduation honors, students need to complete a minimum number of credit hours at Bellevue University. Associate graduation honors require 30 credit hours in-residence. Bachelor graduation honors require 60 credit hours in-residence. 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:

Associate Honors Distinction	Cumulative GPA*
------------------------------	-----------------

Highest Honors	3.95 and above
High Honors	3.76 through 3.94
Honors	3.60 through 3.75

\*30 credit hours in-residence

Bachelor 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 graduate 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 with the exception of Gartner, 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 graduate degree programs. Alumni receive news about the University in 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 <https://www.bellevue.edu/about/about-us/social-networking/>. A complete listing and more details of alumni benefits at Bellevue University are at [bellevue.edu/alumni-and-friends](https://www.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.*

## Fall Session: 2021

8/30/21..... Classes Begin  
9/5/21..... Last Day for Late Registration or Adding a Class  
9/6/21..... Labor Day – University Closed  
10/19/21..... Last Day to Drop a Class or Change to "Audit"  
11/20/21..... Fall Session Ends

## Winter Session: 2021 - 2022

11/29/21..... Classes Begin  
12/5/21..... Last Day for Late Registration or Adding a Class  
12/20/21..... Holiday Break Begins at 8:00 a.m.  
1/3/22..... Classes Resume  
1/27/22..... Last Day to Drop a Class or Change to "Audit"  
1/29/22..... Winter Commencement Ceremony  
3/5/22..... Winter Session Ends

## Spring Session: 2022

3/14/22..... Classes Begin  
3/20/22..... Last Day for Late Registration or Adding a Class  
5/3/22..... Last Day to Drop a Class or Change to "Audit"  
5/30/22..... Memorial Day – University Closed  
6/4/22..... Spring Commencement Ceremony  
6/4/22..... Spring Session Ends

## Summer 10-Week Session: 2022

6/6/22..... Classes Begin  
6/12/22..... Last Day for Late Registration or Adding a Class  
7/4/22..... Independence Day – University Closed  
7/18/22..... Last Day to Drop a Class or Change to "Audit"  
8/13/22..... Summer Session Ends

## Summer 11-Week Session: 2022

6/6/22..... Classes Begin  
6/12/22..... Last Day for Late Registration or Adding a Class  
7/4/22..... Independence Day – University Closed  
7/22/22..... Last Day to Drop a Class or Change to "Audit"  
8/20/22..... Summer Session Ends

## Fall Session: 2022

8/29/22..... Classes Begin  
9/4/22..... Last Day for Late Registration or Adding a Class  
9/5/22..... Labor Day - University Closed  
10/18/22..... Last Day to Drop a Class or Change to "Audit"  
11/19/22..... Fall Session Ends

## Winter Session: 2022 - 2023

11/28/22..... Classes Begin  
12/4/22..... Last Day for Late Registration or Adding a Class  
12/19/22..... Holiday Break Begins at 8:00 a.m.  
1/2/23..... Classes Resume  
1/28/23..... Winter Commencement Ceremony  
1/31/23..... Last Day to Drop a Class or Change to "Audit"  
3/4/23..... Winter Session Ends

## Spring Session: 2023

3/13/23..... Classes Begin  
3/19/23..... Last Day for Late Registration or Adding a Class  
5/2/23..... Last Day to Withdraw from Class  
5/29/23..... Memorial Day – University Closed  
6/3/23..... Spring Session Ends  
6/3/23..... Spring Commencement Ceremony

## Summer 10-Week Session: 2023

6/5/23..... Classes Begin  
6/11/23..... Last Day for Late Registration or Adding a Class  
7/4/23..... Independence Day – University Closed  
7/17/23..... Last Day to Drop a Class or Change to "Audit"  
8/12/23..... Summer Session Ends

## Summer 11-Week Session: 2023

6/5/23..... Classes Begin  
6/11/23..... Last Day for Late Registration or Adding a Class  
7/4/23..... Independence Day – University Closed  
7/21/23..... Last Day to Drop a Class or Change to "Audit"  
8/19/23..... Summer Session Ends

# State Regulatory Information

Bellevue University is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education. In accordance with state regulations regarding authorization to provide postsecondary 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 <https://www.nc-sara.org/student-questions> or visit <https://www.nc-sara.org/state-actions-regarding-sara> for a list of states participating in SARA.

Though SARA authorizes the University to offer its programs in member states, there is the possibility that other state requirements not covered by SARA (such as requirements from state licensing boards) could necessitate the restriction of certain programs in certain states. Please note that should a student choose to enroll in a restricted program in a particular state, there may be restrictions that could affect the student.

Examples could include:

- inability to sit for local licensing in that state
- ineligible for consumer protection in that state
- A student may not be able to complete field placements (practicum, internship, clerkship, etc.). This could affect licensure or recognition of the degree to meet particular requirements.

For more information about SARA, please visit <https://nc-sara.org/>.

Initial responsibility for the investigation and resolution of complaints resides with the institution against which the complaint is made. All complaints are submitted by going to [https://bellevue-advocate.symplicity.com/public\\_report/index.php/pid654235](https://bellevue-advocate.symplicity.com/public_report/index.php/pid654235). Further consideration and resolution, if necessary, is the responsibility of the home institution's

SARA portal entity, and other responsible agencies of the institution's home state.

Therefore, in the event that a student complaint cannot be resolved at the University level, a student may contact the Nebraska 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.

Complaint information is found on each of the states below. For states that our only relationship with the state is SARA you will find the Nebraska State Authorization Reciprocity Agreement (SARA) portal agency information for complaints that cannot be resolved at the University level. For states where Bellevue University has additional approval beyond SARA approval you will find that state's complaint link information. For states that are not part of SARA; you will find that state's complaint contact information under the state.

For specific information regarding state authorization, approval, licensure or exemption, please email [state\\_authorizations@bellevue.edu](mailto:state_authorizations@bellevue.edu)

## Higher Learning Commission

<https://www.hlcommission.org/Student-Resources/complaints.html> may be contacted directly, once internal complaint procedures have been exhausted.

## Alabama

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D.

Acad. Programs Officer

Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Alaska

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer

Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Arizona

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Arkansas

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## California

In the event that a complaint cannot be resolved at the University level, a student may contact the California state portal agency.

### California Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

888.370.7589

[bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

<https://www.bppe.ca.gov/enforcement/complaint.shtml>

### Exempt Institutions:

#### Atty. General's Office California Dept. of Justice

Attn: Public Inquiry Unit

P.O. Box 944255

Sacramento, CA 94244

<https://oag.ca.gov/contact/consumer-complaint-against-business-or-company>

### State Portal Agency Contact:

Dr. Michael Marion, Jr.

Bureau Chief

Bureau for Private Postsecondary Education

916.574.8900

In the event that a complaint cannot be resolved at the University level, a student may contact the Nebraska state portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer

Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Colorado

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer

Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Connecticut

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer

Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Delaware

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer

Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Florida

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. The BS in Computer Information Systems, BS in Sport Management, and the BS in Criminal Justice have been approved to be offered at Hurlburt Field AFB by the Commission for Independent Education, Florida Department of Education.

### State Portal Agency Contact:

Florida Commission for Independent Ed.  
325 W. Gaines St., Suite 1414  
Tallahassee, FL 32399-0400  
Email: [CIEINFO@fldoe.org](mailto:CIEINFO@fldoe.org)  
Phone: 1.888.224.6684  
Fax: 850.245.3233  
<http://www.fldoe.org/policy/cie/file-a-complaint.stml>

### State Portal Agency Contact:

Rhesa Rudolph  
Assistant Executive Director  
Florida Department of Education  
325 West Gaines Street, Room 1414  
Tallahassee, Florida 32399  
850.245.3200  
[rhesa.rudolph@fldoe.org](mailto:rhesa.rudolph@fldoe.org)

Sonia Browning  
Administrative Assistant II  
Florida Department of Education  
325 West Gaines Street, Room 1414  
Tallahassee, Florida 32399  
850.245.3210  
[sonia.browning@fldoe.org](mailto:sonia.browning@fldoe.org)  
State Website <http://www.fl.sara.org/>

### Office of the Attorney General

State of Florida  
The Capitol PL-01  
Tallahassee, FL 32399-1050  
<http://www.myfloridalegal.com/pages.nsf/Main/E3EB45228E9229DD85257B05006E32EC>

## Georgia

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Hawaii

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Idaho

In the event that a complaint cannot be resolved at the University level, a student may contact the Idaho state portal agency.

### Idaho State Board of Ed.

P.O. Box 83720  
Boise, ID 83720-0037  
Phone: 208.334.2270  
Fax: 208.334.2632  
<https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/student-complaint-procedures/>

### State Portal Agency Contact:

Tamara Baysinger  
State Authorization Manager  
Idaho State Board of Education  
P.O. Box 83720  
Boise, ID 83720  
208.332.1587  
[tamara.baysinger@osbe.idaho.gov](mailto:tamara.baysinger@osbe.idaho.gov)

## Illinois

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Indiana

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Iowa

Bellevue University is registered to operate in Iowa with the Iowa College Student Aid Commission.

In the event that a complaint cannot be resolved at the University level, a student may contact the Iowa state portal agency.

### Iowa College Student Aid Commission

475 SW Fifth St., Suite D  
Des Moines, IA 50309  
Phone: 515.725.3400  
Fax: 515.725.3401  
<https://www.iowacollegeaid.gov/StudentComplaintForm>

### State Portal Agency Contact:

Lisa Pundt  
Compliance Officer  
Iowa College Student Aid Commission  
475 SW Fifth Street, Suite D  
Des Moines, IA 50309-4608  
Phone: 515.725.3426  
Fax: 515.725.3401  
[lisa.pundt@iowa.gov](mailto:lisa.pundt@iowa.gov)

## Kansas

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Kentucky

In the event that a complaint cannot be resolved at the University level, a student may contact the Kentucky state portal agency.

### Kentucky Council on Postsecondary Education

100 Airport Road  
Frankfort, KY 40601  
502.573.1555  
[http://cpe.ky.gov/campuses/consumer\\_complaint.html](http://cpe.ky.gov/campuses/consumer_complaint.html)

### State Portal Agency Contact:

Sarah Levy, J.D.  
Executive Director, Postsecondary Licensing  
Kentucky Council on Postsecondary Education  
100 Airport Road, Second Floor  
Frankfort, KY 40601  
Phone: 502.573.1555 ext. 350  
Fax: 502.573.1535  
[sarah.levy@ky.gov](mailto:sarah.levy@ky.gov)

## Louisiana

In the event that a complaint cannot be resolved at the University level, a student may contact the Louisiana state portal agency.

