



**BELLEVUE
COLLEGE**

**HEALTHCARE MANAGEMENT
& LEADERSHIP**

**STUDENT
HANDBOOK**

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Introduction

Welcome to Bellevue College (BC) and the Healthcare Management & Leadership (HCML) program! We, the faculty and staff, congratulate you on your acceptance to the program and look forward to sharing our knowledge and experience with you.

This student handbook has been reviewed and approved through the established approval processes of Bellevue College and is to be utilized as an adjunct resource to the published BC campus-wide policies and procedures. **Students are expected to comply with the policies and procedures contained within this handbook throughout their enrolled time in the HCML program.**

Importance of Your Student Handbook

Your success is important to us. We have developed this handbook to guide you and provide specific information on the policies, curriculum and expectations of the Healthcare Management & Leadership program.

It is the responsibility of every admitted student to study this handbook and to know its contents. If you have any questions that are not answered in this handbook please contact your instructor, your program advisor or the HCML program chair for clarification as soon as possible.

Equal Opportunity

Bellevue College is an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations.

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Bellevue College no discrimina por motivos de raza u origen étnico, credo, color, origen nacional, sexo, estado civil, orientación sexual, edad, religión, información genética, presencia de cualquier discapacidad sensorial, mental o física o condición de veterano en sus programas educativos ni en las actividades que administra. De acuerdo con políticas de la universidad y de leyes estatales y federales, Bellevue College tiene prohibido incurrir en tales actos de discriminación. Todo el personal y las personas que hacen vida en la institución, los proveedores y las organizaciones con las cuales trabaja Bellevue College deben acatar los estatutos y normativas federales y estatales vigentes creados con el fin de promover la discriminación positiva y la igualdad de oportunidades.

贝尔维学院 (Bellevue College) 不会因种族或民族、信仰、肤色、国籍、性别、婚姻状况、性取向、年龄、宗教、遗传信息，患有感官、精神或肢体残疾，或在其经营的教育计划和活动中的退伍军人身份而歧视任何人。根据学院政策以及州政府和联邦法律，禁止贝尔维学院 (Bellevue College) 以这种方式歧视他人。所有与学院开展业务的学院工作人员和个人、供应商，以及组织机构，都必须遵守旨在促进平权行动和平等机会所适用的联邦和州法规条例。

Bellevue College는 운영하는 교육 프로그램 및 활동에서 인종 또는 민족, 신념, 피부색, 국적, 성별, 결혼 여부, 성 지향성, 나이, 종교, 유전 정보, 신체 감각 상실 여부, 정신적 또는 신체적 장애 여부 또는 참전 용사 지위에 따라 차별하지 않습니다. 학교 규정, 주 법 및 연방 법에 따라 Bellevue College는 이러한 사유로 차별할 수 없습니다. 모든 대학 관계자 및 대학과 사업 관계를 맺고 있는 모든 사람, 판매자, 조직은 소수자 우대 정책 및 평등한 기회의 증진을 위해 고안된 해당 연방 및 주 정부의 법률 및 규제를 준수해야 합니다.

This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs and employment. Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 (PDF) and 93-07 (PDF), Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and statutes, regulations, and college policy.

Contact Information

Email Account

As a condition of taking classes in the Healthcare Management & Leadership program, students must maintain and check an active Bellevue College email account. Email is the College's mechanism for official communication with students, and BC expects that students will read official email in a timely fashion. All communication from students to College administration should be conducted with a BC email account.

If a non-BC email account is a student's primary email, he or she may choose to forward their Bellevue College email to their primary email account. However, students still need to maintain the BC account by periodically updating the password. [To forward your email, see these simple instructions.](#)

Communicating with your Instructors

In addition to using your BC email address, the Healthcare Management & Leadership program would like to further clarify the appropriate mode for communicating with your instructors. Students are expected to use the Canvas email feature in each course to communicate with their instructor during the quarter. All communications need to be respectful and pertain to questions or concerns specifically related to the course. Unless otherwise stated in their syllabus, instructors have up to 48 hours to respond. **Faculty and staff will not respond or communicate via personal email addresses.**

Name and Address Change

Essential communications from the program and the College will be sent using the contact information listed in your official student record. Keep your name and address up-to-date so you do not miss receiving important documents such as program-specific letters and forms, financial aid statements and diplomas. [Change your address online](#) or contact Bellevue College Enrollment Services at 425-564-2222. Students who change their names must provide documentation to the Registrar's Office to affect a name change.