### Louisiana Board of Regents

P.O. Box 3677  
Baton Rouge, LA 70821-3677  
Phone: 225.342.4253  
Fax: 225.342.9318  
<https://regents.la.gov/students-parents/student-complaint-process/>

<http://www.regents.la.gov/assets/docs/2013/03/Board-of-Regents-SARA-Student-Complaint-Form.pdf>

### Louisiana Office of the Attorney General, Consumer Protection Section

P.O. Box 94005  
Baton Rouge, LA 70804-9005  
1.800.351.4889 or 225.326.6465  
<https://www.ag.state.la.us/Form/Consumer/Dispute>

### State Portal Agency Contact:

LeAnn Detillier  
Assistant Commissioner for Program Administration  
Louisiana Board of Regents  
1201 N. Third Street, Suite 6-200  
Baton Rouge, LA 70802  
225.342.4253  
[leann.detillier@laregents.edu](mailto:leann.detillier@laregents.edu)

## Maine

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Maryland

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Massachusetts

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Michigan

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Minnesota

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Mississippi

In the event that a complaint cannot be resolved at the University level, a student may contact the Mississippi state portal agency.

### Mississippi Institutions of Higher Learning

Mississippi Commission on College Accreditation  
3825 Ridgewood Road  
Jackson, MS 39211  
601.432.6372  
[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 Institutions of Higher Learning  
3825 Ridgewood Road

Jackson, MS 39211  
601.432.6372  
[mdykes@mississippi.edu](mailto:mdykes@mississippi.edu)

## Missouri

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Montana

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Nebraska

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

### Nebraska Office of the Attorney General

2115 State Capitol  
Lincoln, NE 68509  
402.471.2682  
[ago.info.help@nebraska.gov](mailto:ago.info.help@nebraska.gov)  
<https://protectthegoodlife.nebraska.gov/file-consumer-complaint>

## Nevada

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

**State Portal Agency Contact:**

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

**New Hampshire**

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

**State Portal Agency Contact:**

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

**New Jersey**

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

**State Portal Agency Contact:**

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

**New Mexico**

In the event that a complaint cannot be resolved at the University level, a student may contact the New Mexico portal agency.

**New Mexico Higher Education Department**

2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505-2100  
Phone: 505-476-8400  
<https://hed.state.nm.us/students-parents/student-complaints>

**State Portal Agency Contact:**

David Mathews, General Counsel  
New Mexico Higher Education Department  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505-2100  
505.476.8402  
[david.mathews@state.nm.us](mailto:david.mathews@state.nm.us)

**New York**

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

**State Portal Agency Contact:**

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

**North Carolina**

In the event that a complaint cannot be resolved at the University level, a student may contact the North Carolina portal agency.

**University of North Carolina Board of Governors**

UNC System Office  
910 Raleigh Rd.  
P.O. Box 2688  
Chapel Hill, NC 27514  
Phone: 919.962.1000  
<https://www.northcarolina.edu/post-secondary-education-complaints/>

**State Portal Agency Contact:**

Terrance R. Scarborough, M.P.A.  
Director of SARA North Carolina  
North Carolina State Education Assistance Authority  
P.O. Box 14103  
Research Triangle Park, NC 27709  
919.248.4660  
[terrance@saranc.org](mailto:terrance@saranc.org)

**North Dakota**

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

**State Portal Agency Contact:**

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

**Ohio**

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

**State Portal Agency Contact:**

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Oklahoma

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Oregon

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Pennsylvania

In the event that a complaint cannot be resolved at the University level, a student may contact the Pennsylvania portal agency.

### Pennsylvania Department of Education

Postsecondary and Adult Education

333 Market Street, 12th Floor

Harrisburg, PA 17126-0333

Phone: 717.783.8228

Fax: 717.722.3622

<https://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Private%20Licensed%20Schools/Student%20Complaint%20Form.pdf>

### State Portal Agency Contact:

Gina Wetten  
Higher Education Associate II  
Department of Education  
Division of Higher and Career Education  
333 Market Street  
Harrisburg, PA 17126  
717.265.7723  
[giwetten@pa.gov](mailto:giwetten@pa.gov)

## Rhode Island

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## South Carolina

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)

<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## South Dakota

In the event that a complaint cannot be resolved at the University level, a student may contact the South Dakota state portal agency.

### South Dakota Secretary of State's Office

Capitol Building

500 East Capitol Ave., Ste 204

Pierre, SD 57501-5070

<https://sdsos.gov/>

### South Dakota Office of the Attorney General

1302 E Hwy 14

Suite 1

Pierre, SD 57501-8501

605.773.3215

<https://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

In the event that a complaint cannot be resolved at the University level, a student may contact the Tennessee state portal agency.

### Tennessee Higher Education Commission

312 Rosa Parks Ave, 9th Floor  
Nashville, TN 37243  
615.741.3605

[https://www.tn.gov/content/dam/tn/thec/bureau/student\\_aid\\_and\\_compliance/dpsa/complaint\\_form/Complaint%20Form%20\(Rev.%2003.20\).pdf](https://www.tn.gov/content/dam/tn/thec/bureau/student_aid_and_compliance/dpsa/complaint_form/Complaint%20Form%20(Rev.%2003.20).pdf)

#### State Portal Agency Contact:

Julie Woodruff  
Assistant Executive Director and Lead Attorney for DPSA  
Tennessee Higher Education Commission  
312 Rosa L. Parks Ave, 9th FL  
Nashville, TN 37243  
615.253.8857  
[julie.woodruff@tn.gov](mailto:julie.woodruff@tn.gov)

### Texas

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

#### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

### Utah

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

#### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

### Vermont

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

#### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

### Virginia

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

#### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

### Washington

Bellevue University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutional Act. This authorization is subject to periodic review and authorizes Bellevue University to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

In the event that a complaint cannot be resolved at the University level, a student may contact the Washington state portal agency.

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <https://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

#### Washington Student Achievement Council

917 Lakeridge Way SW  
Olympia, WA 98502  
360.753.7800  
[info@wsac.wa.gov](mailto:info@wsac.wa.gov)  
<https://wsac.wa.gov/student-complaints>

#### State Portal Agency Contact:

Sam Loftin, J.D.  
Director of Consumer Protection  
Washington Student Achievement Council  
917 Lakeridge Way SW  
Olympia, WA 98504-3430  
360.753.7866  
[saml@wsac.wa.gov](mailto:saml@wsac.wa.gov)

#### Washington Office of the Attorney General

1125 Washington Street SE  
PO Box 40100  
Olympia, WA 98504-0100  
<http://www.atg.wa.gov/FileAComplaint.aspx>

## West Virginia

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Wisconsin

State Provided Information  
The following information is provided at the request of the state.  
To review the Wisconsin Statutes and Annotations in full, please visit  
<https://dsps.wi.gov/Pages/Programs/EducationalApproval>

<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 Program – Department of Safety and Professional Services:

4822 Madison Yards Way  
Madison, WI 53705  
608.266.2112  
[dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
<https://dsps.wi.gov/Pages/Programs/EducationalApproval/Student.aspx>

### State Portal Agency Contact:

Monique Currie  
Policy Advisor  
Policy and Government Relations  
Wisconsin Technical College System Office  
4622 University Ave., PO Box 7874  
Madison, WI 53707-7874  
608.266.2449  
[Monique.Currie@wtcsystem.edu](mailto:Monique.Currie@wtcsystem.edu)

## Wyoming

In the event that a complaint cannot be resolved at the University level, a student may contact the Wyoming state portal agency.

### Wyoming Dept. of Ed.

122 W. 25th St. Suite E200  
Cheyenne, WY 82002  
Phone: 307.777.7675  
Fax: 307.777.6234  
<https://edu.wyoming.gov/blog/2018/12/06/student-complaint-form/>

### State Portal Agency Contact:

Rob Dennis  
Chief Operating Officer  
Wyoming Community College Commission  
2300 Capitol Ave., 5th Floor, Suite B  
Cheyenne, WY 82002  
307.777.7013  
[rob.dennis@wyo.gov](mailto:rob.dennis@wyo.gov)

## District of Columbia

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

## Puerto Rico

### The Puerto Rico Council on Education

P.O. Box 19900  
San Juan, PR 00910-1900

### Puerto Rico Dept. of Justice

Torre Chardon, Suite 1201  
350 Carlos Chardon Street  
San Juan, PR 00918  
[http://www.agencias.pr.gov/agencias/cepr/inicio/DocumentosCEPR/Documents/SARA/SARA\\_Complaint\\_Process.pdf](http://www.agencias.pr.gov/agencias/cepr/inicio/DocumentosCEPR/Documents/SARA/SARA_Complaint_Process.pdf)

### State Portal Agency Contact:

David Baez  
Acting Director, Education  
Support Programs  
Puerto Rico Council on Education  
PO Box 19900  
San Juan PR 00910-1900  
787.641.7100 ext. 2056  
[dbaez@estado.pr.gov](mailto:dbaez@estado.pr.gov)

## Guam

Not yet developed

## U.S. Virgin Islands

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

### State Portal Agency Contact:

Kathleen L. Fimple, Ph.D., Acad. Programs Officer  
Nebraska 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)  
<https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions>

# Full-Time Faculty and Faculty Status

At Bellevue University, our students graduate with both the relevant knowledge and workplace skills needed for career advancement. Throughout their education 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.

For the most up-to-date list of our full-time and adjunct faculty, please visit our website at <http://www.bellevue.edu/about/leadership/faculty-profiles>. You can read about their real-world experience and professional publications, along with awards from professional associations and/or recognition from Bellevue University.

## **Susan F. Alford**

Professor, Teacher Education  
College of Arts and Sciences  
B.S. Wheaton College, 1997  
M.S. University of Nebraska-Omaha, 1979  
Ph.D. University of Nebraska-Lincoln, 2013

## **Gregory C. Allen, Sr.**

Assoc. Professor, Security Management  
and Emergency Management  
College of Science and Technology  
B.S. University of Nebraska-Omaha, 1971  
M.S. University of Nebraska-Omaha, 1976

## **Joseph Anson**

Asst. Professor, Teacher Education  
College of Business  
A.A.S. Ricks College, 1995  
B.A. Brigham Young University, 2000  
M.Ed. Utah State University, 2008  
Ph.D. Utah State University, 2017

## **Patrick J. Artz**

Assoc. Professor, Communication Studies and History  
College of Arts and Sciences  
B.A. University of Sioux Falls, 1981  
M.A. Creighton University, 1989  
M.S. Bellevue University, 2004  
M.B.A. Bellevue University, 2009

## **Gregory C. Ashley**

Professor, Management  
College of Business  
B.S. University of Nebraska-Lincoln, 1977  
A.S. College of Saint Mary, 1996  
M.B.A. University of Nebraska-Omaha, 2000  
M.A. University of Nebraska-Omaha, 2003  
M.A. University of Nebraska-Omaha, 2008  
Ph.D. University of Nebraska-Omaha, 2009

## **Michelle R. Bahr**

Assoc. Professor, Communication Studies  
College of Arts and Sciences  
B.A. Wichita State University, 1995  
M.A. University of Nebraska-Omaha, 1997

## **Charles E. Benish**

Assoc. Professor, Business  
College of Business  
B.S.B.A. University of Nebraska-Omaha, 1997  
M.B.A. University of Nebraska-Omaha, 2000  
J.D. Creighton University, 2000

## **Christopher Bergeron**

Asst. Professor, Instructional Design  
College of Business  
B.A. University of Maine-Farmington, 2007  
M.Ed. Plymouth State University, 2011  
Ed.D. Nova Southeastern University, 2016

## **Kimberly J. Brehm**

Assoc. Professor, Mathematics  
College of Science and Technology  
B.S. University of Nebraska-Lincoln, 2000  
M.A. University of Nebraska-Omaha, 2011

## **Kyle Brezinski**

Asst. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.S. University of Toledo, 2011  
M.A. University of Toledo, 2013  
Ph.D. University of Toledo, 2016

## **Ron Brouwer**

Asst. Professor, Healthcare Management  
College of Business  
M.B.A. Middle Tennessee State University, 2006  
Grad Certificate in Healthcare Management, 2006

## **Marcia Brown**

Instructor, Leadership  
College of Business  
B.A. University of Phoenix  
M.B.A. University of Phoenix  
D.B.A. Walden University (in progress)

## **Michael T. Butera**

Assoc. Professor, Investigations and Criminal Justice and  
Legal Studies  
College of Science and Technology  
B.S. University of Nebraska-Lincoln, 1982  
M.S. University of Nebraska-Omaha, 1989

**David P. Byers**

Professor, Leadership  
College of Business  
B.A. University of Colorado-Denver, 1985  
M.A. University of Phoenix, 1995  
M.A. Regis University, 2015  
Ph.D. Capella University, 2005

**Patrick J. Callan**

Assoc. Professor, Accounting  
College of Business  
B.S. Hodges University, 2008  
M.S. Nova Southeastern University, 2009  
J.D. Ave Maria, 2013

**Karla K. Carter**

Assoc. Professor, Computer Information Systems  
College of Science and Technology  
B.A. University of Nebraska-Lincoln, 1986  
M.A. University of Nebraska-Lincoln, 1990

**Chris L. Carver**

Assoc. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.A. Columbia College, 2006  
M.S. Missouri State University, 2010  
Ph.D. University of Arkansas, 2015

**Anthony J. Clarke**

Professor, Finance  
College of Business  
B.S. Wesleyan University, 1994  
Ph.D. University of Nebraska-Lincoln, 2000

**Julia M. Cronin-Gilmore**

Professor, Business in the Doctorate of  
Business Administration  
College of Business  
B.S. Bellevue University, 2000  
M.A. Bellevue University, 2004  
Ph.D. Northcentral University, 2009

**Jonathan Dahlem**

Asst. Professor, Sociology  
College of Arts and Sciences  
B.A. The Ohio State University, 2011  
M.S. Wright State University, 2013  
M.A. Washington State University, 2016  
Ph.D. Washington State University, 2020

**Barbara J. Daubenspeck**

Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.S. University of Wisconsin-Superior, 1993  
M.A. Regent University, 2018  
M.S. University of Wyoming, 1996  
Ph.D. University of Wyoming, 2002

**Heidi K. Deden**

Assoc. Professor, Accounting  
College of Business  
B.F.A. California Institute of the Arts, 1989  
M.F.A. California Institute of the Arts, 1992  
B.S. California State University, Northridge, 1999  
M.Acc. Stetson University, 2011

**Carlos Del Rio**

Asst. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.A. University of St. Thomas, 1993  
M.S. Ed. Southern Illinois University-Carbondale, 2001  
Ph.D. Southern Illinois University-Carbondale, 2007

**Dominique Dillon**

Asst. Professor, Criminal Justice  
College of Science and Technology  
B.A. Creighton, 1993  
A.M.S. Creighton, 1995

**Pamela S. Dinville**

Professor Emeritus, Accounting  
College of Business  
B.S. Iowa State University, 1972  
M.A. University of Northern Iowa, 1974  
B.S. Northwest Missouri State, 1983  
M.B.A. Northwest Missouri State, 1983

**Kristin Erickson**

Asst. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.A. Brigham Young University, 1992  
M.A. Brigham Young University, 1994  
Ph.D. University of Wyoming, 2014

**Cleveland K. Evans**

Professor Emeritus, Psychology  
College of Arts and Sciences  
B.A. Duke University, 1973  
M.A. University of Michigan, 1976  
Ph.D. University of Michigan, 1985

**Kristina Faimon**

Asst. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.S. University of Nebraska-Kearney, 2001  
M.S.W. University of Nebraska-Omaha, 2003  
Ph.D. University of Wyoming, 2018

**Jason W. Ferguson**

Professor, Computer Information Systems  
College of Science and Technology  
B.S. Friends University, 1999  
M.M.I.S. Friends University, 2001  
Ph.D. Nova Southwestern University, 2010

**Lucinda J. Franks**

Professor, Management  
College of Business  
B.A. University of Nebraska-Omaha, 1976  
M.A. University of Nebraska-Omaha, 1978  
Ph.D. University of Nebraska-Lincoln, 1998

**Michael Freel**

Assoc. Professor, Healthcare Programs  
College of Business  
B.A. University of Nebraska-Lincoln, 1991  
M.A. University of Nebraska-Omaha, 1998  
Ph.D. University of Nebraska-Lincoln, 2009

**Richard R. Galusha**

Assoc. Professor, Kirkpatrick Signature Series  
College of Arts and Sciences  
B.S. University of Nebraska-Omaha, 1983  
M.B.A. Bellevue University, 2009  
Ph.D. University of South Dakota (ABD)

**Sarah Gaughan**

Instructor, Natural Sciences  
College of Science and Technology  
B.S. Texas A&M University, 2009  
M.S. University of Nebraska-Omaha, 2016  
Ph.D. University of Nebraska-Lincoln, 2020

**JoDee Goracke**

Asst. Professor, Industrial & Organizational Psychology  
College of Arts and Sciences  
B.S. University of Kansas, 2011  
M.S. University of Nebraska-Omaha, 2014

**Robert E. Gregory**

Professor, Business Analysis and Management Information Systems  
College of Science and Technology  
B.S. University of Northern Colorado, 1983  
M.B.A. Bellevue University, 2000  
Ph.D. Capella University, 2015

**Inhyun J. Han**

Asst. Professor, Business Education  
College of Arts and Sciences  
B.A. Hanyang University, 2005  
M.A. Korea University, 2008  
Ph.D. University of Virginia, 2019

**Robert B. Hankin**

Assoc. Professor, Graphic Design  
College of Science and Technology  
A.A.S. Metropolitan Community College, 1990  
B.G.S. University of Nebraska-Omaha, 1993  
M.A. Bellevue University, 2005

**Irene Harper**

Assoc. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.S. University of North Dakota, 2006  
M.A. University of Nebraska-Omaha, 2009

Ph.D. North Dakota University, 2014

**David M. Hoppe**

Assoc. Professor, Behavioral Science, Child Protection and  
Juvenile Justice, Child, Youth and Family Studies  
College of Arts and Sciences  
B.A. Upper Iowa University, 1974  
A.A. Metro Community College, 1988  
M.H.R. University of Oklahoma, 1992

**Antoni T. Jasnowski**

Professor, English  
College of Arts and Sciences  
B.A. University of Dallas-Irving, 1976  
M.A. University of Nebraska-Lincoln, 1980  
Ph.D. University of Nebraska-Lincoln, 1991

**Kate Joeckel**

Professor, Communication Studies  
College of Arts and Sciences  
B.A. University of Nebraska-Lincoln, 1982  
M.A. University of Nebraska-Lincoln, 1986  
Ph.D. University of Nebraska-Lincoln, 1989

**M. Merrill Johnson**

Asst. Professor, Business  
College of Business  
A.A. Iowa Western Community College, 1978  
B.S. University of Nebraska-Omaha, 1981  
M.P.A. University of Nebraska-Omaha, 1985  
Specialist in Education Degree (Graduate), Drake University, 2001  
Grad. Cert. in Marketing, So. New Hampshire University, 2014

**Jon B. Kayne**

Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.A. University of Colorado, 1973  
M.S.W. University of Denver, 1975  
Ph.D. University of Northern Colorado, 1978

**Beth Konikoff**

Instructor, Business Management & Leadership  
College of Continuing and Professional Education  
B.A. University of Connecticut, 1982  
M.B.A. University of Bridgeport, 1987  
C.F.P.H. University of Michigan, 2013

**Richard Krasso**

Asst. Professor, Web Development  
College of Science and Technology  
B.S. Bellevue University, 2013  
M.S. Bellevue University, 2015

**John Kyndt**

Assoc. Professor, Microbiology/Sustainability Management  
College of Science and Technology  
A.S. University of Arizona, 2010  
B.S. University of Gent, 1995  
M.S. University of Gent, 1997  
Ph.D. University of Gent, 2003

**Cyril J. Leise**

Professor Emeritus, Clinical Counseling and Psychology  
College of Arts and Sciences  
B.A. Conception College, 1967  
M.S. Creighton University, 1970  
Ph.D. University of Nebraska-Lincoln, 1981

**Gloria K. Lessmann**

Assoc. Professor, English  
College of Arts and Sciences  
B.A. Wayne State College, 1973  
M.A.E. Wayne State College, 1984

**David L. Levy**

Professor, Decision Sciences and Supply Chain Management  
College of Business  
B.S. University of Texas-Arlington, 1971  
M.S. Purdue University, 1973  
Ph.D. Purdue University, 1978

**Jerome Lewis**

Asst. Professor, Psychology  
College of Arts and Sciences  
A.A. Central Texas College, 2009  
B.S. Sam Houston State University, 2012  
M.A. University of Alabama, 2015  
Ph.D. University of Alabama, 2017

**Stephen J. Linenberger**

Professor, Leadership  
College of Business  
B.S. Bellevue University, 1997  
M.A. Bellevue University, 1998  
Ph.D. University of Nebraska-Lincoln, 2010

**Angela L. S. Longe**

Assoc. Professor, Human Resources  
College of Business  
B.S. University of Nebraska-Lincoln, 1994  
M.B.A. Drake University, 2000