Program Policies and Procedures

The Healthcare Management & Leadership programs makes every effort to meet the needs of working adults. Although our program is flexible, there are several policies that students must adhere to in order to maintain adequate academic progress and successfully complete the program. Students should familiarize themselves with the following policies governing all admitted students.

Code of Ethics

As a student in Healthcare Management & Leadership program, you represent Bellevue College and the healthcare profession. The highest ethical and professional standards of conduct will be expected of you at all times. These standards and expectations are identified in this handbook, as well as in individual courses in the program.

All students enrolled in the Healthcare Management & Leadership program are expected to comply with the provisions of the code. Failure to do so may lead to academic review actions, up to and including dismissal from the program.

The goal of this Code of Ethics is to promote excellence in patient care by fostering responsibility and accountability among all healthcare professionals. In so doing, the integrity of the healthcare profession will be maintained. While students are subject to all other applicable Bellevue College policies with equal force and effect, the HCML Student Code of Ethics is of such fundamental importance that students are required to review the Code and acknowledge their agreement to abide by it prior to beginning courses.

Objectives

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual healthcare professional identify ethical issues.
3. To provide guidelines for individual healthcare professionals regarding ethical behavior.

General Student Principles and Responsibilities

The principles of truthfulness, fairness, respect for others, trust and responsibility and a personal commitment to maintaining these high standards and values constitute the fundamental ideal that all must strive to attain. Therefore, HCML faculty and students have the following responsibilities:

- To be truthful in all academic and professional matters and to always honestly represent their work and that of others;
- To be aware of and to abide by all applicable federal, state and local civil and criminal laws and regulations;
- To be aware of and abide by all applicable codes and standards of ethical and professional conduct and responsibilities;
- To be aware of and to abide by all applicable College and division policies, rules, procedures, and standards, both general and academic; and the responsibility for personal and professional integrity and honesty in all academic activities.

Principle I:

To promote the highest level of competent practice, HCML students will:

1. Foster a professional environment that is conducive to the highest ethical and management standards;
2. Uphold professional standards by adhering to defined managerial protocols;
3. Acknowledge personal and legal limits, practice within the defined scope of practice and assume responsibility for their actions;
4. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing as appropriate;
5. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care;
6. Be accountable and participate in regular assessment and review of work, procedures, protocols and results. This can be accomplished through facility accreditation.

Principle II:

To promote professional integrity and public trust, HCML students shall:

1. Be truthful and promote appropriate communications with patients and colleagues;
2. Respect the rights of patients, colleagues and yourself;
3. Avoid conflicts of interest and situations that exploit others or misrepresent;
4. Accurately represent their experience, education and credentialing;
5. Promote equitable access to care;
6. Collaborate with professional colleagues to create an environment that promotes communication and respect;
7. Communicate and collaborate with others to promote ethical practice;
8. Engage only in legal arrangements in the medical industry;
9. Report deviations from the Code of Ethics to program leadership for internal sanctions, local intervention and/or criminal prosecution.

Academic Honesty

The principle of academic honesty underlies all that we do and applies to all courses at Bellevue College. Actions that are considered in violation are described below in detail and Bellevue College instructors have access to commercial plagiarism detection software, so please be advised that any work you submit may be tested for plagiarism.

Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties. Dishonestly produced papers automatically receive a grade of “F” without the possibility of make-up. The Dean of Student Services will also be notified of such conduct and repetition of the behavior will result in progressively more serious disciplinary action (for example, an instructor may recommend that the student fail the course for a second offense or even that a student be expelled for a serious offense, such as stealing an exam).

Grades lowered for plagiarism or other forms of dishonesty may be appealed through the regular channels and any further disciplinary action taken by the Dean may also be appealed through existing processes.

Students in all courses requiring research papers should also note that matters of documentation form go beyond editing; they are closely related to the content of the paper. Improper form in research papers is grounds for failing the paper. Individual instructors will clarify documentation requirements for specific assignments. If you have any doubts as to whether you are documenting properly, do not hesitate to consult your instructor.