**Esther N. Lustig**

Assoc. Professor, Clinical Mental Health Counseling  
and Human Services  
College of Arts and Sciences  
B.A. City University of New York, 1978  
M.S.W. Yeshiva University, 1980

**James Marcuzzo**

Instructor, Kirkpatrick Signature Series  
College of Arts and Sciences  
B.A. University of Nebraska-Omaha, 2008  
M.S. University of Nebraska-Omaha, 2015

**K. Clifton Mason**

Professor, English and Humanities  
College of Arts and Sciences  
B.A. University of South Dakota, 1973  
M.A. University of South Dakota, 1975  
Ph.D. University of Nebraska-Lincoln, 1981

**Leo A. Mayhan**

Instructor, College of Business  
B.S. Creighton University, 1969  
M.B.A. Creighton University, 1978

**Susan A. McDaniel**

Assoc. Professor, Business Analytics  
College of Science and Technology  
B.S. Wayland Baptist University, 1986  
M.S. Chapman University, 1991

**Erin McDonnell-Jones**

Asst. Professor, Teacher Education  
College of Business  
B.S. Pennsylvania State University, 2008  
M.A. West Chester University, 2011  
Ed.D. Wilmington University, 2015

**Monica L. McElhaney**

Assoc. Professor, Accounting  
College of Business  
B.S. Pennsylvania State University, 1987  
M.B.A. University of Nebraska-Omaha, 1995  
M.S. University of Nebraska-Omaha, 1999

**John McGaha**

Asst. Professor, Cybersecurity  
College of Science and Technology  
A.A.S. Tidewater Community College, 1988  
B.S. Old Dominion University, 1988  
M.S. Naval Postgrad School, 1994  
Ph.D. Capella University (ABD)

**Brenda E. Mechels**

Professor, Sport Management, Health and Human  
Performance  
College of Arts and Sciences  
B.A. Dana College, 1996  
M.A. University of Nebraska-Omaha, 2003  
Ph.D. Northcentral University, 2013

**Kimberley Meisinger**

Assoc. Professor, Nursing and Public Health Education  
College of Science and Technology  
B.S.N. University of Nebraska Medical Center, 1999  
M.S.N. Nebraska Wesleyan University, 2007  
M.S. Creighton University, 2011  
D.N.P. Creighton University, 2013

**Laurel A. Mitchell**

Assoc. Professor, Acquisition and  
Contract Management College of Business  
B.T. Peru State University, 2001  
M.B.A. Webster University, 2003  
M.A. Webster University, 2005  
Graduate Certificate, 2005  
Ed.D. College of Saint Mary, 2020

**Tyler C. Moore**

Assoc. Professor, Biology  
College of Science and Technology  
B.S. University of Nebraska-Lincoln, 2010  
Ph.D. University of Nebraska-Lincoln, 2014

**Leslie Murrell**

Instructor, Communication Studies  
College of Arts and Sciences  
B.S. West Texas A&M University, 1996  
M.A. West Texas A&M University, 2001

**Cynthia L. Nye**

Assoc. Professor, Accounting  
College of Business  
B.S. University of Arizona, 1978  
M.S. University of Southern California, 1984

**Sheryl M. Okash**

Assoc. Professor Emeritus, Marketing  
College of Business  
B.S. University of Wisconsin-Superior, 1977  
M.B.A. Creighton University, 1984

**Leslie Olsen**

Instructor, English  
College of Arts and Sciences  
B.A. University of Washington, 1996  
M.A. University of Washington, 2002

**Gail G. Ortegren**

Assoc. Professor, Human Services and  
Human Services Administration  
College of Arts and Sciences  
B.S. University of Nebraska-Kearney, 1992  
M.S. University of Nebraska-Kearney, 1997

**Shankar Parajulee**

Instructor, Data Science  
College of Science and Technology  
B.S. Tribhuvan University, 1994  
M.S. Tribhuvan University, 1996  
M.S. University of Texas, 2018  
Ph.D. Chubu University, 2010

**John A. Patterson, II**

Assoc. Professor, Business  
College of Business  
B.S. Nebraska Wesleyan University, 1995  
M.B.A. Bellevue University, 2004  
J.D. Taft Law School, 2008

**Judd W. Patton**

Professor Emeritus, Economics  
College of Arts and Sciences  
B.S. Grove City College, 1970  
M.A. Youngstown State University, 1972  
M.Phil. University of St. Andrews, 1980  
Ph.D. International College, 1982

**Darrell L. Payne**

Assoc. Professor, Software Development  
College of Science and Technology  
B.S. Bellevue University, 2000  
M.S. Bellevue University, 2005

**Richard Pennington**

Asst. Professor, Supply Chain Management  
College of Business  
A.A. Metropolitan Community College, 1998  
B.S. University of Nebraska-Lincoln, 2002  
M.B.A. Bellevue University, 2010  
D.B.A. Northcentral University, 2017

**Raffaella Peter**

Assoc. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.A. Florida Atlantic University, 2004  
M.Ed. Florida Atlantic University, 2007  
Ph.D. Florida Atlantic University, 2012

**Nikki L. Pierce**

Professor, Business Management  
College of Business  
B.S. Wayne State College, 2001  
M.B.A. Wayne State College, 2002  
Ed.D. College of Saint Mary, 2012

**T. Scott Pinkerton**

Assoc. Professor, Chemistry/Biology  
College of Science and Technology  
B.S. University of Nebraska-Lincoln, 1997  
Ph.D. Texas A&M University, 2004

**Paul P. Poppler**

Professor, Management  
College of Business  
B.A. University of St. Thomas, 1975  
M.A.I.R. University of Minnesota, 1981  
Ph.D. University of Nebraska-Lincoln, 1992

**Emad Rahim**

Assoc. Professor, Project Management  
College of Science and Technology  
B.S. SUNY Empire State College, 2002  
M.S. Colorado Technical University, 2005  
D.M. Colorado Technical University, 2009  
Post-Doctorate Diploma Tulane University, 2011  
Honorary A.S. SUNY Onondaga Community College, 2018

**Douglas M. Rausch**

Assoc. Professor, Cybersecurity  
College of Science and Technology  
B.S. North Dakota State University, 1988  
M.S. Southwest Texas State University, 1996  
M.M. Air University, 2003



**Amber Ritzman**

Asst. Professor, Mathematics  
College of Science and Technology  
B.A. University of Nebraska-Omaha, 2011  
M.S. University of Nebraska-Omaha, 2013  
M.B.A. Creighton University, 2017

**Scott Roth**

Instructor, History  
College of Arts and Sciences  
B.A. University of Nebraska-Kearney, 1991  
M.A. Bellevue University, 2010  
M.A. University of Memphis, 2015

**John R. Russell, Jr.**

Professor Emeritus, Systems and Network Administration  
College of Science and Technology  
B.S. Southern Illinois University-Carbondale, 1977  
M.S. Bellevue University, 2003

**Ali Said**

Asst. Professor, Business Administration  
College of Business  
B.S. Georgetown University, 2004  
M.B.A. Sullivan University, 2007  
M.S. Sullivan University, 2008  
M.S. Strayer University, 2015  
D.B.A. Walden University, 2011

**Kaylene Sasse**

Asst. Professor, Pathways  
College of Arts and Sciences  
B.A. Nebraska Christian College, 2001  
M.A. Wheaton College, 2010

**Michaela R. Schaben**

Assoc. Professor, Mathematics  
College of Science and Technology  
B.S. University of Nebraska-Omaha, 2006  
M.A. University of Nebraska-Omaha, 2009

**Kevin S. Schieuer**

Professor, Finance  
College of Business  
B.S. Morningside College, 1986  
M.S. University of Utah, 1990  
D.E.E. University of Utah, 1990  
M.B.A. University of Nebraska-Lincoln, 1992  
Ph.D. University of Nebraska-Lincoln, 1999

**Matthew Schwartz**

Instructor, Business Management & Leadership  
College of Continuing and Professional Education  
B.B.A. Northwood University, 2002  
M.B.A. University of Phoenix, 2009

**Adriana Seagle**

Asst. Professor, Intelligence and Securities Studies  
College of Science and Technology

B.A. Stefan cel Mare University, 1999  
M.A. Virginia Tech University, 2008  
Ph.D. Virginia Tech University, 2012

**Michael E. Shadbolt**

Professor, Accounting  
College of Business  
B.S.B.A. University of Nebraska-Omaha, 1974  
M.B.A. University of Nebraska-Omaha, 1982  
Ph.D. University of Nebraska-Lincoln, 1990

**Bina Sharma**

Asst. Professor, Accounting  
College of Business  
B.B.A. Tribhuvan University, Nepal, 1997  
M.B.A. Tribhuvan University, Nepal, 1999  
M.B.A. University of Texas Permian Basin, 2014  
Ph.D. University of Texas-Rio Grand, 2019

**Katherine A. Shirley**

Assoc. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.A. Rider University, 2004  
M.A. Rider University, 2009  
Ed.S. Rider University, 2010  
Ph.D. Old Dominion University, 2014

**Margaret Smith**

Instructor, History  
College of Arts and Sciences  
B.A. University of Nebraska-Lincoln, 2007  
M.A. Fordham University, 2010

**Judi Steinig**

Instructor, Leadership and Kirkpatrick Signature Series  
College of Arts and Sciences  
B.S. Douglass College-Rutgers University, 1975  
M.S. Bellevue University, 2006

**Gary Stessman**

Instructor, Human Services  
College of Arts and Sciences  
B.S. Buena Vista College, 1991  
M.S. Bellevue University, 1999

**Mark Stevens**

Instructor, Business Administration  
College of Business  
B.A. Florida Southern College, 1987  
M.B.A. Florida Institute of Technology, 1992  
J.D. Barry University, 2000  
L.L.M. St. Thomas University, 2003

**Del E. Stites**

Professor Emeritus, Philosophy  
College of Arts and Sciences  
B.A. Tarkio College, 1966  
M.A. University of Nebraska-Lincoln, 1969

**Stacey Storer**

Instructor, Communications  
College of Arts and Sciences  
B.A. Bellevue University, 2009  
B.A. Bellevue University, 2011  
M.A. Bellevue University, 2011

**Roxanne L. Sullivan**

Professor, Psychology and Women's Studies  
College of Arts and Sciences  
B.A. University of Iowa, 1977  
M.S. Purdue University, 1979  
Ph.D. Michigan State University, 1984

**Kelly Sylte**

Instructor, Business Management & Leadership  
College of Continuing and Professional Education  
B.S. Bellevue University, 2003  
M.A. Bellevue University, 2004  
Ph.D. Northcentral University, 2015

**Linda Thomas**

Professor, Management  
College of Business  
B.A. Michigan State, 1973  
M.A. Michigan State, 1976  
M.B.A. Morehead State University, 1979  
Ph.D. University of Nebraska-Lincoln, 1991

**Phuoc Huu Tran**

Professor Emeritus, Mathematics  
College of Science and Technology  
B.S. Catholic University of South Vietnam, 1964  
M.S. University of Nebraska-Omaha, 1978  
Ph.D. Kennedy-Western University, 1993

**Terissa Upchurch-Butler**

Asst. Professor, Clinical Mental Health Counseling  
College of Arts and Sciences  
B.A. Florida State University, 1997  
M.S. Florida State University, 1999  
Ph.D. University of Alabama, 2014

**Georgia Welch-Cronin**

Asst. Professor, Graphic Design  
College of Science and Technology  
A.A. Metropolitan Community College, 2009  
B.A. Iowa State University, 1990  
B.S. University of Nebraska-Omaha, 1996  
M.S. University of Nebraska-Omaha, 2004

**Brett M. Werner**

Asst. Professor, Data Science  
College of Science and Technology  
B.S. Morningside College, 2003  
M.S. University of Denver, 2005  
M.S. Regis University, 2020  
Ph.D. University of Denver, 2010

**Catherine Williams**

Instructor, Information Technologies  
College of Science and Technology  
B.S. Creighton University, 2008  
M.B.A. Bellevue University, 2010

**Daryl J. Williams**

Asst. Professor, Information Technology  
College of Science and Technology  
B.S. University of Houston, 1990  
M.S. Houston Baptist University, 1993  
Ph.D. Nova Southeastern University, 2002

**Ronald Woerner**

Assoc. Professor, Computer Information Systems  
College of Science and Technology  
B.S. Michigan State University 1989  
M.S. Syracuse University, 1995

**Nicholas P. Wolff**

Asst. Professor, Data Science  
College of Science and Technology  
B.S. University of Illinois, 1998  
M.S. University of Illinois, 2000  
M.B.A. Benedictine University, 2006  
Ph.D. Bellevue University, 2018

**Erica Wright**

Instructor, English  
College of Arts and Sciences  
B.A. Columbia University, 2003  
M.F.A. Columbia University, 2007

**Carolyn M. Youssef-Morgan**

Professor, Management/Redding Chair of Business  
College of Business  
B.A. American University-Cairo, 1998  
M.B.A. American University-Cairo, 2000  
Ph.D. University of Nebraska-Lincoln, 2004

**Randa Zalman**

Asst. Professor, Marketing  
College of Business  
B.A. University of Nebraska-Lincoln, 2001  
M.A. University of Nebraska-Omaha, 2005

**Aiman ZouZou**

Asst. Professor, Cybersecurity  
College of Science and Technology  
B.S. Tishreen University, 1995  
M.S. Colorado Technical University, 2005  
Doctor of Computer Science, Colorado  
Technical University, 2019

## Faculty Status

### **Robin R. Bernstein**

College of Arts and Sciences  
B.A. Bellevue University, 1982  
M.L.S. Emporia State University, 1994

### **Kent Burkholder**

Program Director, Faculty Development  
College of Continuing and Professional Education  
B.A. Midlands College  
M.B.A. Bellevue University

### **Mary K. Dobransky**

Assoc. Professor, Computer Information Systems  
College of Science and Technology  
B.A. State University of New York-Binghamton, 1985  
M.S. State University of New York-Binghamton, 1988  
Ed.D. Creighton University, 2018

### **Michelle K. Eppler**

Asst. Professor, Counseling  
College of Arts and Sciences  
B.A. Drake University, 1992  
M.S. University of Nebraska-Omaha, 2001  
Ed.D. University of Missouri-Columbia, 2012

### **Phillip T. Fitzpatrick**

Assoc. Professor, Information Technology  
College of Science and Technology  
B.A. Briar Cliff College, 1989  
M.S. Bellevue University, 2005

### **Renea B. Gernant**

Asst. Professor, Communication Arts and  
Professional Psychology  
College of Arts and Sciences  
B.S. Concordia University, 1988  
M.A. University of Nebraska-Lincoln, 1991  
Ph.D. University of Nebraska-Lincoln, 1998

### **Mary B. Hawkins**

Professor, Business  
College of Business  
B.S. University of Arizona, 1980  
M.S. University of California-Davis, 1982  
Ph.D. University of Nebraska-Lincoln, 1998

### **Edward T. Haynes**

Professor, Management  
College of Business  
B.A. Purdue University, 1981  
M.A.S. Embry-Riddle Aeronautical University, 1989  
M.S. Bellevue University, 2000  
Ph.D. Northcentral University, 2010

### **James Lewis**

Asst. Professor  
College of Science and Technology  
BCPE Auburn University, 1985  
M.S. Regis University, 1993

### **Rebecca T. Murdock**

Asst. Professor, Business  
College of Business  
B.A. Wayne State College, 1981  
M.B.A. University of Sioux Falls, 2001  
Ed.D. Creighton University, 2019

### **Sharon A. Rea**

Asst. Professor, Business  
College of Business  
B.S. Cardinal St. Ignace University, 1995  
M.B.A. University of Phoenix, 2000  
Ph.D. Bellevue University, 2018

### **Karen L. Robinson**

Asst. Professor, Spanish and Cultural Studies  
College of Arts and Sciences  
B.A. Miami University, 1991  
M.A. Miami University, 1994  
Ph.D. University of Pittsburgh, 1998

### **Jane L. Schaefer**

Asst. Professor, Public Administration  
College of Business  
B.A. Creighton University, 1990  
NE Secondary Ed. Teaching Certificate, 1991  
M.P.A. University of Nebraska-Omaha, 1995  
Ph.D. Iowa State University, 2009

### **James A. Smith, Ed.D.**

Assoc. Professor, Business  
College of Business  
B.S. Bellevue University, 1995  
M.A. Bellevue University, 1999  
Ed.D. University of South Dakota, 2015

# 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

**Annie B. Andrews**  
Assistant Administrator for  
Human Resource Management  
Federal Aviation Administration

**Cindy Bay** - Emeritus  
Civic Leader

**Lynne Durham Boyer** - Emeritus  
Civic Leader

**Scott R. Carlson**  
Chairman and CEO  
Westin Foods

**Michael S. Cassling**  
President and CEO  
CQuence Health Group

**Larry J. Courtnage** - Emeritus  
Chairman  
C&A Industries

**Henry Davis** - Emeritus  
President  
Greater Omaha  
Packing Company, Inc.

**Susan J. Dennis**  
President  
Freeman Company, Inc.

**Sid Dinsdale** - Emeritus  
President  
Pinnacle Bancorp, Inc.

**Ryan Downs**  
President and 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

**L. Javier Fernandez**  
Chief Financial Officer  
Omaha Public Power District

**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 and CEO  
Tenaska Marketing Group

**Stephen G. Kaniewski**  
President & CEO  
Valmont Industries, Inc.

**Audie Keaton**  
President  
James Skinner Baking Company

**John F. Kotouc**  
Executive Chairman  
American National Bank

**Michael C. Lebens**  
Consultant and Executive - Retired  
Tenaska, Inc.

**Diva R. Mejias**  
Owner & President  
DM Financial Services

**Elizabeth Murphy**  
Civic Leader

**John P. Nelson**  
Chairman and CEO  
SilverStone Group, Inc.

**Murray H. Newman** - Emeritus  
Newman Investments

**Larry D. Rasmussen**  
President  
Rage Energy

**Governor J. Peter Ricketts** - Emeritus  
Founder Drakon, LLC

**H. Douglas Riley**  
Chairman  
Riley Resources, Inc.

**Gail S. Seaton**  
Partner  
Redstone

**Michael A. Summers**  
Chief Financial Officer  
First National Bank of Nebraska

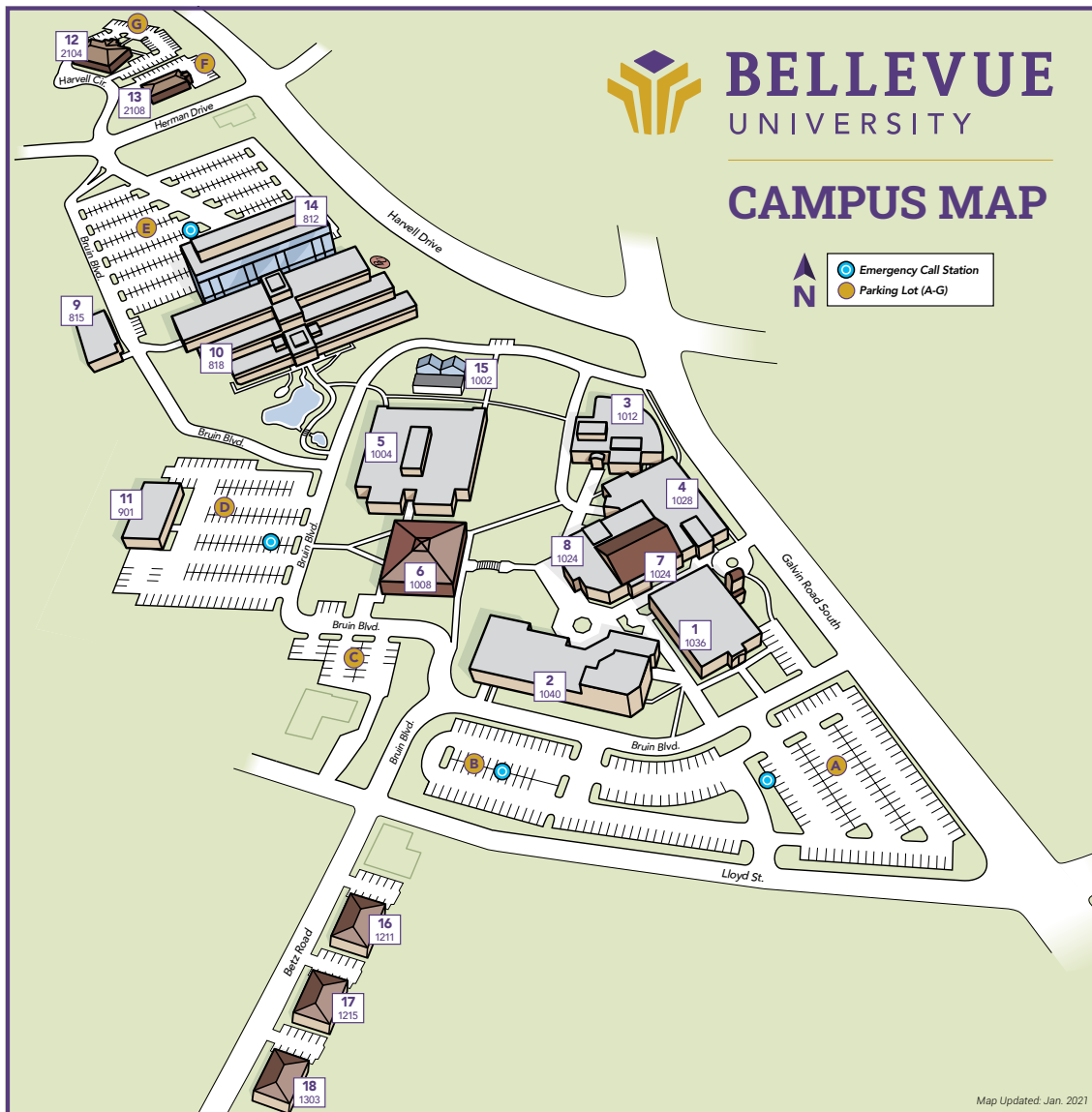
**David G. Thrasher**  
President  
SupportWorks, Inc.