Examples of Academic Integrity and Standards of Behavior Violations

Cheating*

Cheating occurs when an individual misrepresents their mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

- Copying another’s work and submitting it as one’s own on an examination, paper or other assignment;
- Allowing another to copy one’s work;
- Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc.) that are visually or audibly accessible;
- Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.

Plagiarism*

Plagiarism is an act whereby an individual represents someone else’s words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as their own work. Examples include, but are not limited to:

- Using the exact words (verbatim) of another source without quotations and appropriate referencing;
- Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;

- Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
- Using facts and data from another source without a reference unless the information is considered common knowledge.

Fabrication*

Fabrication is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

- Using information from a source other than the one referenced;
- Listing of references in a bibliography that were not used in a paper;
- Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
- Falsifying or withholding data in patient charts, notes or records;
- Submitting papers, reports or projects, prepared in whole or part by another;
- Taking an exam for another or allowing another to take an exam for oneself.

*Used with permission from the School of Health Related Professions, Rutgers University.

Sexual Harassment

Mutual respect, consideration, and courtesy are expected of everyone. Students have the right to pursue their education free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. [Title IX](#) prohibits gender-based discrimination in educational institutions that receive federal funds and extends to faculty, staff and students. It includes such things as: sexual harassment, dating violence, domestic violence, stalking, gender-identity and pregnancy. It also prohibits retaliation against anyone who makes or participates in a complaint.

Federal and state law prohibits sexual harassment. According to the requirements of both agencies, sexual harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, and other verbal or physical conduct of sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's status;
- Submission to or rejection of such conduct by an individual is used as the basis for evaluation affecting such an individual;
- Such conduct is intended to or does interfere with an individual's work or creates an intimidating, hostile, or offensive work environment.

Bellevue College is committed to providing access, equal opportunity and reasonable accommodation in its services, program, activities, education, and employment for individuals with disabilities.

Student Contact

The Title IX Coordinator can address student concerns related to sexual harassment, sexual assault and other actions that fall within the college's obligations under Title IX.

Bellevue College Title IX Coordinator

Rachel Wellman

(425) 564-2641 • Office C227

rachel.wellman@bellevuecollege.edu

Program Tools and Resources

Program Advising

Once admitted into the HCML program, you will be introduced to the program advisor whose primary role is to support your success. They will serve as your first point of contact when it comes to addressing issues that impact your progress towards completion of your HCML degree. **We recommend checking in with your advisor on a quarterly basis.**

All admitted students will also be assigned a faculty mentor whose primary role is to support your success with the curriculum and support career pathways and goals. They will be another point of contact for you to address classroom issues, content support, and career advising. **We recommend checking in with your faculty mentor on a quarterly basis.**

Bookstore

Students are responsible for checking with the bookstore, either on campus or online, to see what materials their instructors have ordered. Books are usually listed on the bookstore website in addition to the course syllabus, which may be obtained from the instructor, and are typically available one to two weeks before classes begin. If no books are available at the bookstore, students should contact the instructor by email. Medical textbooks are expensive and students may purchase used versions of the required edition if possible. Any substitutions to required textbooks must first be approved by the instructor.

BC Bookstore

3000 Landerholm Circle SE

Room B-127

Bellevue, WA 98007

Phone: (425) 564-2285

<http://bcc.collegestoreonline.com/>

Learning Management System (Canvas)

Canvas is Bellevue College's Learning Management System. Canvas is a cloud-hosted system that allows Bellevue College instructors and students to deliver course materials, submit assignments and tests, view grades, and create learning activities.

Canvas course sites should be available to register students two weeks prior to the start of the quarter. If a student registers for a class in the two weeks prior to the start of the quarter, it typically takes up to 24 hours for the Canvas course site to become available. Students who are unable to view a course site should email the instructor. To access Canvas and view frequently asked questions and tutorials, visit: <http://www.bellevuecollege.edu/canvas/>

Online Services for Students

Access all of your student online services in one place, including registration, email, Canvas, schedule, request transcripts, change your pin as well as a full list of registrar and graduation forms at <http://www.bellevuecollege.edu/services/>

Course-Specific Policies

Curriculum Requirements

Before students select courses, they must make sure to check the curriculum requirements in place at the time of initial enrollment into the degree or certificate program. This means that students admitted in Fall 2016 will follow the 2016-2017 degree/certificate completion worksheets.