**George W. Venteicher** - Emeritus  
President  
KVI Associates, Inc.

**Gordon T. Watanabe**  
President  
Nobbies, Inc.  
Alumnus, 1997

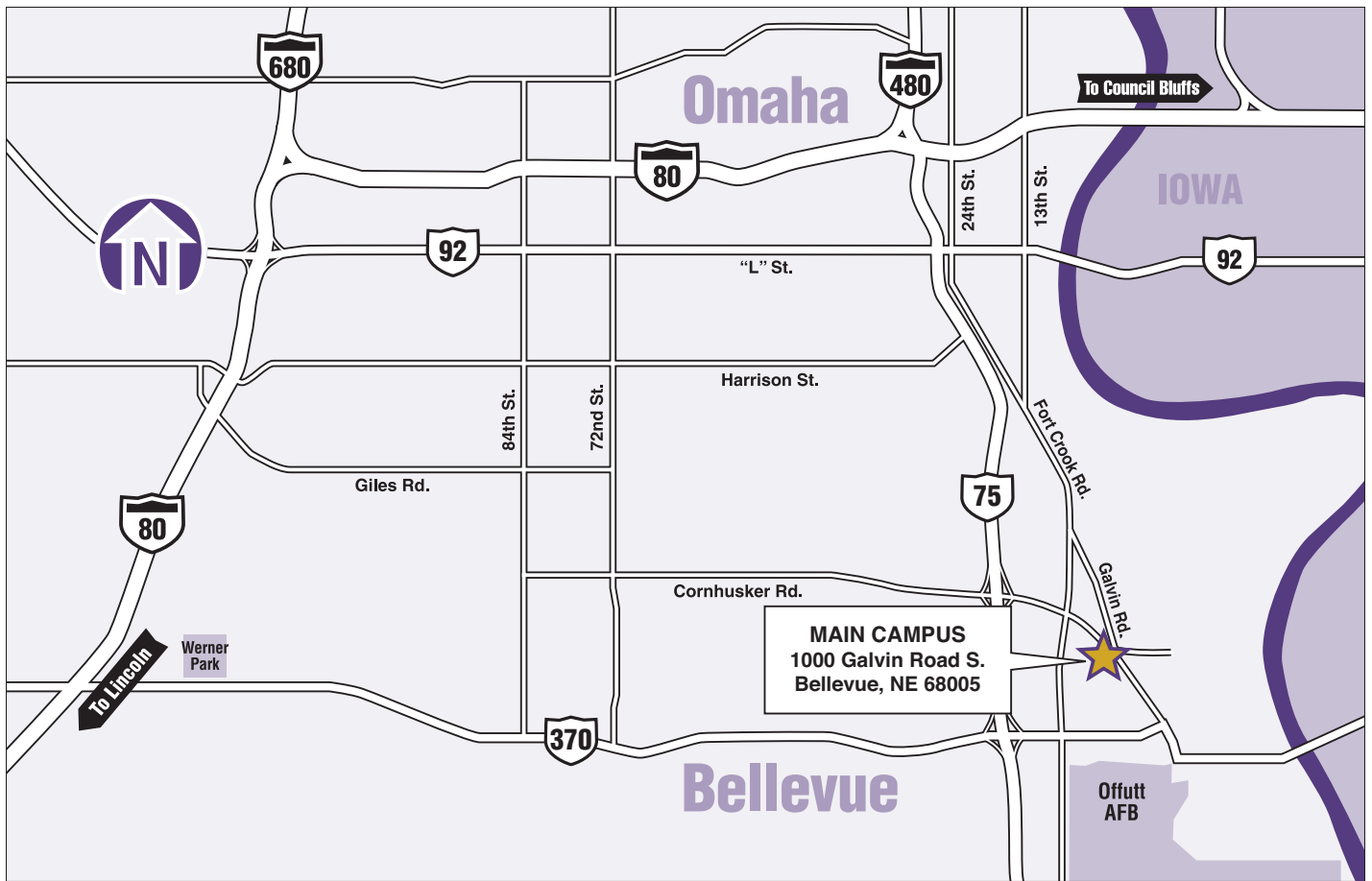
**Hong Zheng**  
Owner  
Asian Market / China Buffet

# Bellevue University Main Campus



Map Updated: Jan. 2021

- |  |   |   |
|--|---|---|
| <p><b>1</b> Durham Center (DUR)<br/>1036 Bruin Blvd.</p> <p><b>2</b> Hitchcock Humanities Center (HUM)/<br/>Criss Auditorium<br/>1040 Bruin Blvd.</p> <p><b>3</b> Riley Technology Center (RTC)<br/>1012 Bruin Blvd.</p> <p><b>4</b> Freeman/Lozier Library (LIB)<br/>1028 Bruin Blvd.</p> <p><b>5</b> R. Joe Dennis Learning Center (LCN)<br/>1004 Bruin Blvd.</p> <p><b>6</b> Margre H. Durham Student Center<br/>1008 Bruin Blvd.</p> | <p><b>7</b> Gordon Lozier Athletic Center<br/>1024 Bruin Blvd.</p> <p><b>8</b> eSports Arena<br/>1024 Bruin Blvd.</p> <p><b>9</b> Hollis and Helen Baright Bookstore<br/>815 Bruin Blvd.</p> <p><b>10</b> Educational Services Building (ESB)<br/>818 Bruin Blvd.</p> <p><b>11</b> Maintenance<br/>901 Bruin Blvd.</p> <p><b>12</b> Wellness Center<br/>2104 Harvell Cir.</p> | <p><b>13</b> Rotert Building (ROT)/Military Veteran<br/>Services Center (MVSC)<br/>2108 Harvell Cir.</p> <p><b>14</b> John B. Muller Administrative<br/>Services Building (MASB)<br/>812 Bruin Blvd.</p> <p><b>15</b> Sustainability Lab<br/>1002 Bruin Blvd.</p> <p><b>16</b> Student Housing<br/>1211 Betz Road</p> <p><b>17</b> Student Housing<br/>1215 Betz Road</p> <p><b>18</b> Student Housing<br/>1303 Betz Road</p> |
|--|---|---|



# Index

150% Loan Limit	42	Advising	6, 22, 43, 47, 52, 53, 61
Academic Advising	47, 52, 53, 61	Alcohol	9, 11, 13
Academic and Student Resources	47	Alpha Numeric System	60
Academic Calendar	69	Alumni Benefits	68
Academic Classification	60	Amendment of Education Records	9
Academic Credit Evaluation	53	American Council on Education (ACE)	58
Academic Dishonesty Grade Appeals	13	Appeal	10, 11, 12, 13, 15, 16, 33, 45, 46, 60, 64, 65, 66
Academic Dishonesty Penalties	12	Appeal Process	13, 33, 60
Academic Dishonesty Violations	12	Application Fee	23, 29, 30, 53, 68
Academic Honesty	10, 12, 16	Articulation Agreements	21
Academic Information	60	Associate's Degree(s)	21, 27, 28, 53, 58
Academic Probation	30, 65, 66	Athletes	23, 48, 67
Academic Progress	42, 45-47	Athletic Center	6, 48, 49, 88
Academic Regalia	67	Athletics	19, 23, 36, 37, 48
Academic Standards of Progress	65	Attendance	8, 20, 29, 30, 37, 38, 39, 42, 43, 45, 48, 51, 57, 61
Academic Standing	41, 65, 66	Audit	33, 53, 61, 63, 69
Academic Standing – Doctoral	66	Auditing	14, 18, 63
Academic Standing – Graduate	65	Auditing of Undergraduate Courses	63
Academic Standing – Undergraduate	65	Bachelor of Applied Science (B.A.S.)	52
Academic Suspension	65, 66	Bachelor of Arts (B.A.)	52
Academic Suspension Appeal for Undergraduate and Graduate Students	66	Bachelor of Science (B.S.)	52
Academic Transcripts	38, 67	Ban and Bar	15
Academic Warning	65, 66	Baright Bookstore	6, 48, 88
Accelerated	1, 2, 3, 4, 53, 57, 61, 68	Baseball	48
Accelerated Major	53	Basketball	6, 48
Accelerated Programs	57, 68	Bellevue Real-Time User Information Network	18, 47, 61
Acceptance of Associate's and Non-Resident Undergraduate Degrees	57	Bellevue University Information Literacy Development Interactive Tutorial	49
Accommodations Resource Center	6, 47, 61, 62	Big Sandy Community College	7
Accreditation	5, 21, 23, 24, 29, 58, 70, 74	Blackboard	18
Accreditation and Awards	98	Bluegrass Community Technical College	7
ACE	58	Bookstore	6, 33, 41, 44, 48, 88
Active Learning	i, 4, 57	Book Waiver	41
Additional Policies	35	Borrower-Based Academic Year (BBAY)	40
Administrative Services Building	6, 47, 50, 88	BRUIN	6, 13, 18, 19, 35, 36, 37, 41, 43, 47, 48, 49, 50, 51, 61, 64, 88
Administrative Withdrawals	62	BRUIN Support Services	6, 19, 35, 36, 41, 43, 50, 61
Admission of Athletes	23	BUILD IT	49
Admission of International Students	23, 29, 30	Campus Facilities	6
Admission of International Students for Graduate Degrees	30	Career Services	47
Admission of International Students for Undergraduate Degrees	29	CAS	4
Admission Requirements	24-28, 29, 30, 31-32, 52-54, 56, 57	Cash – Self Pay	33
Admission Requirements for Graduate Degrees	30-32	Central Community College	7
Admissions	3, 9, 18, 21, 24-28, 29, 30, 32, 35, 38, 47, 53, 58	Certificates of Completion	54
		Change of Schedule	61