Course Registration

Students may register for courses from the time registration opens approximately six to eight weeks before the quarter starts until the add/drop deadline near the end of the first week. Exact dates for these events are found on the [academic calendar](#).

Students are responsible for adhering to registration deadlines. It is the student's responsibility to register and, if necessary, drop classes by the posted deadlines. No one will complete this for the student, except in cases where a class is cancelled. The Healthcare Management & Leadership program encourages students to register for courses at the earliest possible date. Early registration helps us serve our students more effectively. Some courses fill up quickly, and early registration will let HCML staff know whether an additional section (where possible) is needed. Students who delay registration may find that an under enrolled course has been cancelled due to apparent lack of interest. If registration questions or problems arise, please contact your program advisor.

Taking More than 21 Credits in a Quarter

For academic purposes, 15 credit hours are considered a full-time load and 10 credit hours are considered a part-time load. To complete a degree program within two years, you should average 15 credit hours per quarter. The college limits quarterly enrollment to 21 credits or less. To enroll in more than 21 credit hours per quarter, you must have a 3.0 cumulative grade-point average (GPA) and must [submit a request online](#) or at the Enrollment Services office. You may not take over 21 credits during the summer quarter, even if your GPA is a 3.0 or higher.

Attendance

Students accepted into the Healthcare Management & Leadership program are expected to actively participate in all online courses, including, discussions and any other scheduled event that is part of the HCML program. Students will be responsible for obtaining any information presented and/or provided during their absence. Instructors may include attendance as a part of course grades and performance. Individual course attendance policies will be described in the syllabus. Students missing more than 10 days in a quarter or not logging into an online course for more than 7 days are in danger of failure. For online and hybrid courses your instructors may also set additional attendance requirements based on frequency of log-ins – be sure to review your syllabus for details. If instructions are not clear to you it is your responsibility to contact the instructor.

Late Work

Individual instructors make their own rules on accepting or grading late work. The HCML program believes strongly that honoring deadlines is essential for student success. Consult your instructor regarding any late work. In general, late work may:

- Receive partial credit as the instructor chooses;
- Given no credit, but still be required for passing the course;
- Not accepted at all.

The extent to which late work affects grades is up to the instructor. Instructors may also elect to not give feedback to works in progress if required drafts or plans are not turned in on time.

Failure to attend class or “technical difficulties” on the day a paper is due does not constitute an excuse for lateness. Similarly, missing an exam does not oblige the instructor to give a make-up. Your instructors will inform you about their individual penalties for late papers and missed exams.

All lateness or absence on due days or exam days should be arranged with the instructor well in advance.

Pass/Fail Courses

In the HCML program, there is only one class where students will receive a Pass or Fail grade. If a student chooses to enroll in the Field Studies (HCML 476), they will be graded on the Pass/Fail scale. Students will be assigned a grade of Pass (P) or Fail (F) for completion of HCML 476.

Grades will be awarded based on the following criteria:

- Satisfactory completion of required discussions and assignments in Canvas
- Completion of the minimum number of field study hours required
- Evaluation of the student’s performance throughout the field experience by both the field studies instructor and site supervisor.

Note to students with financial aid & other program statuses:

According to [the 3000 Grading Policy](#), a student’s academic GPA will not be affected by a Passing grade because zero grade-points are assigned to the grade for academic purposes. However, per [Financial Aid Satisfactory Academic Progress criteria](#), a Passing grade must be calculated as a 1.0 grade-point for financial aid GPA calculations. This may result in a financial aid warning status if a quarterly GPA of at least 2.0 is not achieved.

It is your responsibility to notify the Instructor and Program Manager that you are receiving financial aid or registered through another BC Program so that we can work directly with Financial Aid to prevent the receipt of a warning status letter.

Leave and Absences

Leave of Absence

Students who are absent, for any reason, for a period of 10 or more class days per quarter will be required to request an official leave of absence from the program. The instructor may submit a grade for work submitted up to the first day of the leave of absence, and the posted grade for the course will either be an “Incomplete” or another grade deemed appropriate by the instructor. If six days in one quarter are missed for any reason, the student will be required to request a leave of absence. After absence of 10 days, if a student **does not** request a leave of absence, the student may be dismissed from the program.