CHEA . . . . .	5, 58	Directory . . . . .	8, 9, 10, 11
CIS . . . . .	26, 32, 55	Disciplinary Probation . . . . .	15
Class Participation Verification Policy . . . . .	38	Disclosure of Information . . . . .	16
Class Load . . . . .	60, 61	Doctoral Degrees . . . . .	67
Classroom . . . . .	8, 12, 13, 15, 17, 18, 51, 59, 60	DREAM Scholarship . . . . .	20
CLEP . . . . .	38, 51, 56, 58, 64, 67	Dropping Classes . . . . .	43, 44
Co-Enrolled and Consortium Students . . . . .	40	Dropping or Withdrawal . . . . .	35
Co-Enrollment . . . . .	40	Drug . . . . .	11, 13
Cohort . . . . .	1, 2, 3, 28, 31, 34, 35, 40, 53, 57, 61, 63	Drug-Free Work Place Act . . . . .	11, 13
College of Arts and Sciences . . . . .	4, 6, 79, 80-86	DSO . . . . .	12
College of Business . . . . .	4-6, 28, 79-86	DSST . . . . .	38, 51, 56, 58, 64, 67
College of Science and Technology . . . . .	4, 6, 79-86	Durham Administration Center . . . . .	6, 88
Commencement . . . . .	33, 67, 69	Earning Credit . . . . .	22, 57
Commencement Ceremony . . . . .	33, 67, 69	Eastern Iowa Community College . . . . .	7
Compassionate Withdrawal Policy . . . . .	62	Educational Credential Evaluators (ECE) . . . . .	29
Computer and Network Use Policy . . . . .	17, 18	Educational Services Building . . . . .	6, 22, 88
Computer Labs . . . . .	18	Electronic Device Expectations . . . . .	17
Computer Proficiency Tests . . . . .	38, 67	Email Regulations . . . . .	17
Concentrations . . . . .	57	Emphases . . . . .	54
Conditional Admission . . . . .	30	Enrollment . . . . .	1, 2, 3, 6, 8, 12, 21, 22, 23, 24, 28, 30, 32, 33, 34, 35, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 52, 53, 54, 57, 60, 61, 65, 66
Copyright Center . . . . .	10, 18, 49	Enrollment Status . . . . .	8, 23, 38, 40, 42, 45, 60
Copyright Protection . . . . .	10	Entrance Counseling . . . . .	41, 43
Corporate Tuition Assistance . . . . .	34	Examples of Cost of Attendance . . . . .	39
Cost of Attendance . . . . .	38, 39, 42	Executive Vice President for University and Academic Affairs . . . . .	66
Council for Higher Education Accreditation . . . . .	5, 58	Exit Counseling . . . . .	44, 45
Course Clusters . . . . .	59	Expulsion . . . . .	10, 11, 12, 15
Course Delivery Format . . . . .	57	Facilities . . . . .	6, 11, 12, 13, 15, 22, 49, 50, 88-89
Course Numbers . . . . .	60	Faculty Status . . . . .	79, 86
Courses, Degrees, and Programs . . . . .	52, 67	Fairchild AFB . . . . .	7
Credit Balance Policy . . . . .	35	Family Educational Rights and Privacy Act . . . . .	ii, 8
Credit for Post-traditional Learning . . . . .	58	Federal Disclosure Information . . . . .	19
Credit for Prior Learning . . . . .	58	Federal Financial Aid . . . . .	23, 34, 40, 44
Crisis Auditorium . . . . .	6, 88	Federal Grants . . . . .	44
Cross-listed courses . . . . .	60	Federal Work-Study Program . . . . .	36
Cyber-Active® Online Classroom . . . . .	17	Fees . . . . .	20, 22, 23, 33, 34, 35, 36, 39, 41, 42, 44, 63
DANTES Distance Learning Program . . . . .	22	FERPA . . . . .	ii, 8, 9, 10, 11, 17, 19, 34, 43
Dean of Students' Office (DSO) . . . . .	12, 14, 15, 19, 78	Financial Aid . . . . .	9, 19, 20, 23, 33, 34, 36-47, 61, 62
Dean's List . . . . .	64	Financial Aid Policies . . . . .	38-47
Declaring a Major . . . . .	53	Financial Obligations . . . . .	35
Deferment . . . . .	19, 46	Financial Services Philosophy . . . . .	36
Deferral Option . . . . .	34	Forbearance . . . . .	46
Degree Conferral . . . . .	66, 67	Foreign Credential Evaluation Process . . . . .	29
Degree Offerings . . . . .	3	Foreign Language Proficiency Exams . . . . .	58, 64, 67
Degree Requirements . . . . .	3, 32, 40, 46, 52, 53, 56, 57, 65, 67	Formats . . . . .	52, 56, 57
Degree Status . . . . .	38, 53	Forsyth Tech Community College . . . . .	7
Determining Violations and Sanctions . . . . .	14	Foundation . . . . .	3, 6, 52
Digital Archives . . . . .	49	Freeman/Lozier Library . . . . .	6, 88
Diplomas . . . . .	35, 67		



Freshman Academic Achievement Scholarship.....	37	Ivy Tech Community College.....	7
Full-Time Faculty.....	59, 79-86	Jamestown Community College.....	7
Game Room.....	50	John B. Muller Administrative Services Building.....	6, 47, 50, 88
Gateway Technical College.....	7	Journal List.....	49
Global Accreditation Center for Project Management Education Programs.....	5	Kirkpatrick Signature Series.....	52, 54, 56, 58, 81, 82, 84
Golf.....	48	Late Payment Fee.....	34
Gordon Lozier Athletic Center.....	6, 48, 49, 88	Learning Center.....	6, 7, 50, 88
GPA.....	29, 31, 32, 37, 45, 46, 52, 54, 56, 57, 58, 63-66, 67	Lehigh Carbon Community College.....	7
Grade Appeals.....	9, 13, 64	Libguides.....	49
Grade Point Average (GPA).....	29, 31, 32, 37, 45, 46, 52, 54, 56, 57, 58, 63-66, 67	Library.....	6, 10, 17, 18, 21, 49-50, 51, 68, 88
Grading Systems and Policies.....	63	Library Research Tutorials.....	49
Graduate.....	i, 3, 4, 12, 23, 30, 31-32, 33, 34, 36, 37, 38, 39, 41, 42, 43, 45, 46, 49, 50, 52, 56-57, 58, 60, 61, 63, 64, 65, 66, 67, 68, 79	Loan Disbursement.....	43
Graduate Academic Performance Standards.....	65	Loan Proceeds.....	43, 44
Graduate Credits.....	57	Loans.....	21, 23, 36, 38, 39-46
Graduate Degree(s).....	3, 30, 31-32, 52, 56, 57, 65, 67, 68	Locations.....	5, 7, 9, 21, 23, 36, 57, 70
Graduate Degree Requirements.....	52, 56, 57, 65	Lone Star College.....	7
Graduate Minimum Standard of Progress.....	66	Lozier.....	6, 48, 49, 88, 89
Graduate Students.....	38, 43, 50, 60, 65, 66	Main Campus.....	6, 21, 47, 50, 87, 88, 89
Graduation.....	8, 19, 21, 33, 38, 46, 53, 54, 63, 64	Maintenance.....	59, 88
Graduation Honors.....	64, 67	Margre H. Durham Student Center.....	6, 50, 88
Gym.....	21	Mascot Scholarship.....	37
Harassment Policy.....	16	Master of Arts (MA).....	56
Higher Education Opportunity Act.....	39	Master of Business Administration (MBA).....	56
Higher Learning Commission.....	ii, 5, 16, 58, 70, 98	Master of Healthcare Administration (MHA).....	56
Hitchcock Humanities Center.....	6, 88	Master of Professional Studies (MPS).....	56
Hollis and Helen Baright Bookstore.....	48, 88	Master of Project Management (MPM).....	5, 56
Honors.....	48, 64, 67	Master of Public Administration (MPA).....	56
Human Behavior (HB).....	55	Master of Science (MS).....	5, 56
Human Civilization (HC).....	55	Mathematics (MA).....	2, 27, 29, 54, 55, 79-85
Human Thought and Expression (HTE).....	55	MathX Learning Lab.....	6, 50
Humanities Center.....	6, 88	Maximum Time-Frame Component.....	45
Hurlburt Air Force Base.....	7	MBA.....	3, 31
Identity.....	16, 17, 43	Medical Hardship.....	60, 62
Immigration and Nationality Act.....	29, 30	Men's Golf.....	48
Independent Study.....	58, 59, 68	Men's Soccer.....	48
Index.....	90	Metropolitan Community College.....	7
Indian Hills Community College.....	7	MHA.....	3
Inspection and Review of Education Records.....	8, 9	Mid-Plains Community College.....	7
Integrative General Education.....	4, 52, 54, 56, 58, 63	Mike and Lin Simmonds Scholarship.....	20
Intercollegiate Athletics.....	23, 48	Military Education and Training.....	21
Interim Suspension.....	15	Military Students.....	21, 39
International Programs.....	6, 29, 30, 51	Military Tuition Assistance.....	21, 22, 34, 39
International Students.....	23, 29, 30, 34, 36, 60, 61, 63	Military Veteran Services Center.....	21, 22, 88
Introduction.....	54, 55	Minimum Standard of Progress.....	65, 66
Iowa Western Community College.....	7	Minors.....	54
		Mission.....	i, 4, 11, 16, 54, 68
		Mohawk Valley Community College.....	7
		Mott Community College.....	7