The student and instructor must complete and sign an [Incomplete Grade Contract](#) which delineates remaining work to be completed. Once all parties have signed this form, it is to be submitted to the Program Chair for final approval. The instructor will then submit a Change of Grade form once the contracted work has been submitted and graded

This leave of absence may require the student to reapply for the program. It may also delay the students’ graduation and length of time to complete the degree requirements. Once a leave of absence has been granted, a student must submit a Request for Readmission application to the HCML Program Chair or the Dean of Health Sciences, Education and Wellness Institute for approval before resuming the program.

Medical Emergency and Bereavement/Funeral Leave

Students will be granted excused funeral leave for immediate family members when appropriate. Medical emergencies that involve “immediate family members” or the student themselves, will be considered individually by the Program Director, and may be excusable, with a plan for sustaining academic performance. Leave extending beyond 10 class days during a quarter will be converted to the “Leave of Absence” policy, as described below. Immediate family members may include mother, father, legal guardian, brother, sister, husband, wife, partner, son or daughter.

Military Absence

Bellevue College acknowledges the responsibility of individuals to fulfill military service. This policy applies to military absence resulting from service in the United States Armed Forces or in National Guard of Reserve units.

Students should notify the Program Chair of their military status upon acceptance into the program. A reservist may take excused leave time up to 10 class days, and a leave of absence for any additional time off required; however, the student and Program Chair should attempt to have any non-emergent service deferred until after graduation. Students are still expected to develop a plan for sustaining academic performance.

Observation of Religious Holidays

The Healthcare Management & Leadership program at Bellevue College is committed to advancing pluralism and recognizes its students’ diverse religious beliefs. Those students who wish to observe a religious holy day should not be penalized for doing so. Whenever feasible,

students should be allowed to make up academic assignments that are missed due to such absences. However, the student must notify the instructor in writing at the beginning of the quarter (no later than the end of week 2). Because religious holidays are scheduled in advance, instructors have the right to insist that course work be completed prior to an anticipated absence for religious observances.

Grade Requirements

Students must pass ALL courses required by their curriculum, including any remaining prerequisites, with at least a 2.0 grade unless otherwise indicated on the specific course requirement. Students must also achieve a minimum cumulative grade point average of 2.0 before they are allowed to graduate or complete a certificate.

Grades

Each instructor determines his or her own guidelines and expectations for grades, including how attendance and participation are grades. This will be identified in their grading procedure in the syllabus presented at the start of every course. If you have questions, about the instructor's grading policy, please speak directly with the instructor.

In general, instructors utilize the following criteria for assignment of grades:

Grade	Grade Description	Grade Point Value
A	Passing Grade	4.0
A-	Passing Grade	3.7
B+	Passing Grade	3.3
B	Passing Grade	3.0
B-	Passing Grade	2.7
C+	Passing Grade	2.3
C	Passing Grade	2.0
C-	Failing Grade	1.7
D+	Failing Grade	1.3
D	Failing Grade	1.0
F	Failing Grade	0.0
I	Incomplete	No grade points
W	Withdrawal	No grade points
HW	Hardship Withdrawal	No grade points
*	In Progress	No grade points

Passing Grades

All grades of C and above are considered passing grades. Students receiving one of these grades are deemed to have satisfied the corresponding course requirement.

Failing Grades

Any C- grade or lower is considered a failing grade for students admitted into the Healthcare Management & Leadership program. Students who fail any required courses will be placed on academic probation per policy on page 20 and if allowed to remain in the program, must retake

them. A student who retakes any class should be aware that both the grade for the original class and the retaken class are calculated in the cumulative GPA.

Incomplete Grades

In rare circumstances, students may be granted a grade of incomplete, which is designated with a grade of "I". "I" grades are reserved for students who have performed at a passing level during the quarter but are unable to complete all course requirements before the end of the quarter. A student must get advance permission from the instructor to receive a grade of incomplete (once a course grade has been issued, an "I" grade option cannot be exercised).