Mountain Home Air Force Base . . . . .	7, 22	Post-Traditional Learning . . . . .	58
Mount San Jacinto College . . . . .	7	Pre-Professional Programs . . . . .	3
Natural Science (NS) . . . . .	56	Premier Partner Locations . . . . .	7
Network Use Policy . . . . .	17, 18	Prerequisite for the Accelerated Major . . . . .	53
New Student Orientation (NSO) . . . . .	50, 51	Principles of Excellence . . . . .	23
New York University (NYU) Foreign Language Proficiency Exams . . . . .	58	Procedures for Appeals . . . . .	45
Non-Academic Appeals . . . . .	15	Programs . . . . . i, 1-3, 4, 5, 6, 12, 15, 16, 19, 20, 21, 22, 23, 24-28, 29, 30, 32, 33, 34, 36, 37, 44, 45, 46, 47, 48, 49, 50, 51, 52-57, 58, 59, 60, 61, 63, 64, 66, 67, 68, 70-78, 81	
Non-Academic Reflective Activity . . . . .	15	Purpose . . . . . 8, 9, 12, 13, 14, 17, 18, 20, 23, 37, 38, 39, 47, 60	
Non-Degree Seeking Students . . . . .	30	Qualitative Component . . . . .	45, 46
Non-Degree Status . . . . .	38	Quiet Lounge . . . . .	6, 50
Non-Payment . . . . .	35	Refund . . . . . 23, 29, 30, 33-35, 43, 44, 49, 52	
Non-Resident . . . . .	35, 57	Refund Appeal Process . . . . .	33
Non-Resident Undergraduate Degrees . . . . .	57	Refund Policy . . . . .	33-35, 44
Northcentral Technical College . . . . .	7	Refund Schedule . . . . .	33
Northeast Community College . . . . .	7	Registration . . . . . 21, 30, 33-35, 40, 45, 53, 59, 60, 69	
NSLDS . . . . .	43	Rental . . . . .	6, 10
NSO . . . . .	50	Repetition of Courses . . . . .	64
NYU . . . . .	38, 58, 64, 67	Repetitions . . . . .	46
Official Withdrawals . . . . .	44, 46	Reporting and Disclosure of Information . . . . .	16
Offutt Air Force Base . . . . .	7, 22	Request for Statement of Account . . . . .	35
Omaha . . . . .	7, 20, 21, 22, 36, 79-86, 87, 89	Residence Life . . . . .	50
OneStop Welcome Center . . . . .	17, 47	Residence Requirements . . . . .	53
Online Classroom . . . . .	18, 51, 59	Responsibility for Withdrawal . . . . .	61
Online Courses and Programs . . . . .	59	Restitution . . . . .	15
Online Education Disclaimer . . . . .	18	Return of Federal Funds . . . . .	44
Ordering a Tax Transcript by Phone . . . . .	41	Rights and Responsibilities . . . . .	11, 43
Ordering a Tax Transcript Online . . . . .	41	Riley Technology Center . . . . .	6, 88
Organizational Tuition Assistance . . . . .	34	R. Joe Dennis Learning Center . . . . .	6, 88
Organizations . . . . .	4, 6, 9, 12, 21, 50, 68	ROTC . . . . .	22
Outreach and Partnerships . . . . .	20	Rotert Building . . . . .	6, 88
Outreach Scholarship Initiatives . . . . .	20	Santa Fe Community College . . . . .	7
Overlapping Enrollment . . . . .	38	Satisfactory Academic Progress (SAP) . . . . .	42, 45, 46
Pace Component . . . . .	45, 46	Schedule . . . . .	33, 34, 48, 50, 51, 52, 57, 59, 61
Pass . . . . .	57, 58, 63	Scheduled Academic Year (SAY) . . . . .	40
Payment Options . . . . .	33	Scholarship . . . . .	20, 21, 36-38, 39, 48
Payment Plans . . . . .	34	Scholarship Program . . . . .	20, 36
Pell Grants . . . . .	38, 42, 43	Second Undergraduate Degree . . . . .	58
Pellissippi State Community College . . . . .	7	Security Department . . . . .	11, 15, 16, 19
Pell Lifetime Eligibility . . . . .	42	Self Pay . . . . .	33
Personal Enrichment Program (PEP) . . . . .	50	Signature Series . . . . .	52, 54, 56, 58, 81, 82, 84
Ph.D. . . . .	4, 57, 66, 67, 70, 79-86	Soccer . . . . .	48, 49
PLA . . . . .	53, 67	Softball . . . . .	48
PLUS Loan . . . . .	41, 43, 44	Solomon Amendment . . . . .	10
Policies . . . . .	ii, 8-18, 19, 22, 23, 35, 38-47, 51, 53, 63-64, 87	Southeast Community College . . . . .	7
Policy for Missing Students . . . . .	11	Southeast Technical College . . . . .	7
Post-Secondary Institutions . . . . .	21, 58	South Omaha . . . . .	20, 21
Post-Secondary Transfer Students . . . . .	30	South Omaha Outreach Scholarship . . . . .	20

Standards of Progress . . . . .	45, 54, 65	Tutoring and Study Skills Program . . . . .	51
Statement of Account . . . . .	35	Undergraduate . . . . .	i, 1-2, 4, 12, 20, 21, 23, 24-28, 29, 30, 31-32, 33, 34, 36, 37, 38, 42, 45, 49, 50, 52, 53, 54, 55, 57, 58, 60, 61, 63, 64, 65, 66, 67, 68
State Regulatory Information . . . . .	70	Undergraduate Admission Requirements . . . . .	29
Stop Payment Charge . . . . .	35	Undergraduate and Graduate Students . . . . .	66
Student Academic Honesty Policy . . . . .	10	Undergraduate Degree Requirements . . . . .	52
Student Accounts . . . . .	19, 21, 22, 33-35, 47, 61	Undergraduate Degree(s) . . . . .	20, 21, 24-32, 52-54, 57, 58
Student Activities . . . . .	33, 48, 50	Undergraduate Minimum Standard of Progress . . . . .	65
Student and Exchange Visitor Program . . . . .	60	University Board of Directors . . . . .	87
Student Coach . . . . .	35, 38, 43, 47, 54, 58, 60, 61, 62, 63, 65, 66	University Facilities . . . . .	6, 11
Student Center . . . . .	6, 7, 21, 50, 88	University Policies . . . . .	8, 11, 12, 17
Student Code of Conduct . . . . .	12, 14-16	VA Education Benefits . . . . .	22
Student Complaint Procedures . . . . .	16	Values . . . . .	i, 55, 56
Student Email . . . . .	17, 51	Venteicher Wellness Center . . . . .	6
Student Email Regulations . . . . .	17	Verification . . . . .	23, 24-28, 29, 30, 38, 40, 43, 67
Student Housing . . . . .	6, 16, 50, 88	Verification Process . . . . .	40
Student Loan Disbursement . . . . .	43	Veterans Education Benefits . . . . .	21, 22
Student Resources . . . . .	35, 47	Veteran Enrollment Status . . . . .	23
Student Rights and Responsibilities . . . . .	11	Veteran Services . . . . .	21-23, 88
Study Abroad . . . . .	46, 51	Violations of the Code of Conduct . . . . .	13
Study Skills Program . . . . .	51	Vision . . . . .	i, 56
SUNY Broome Community College . . . . .	7	Volleyball . . . . .	6, 48, 49
Suspension . . . . .	10, 12, 15, 30, 45, 65, 66	Waitlist . . . . .	61
TA Top-Up . . . . .	22	Warning . . . . .	10, 12-15, 45, 65, 66
Tarrant County College District . . . . .	7	Wellness Center . . . . .	6, 88
Tax Credit Reporting . . . . .	35	Western Iowa Tech Community College . . . . .	7
Tax Transcript . . . . .	40, 41	Western Nebraska Community College . . . . .	7
Teacher Education Program . . . . .	26, 29, 37, 38, 54	Withdrawal . . . . .	15, 33, 35, 43, 44, 46, 61-63
Technology Center . . . . .	6, 7, 88	Withdrawal From a Program . . . . .	61
Term-Based Programs . . . . .	33	Withdrawal Policy . . . . .	62
Test Center . . . . .	6, 17, 51, 58	Withdrawal Refund Schedule for Tuition and Fees . . . . .	33
The Kirkpatrick Signature Series . . . . .	52, 54, 56, 58	Withdrawing or Dropping Classes . . . . .	43, 44
The National Student Loan Data System (NSLDS) . . . . .	43	Women's Golf . . . . .	48
Title IV . . . . .	23, 36, 38, 43-47, 61	Women's Soccer . . . . .	48, 49
Tobacco Free Policy . . . . .	11	Work-Study . . . . .	23, 36, 44
TOEFL . . . . .	29, 30	World Education Services (WES) . . . . .	29
Topics Courses . . . . .	59	Writing Center . . . . .	6, 51
Traditional . . . . .	1-4, 21, 23, 28, 31, 33-35, 37, 40, 57-59	Yellow Ribbon Program . . . . .	23
Traditional-Based . . . . .	35		
Transcripts . . . . .	9, 21, 23-30, 35, 38, 41, 53, 54, 67		
Transfer Agreements . . . . .	21		
Transfer of Graduate Credits . . . . .	57		
Transfer Students . . . . .	7, 20, 21, 30		
Tuition . . . . .	18, 20, 21, 22, 23, 33, 34, 35, 36, 39, 41, 42, 43, 44, 52, 61, 63, 68		
Tuition and Fees . . . . .	22, 23, 33, 34, 41, 63		
Tuition Assistance . . . . .	21, 22, 33, 34, 39, 43, 61		
Tuition for Undergraduate and Graduate . . . . .	33		
Turnitin.com . . . . .	49		

This page is intentionally left blank.

This page is intentionally left blank.

This page is intentionally left blank.



# Home.

Home to one of the nation's most  
**innovative and recognized** universities.

- **Top 10 University for Adult Learners**  
*Washington Monthly, America's Best Colleges for Adult Learners, 2018*
- **Best for Returning Adults**  
*Ranked in Top 10 by College Factual, 2019*
- **Best for Community College Transfer**  
*Phi Theta Kappa Transfer Honor Roll, 2018*
- **Best Online College**  
*Top 10% in online Schools of Distinction; BestColleges.com, 2019*
- **Best Military-Friendly University**  
*Ranked #5 Best Accredited Online College; Military Advanced Education & Transition Magazine, 2019*
- **Best for Vets**  
*Ranked #7 in online universities, Military Times Education, 2019*
- **Designated a National Center of Academic Excellence in Information Assurance/Cybersecurity**  
*National Security Agency (NSA) and Department of Homeland Security (DHS); designation in effect through 2021.*
- **U.S. Department of Defense (DoD) Intern program**  
*Selected as one of 8 universities nationally to participate in the DoD Palace Acquire Intern Program.*

*The business leaders who founded Bellevue University would be gratified to see the success we've achieved in preparing the next generation of leaders and informed citizens.*



**BELLEVUE**  
UNIVERSITY

REAL LEARNING FOR REAL LIFE

[bellevue.edu](http://bellevue.edu)

Bellevue University is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)). Bellevue University is committed to providing an environment that is free from harassment and discrimination based upon race, color, religion, sex, national origin, age, disability, genetic information, military obligations, or status in any other group protected by local, state, or federal law.



**BELLEVUE**  
UNIVERSITY

**REAL LEARNING FOR REAL LIFE**

1000 Galvin Road South • Bellevue, NE 68005 • 402.293.2000 • 800.756.7920

Published October 29, 2021