An "I" grade is appropriate when the student:

- Has already completed a majority of work for the course (as determined by the instructor)
- Is unable to finish the remaining coursework by the end of the quarter due to extenuating circumstances, AND
- Is able to complete the coursework with no additional instruction or in-class attendance

In order to obtain credit for the course, the student must convert an "I" grade into an appropriate grade by completing the requirements specified in the Incomplete Grade Contract and will receive a grade commensurate with the work accomplished for the entire quarter. Failure of the student to comply with this agreement by the end of the following quarter will cause the "I" grade to change to an "F" grade. In the case of Spring incompletes the student will have until the end of fall quarter to complete. A one-quarter extension may be granted in certain unusual circumstances, at the instructor's discretion. Extenuating circumstances that change the contract deadline will require a revised Incomplete Grade Contract to be signed.

PLEASE NOTE: An Incomplete ("I") grade will impact financial aid status; students must discuss these impacts directly with the [Financial Aid Office](#). Other funding sources may also be impacted.

Academic Progress

Calculating a Student's Cumulative Grade Point Average

At the end of each course students receive a letter grade that has a corresponding number of grade points associated with it. These are listed in the grade table above. A student's grade point average is calculated by dividing the total grade points earned by the number of courses attempted. All courses attempted are included in the calculation of the cumulative GPA, including courses for which a failing grade was received. It is important that students are aware of their cumulative GPA, since the College uses this number to determine their academic status and continued participation in their programs. A student's quarterly and cumulative GPA is listed on their unofficial transcript, which can be viewed in [My Online Services](#).

Satisfactory Academic Progress (SAP)

Federal and state regulations require recipients of financial aid to maintain satisfactory academic progress (SAP) in their programs of study. The College expects that students will make progress toward completion of the degree in which they are enrolled. The following requirements apply to both part-time and full-time students for all terms of enrollment within an academic year, including those terms for which no financial aid was granted.

For additional information on [SAP Requirements](#) please contact the Financial Aid Office.

Matriculation

Our goal is to have you complete your bachelor degree in a timely and efficient manner. To that end, every admitted student is required to enroll in and complete a minimum of one class per quarter, not including summer quarter, to maintain your status in the program.

If there is an exceptional circumstance that prohibits you from meeting this obligation, you will lose your status as a matriculated student. It is recommended that you meet with your Program Advisor or the Program Chair immediately if you are in danger of being dropped from the program. On a space available basis, it may be possible to gain readmission to the program by submitting a written Request for Reinstatement to the Dean of the HSEWI or HCML Program Chair for approval before resuming the program.

Taking Courses Outside of the Program

If a course is not listed in the student's program curriculum requirements or designated as an elective for that program in the course description, then it is considered "outside a student's program."

- Students taking courses outside their program will be charged tuition that may differ from what they are charged for courses within their HCML degree. Please visit the college's [tuition page](#) for more details.
- Financial aid or loans may not cover the cost of any classes that do not count as progress toward the student's declared degree.
- Students may incur additional fees associated with taking a class in another program.
- Not all programs or courses will allow outside students to enroll.

Time Away from Studies

Students who are not registered for a course for four consecutive quarters are automatically withdrawn from the HCML program and deactivated by the enrollment system. In order to be reactivated and take courses again, students must reapply for general admission to the College and [reapply for admission to the Healthcare Management & Leadership program](#). If readmitted, students may be subject to new curriculum requirements and a readmission fee.

Program Completion Deadlines

[Graduation Completion Deadlines](#) are important, as this is the last step in your academic journey and officially places your degree on your transcript. Do not miss out on receiving the diploma you worked hard to earn.

We encourage you to submit your graduation application by the early deadline listed on the website. Meeting the early deadline ensures that your application is reviewed before it's time to register for your last quarter. This gives you the opportunity to make adjustments to your schedule if it turns out you are deficient in meeting your graduation requirements.

If you are within two quarters of completing your program requirements, please schedule an appointment to meet with your Program Advisor to review your educational plan and complete the graduation application for submission to the Evaluations Office.

Degree and Certificate Requirements

To receive your degree or certificate from the HCML program, students must fulfill the following requirements:

1. Completion of all program-specific curriculum (including prerequisites), as outlined in the completion worksheet, with the minimum course and cumulative grade point average of 2.0.
2. Adherence to policies on student conduct and academic integrity to the satisfaction of Bellevue College.
3. Timely completion of the program and submission of graduation or certificate forms. More information may be found on the [Graduation Page](#) of the Bellevue College website.

Bellevue College conducts commencement at the end of each Spring quarter. Students are encouraged to participate.

Withdrawals

Withdrawal from a course is the termination of the student's registration in that course. Withdrawals are classified as official only when the student withdraws via the web, submits a completed add/drop form to the registration office, or submits a signed request in writing. The criteria used for determining grading and recording procedures for official withdrawals during the academic year (Fall, Winter, and Spring Quarters) follow.

Procedures

Through the tenth day of the quarter, the dropped course does not become part of the transcript record. The instructor's signature is not required.

- After the tenth school day and through the end of the seventh week of the quarter, the grade of "W" will become part of the student's transcript record regardless of grade status at this time. The instructor's signature is not required.
- No official withdrawal will be permitted after the start of the eighth week of the quarter. Faculty may assign an "HW" grade for a hardship withdrawal due to extenuating circumstances that may have occurred after the withdrawal period.
- A student who finds it necessary to withdraw completely from the college due to illness or military reassignment must comply with the procedures listed above. The Vice President of Student Affairs may grant exceptions and authorize late withdrawals due to extraordinary circumstances. Students must submit appeals for exceptions in writing and provide documentation to support the claim of extraordinary circumstances.
- If a student stops attending classes without meeting the student central calendar and/or documentation requirements, the withdrawal will not be considered official and may result in a failing grade on the transcript. Moreover, the student will forfeit any refund which might otherwise be due.

Note: During the Summer Quarter the calendar for withdrawals is different. Students are encouraged to consult the quarterly schedule or BC's [academic calendar](#) for more details.

Hardship Withdrawal (HW)

If there are extenuating circumstances that require withdrawing from courses after the withdrawal period, students should notify all of their instructors and the Program Chair as soon as possible. In this situation, a student may be able to qualify for a Hardship Withdrawal and get an "HW" grade on their transcript instead. Hardship withdrawals are reserved for serious extenuating circumstances and must be approved by the Instructor **before** the end of the quarter.

Medical Withdrawal (MW)

If you need to withdraw from your classes for medical reasons, after the withdrawal period has ended, you may qualify for a Medical Withdrawal (MW). This process allows students to withdraw from all classes, receive a "W" for each course on their transcript and receive a 100% refund of tuition and class related fees. Please review BC's guidelines and requirements for [Medical Withdrawals](#).

Academic Probation & Dismissal

HCML students at Bellevue College are expected to maintain a minimum grade point average (GPA) of 2.0 (C) throughout their studies and to successfully complete all classes taken each quarter.

Academic Probation

Academic probation is a warning status applied to students who do not meet these minimum expectations. Students will be placed on academic probation if they have:

- A cumulative GPA under 2.0
- Received less than a C grade in any course listed on their program of study, including any remaining prerequisites for students who were conditionally admitted.

Or

- Two or more incomplete (I) grades.

Students receiving a notice of academic probation must carefully follow the instructions in the notice and contact the Program Chair or their HCML Program Advisor for additional help or guidance. Students will not be given permission to enroll in further coursework in the HCML program until they have successfully completed the provisions outlined in their academic probation.

PLEASE NOTE: A student's academic performance may affect eligibility for federal financial aid programs. For more information, please refer to the [SAP Policy](#) or contact the Financial Aid Office regarding SAP requirements.

Dismissal from Program

Students on academic probation may be dismissed from their program for consistently poor academic performance.

Students will be dismissed from the Healthcare Management & Leadership program immediately under the following circumstances:

- Not fulfilling the provisions of their academic probation
- Receiving a second grade of less than a C (2.0)
- If any Incomplete grade changes to an F grade

Students may also be dismissed for:

- Violating academic integrity
- Violating the student code of conduct

Conduct Related to Probation and Dismissal

It is expected that students in the program will conduct themselves by professional standards at all times. In those rare instances where a student violates the BC Student Code or demonstrates inappropriate behavior in a physical or online classroom or clinical setting, the following procedure will be followed.

1. Unacceptable behavior will be identified, and the student will receive a written warning from a faculty member.

2. If the unacceptable behavior occurs a second time the student will be placed on probation. The student will be given a written letter outlining the unacceptable behavior and what steps are necessary to rectify the situation.
3. If the unacceptable behavior continues, the student will be dismissed from the program.
4. In certain circumstances, depending on the seriousness of the conduct, the student may receive further disciplinary action.

Every student has the right to appeal the disciplinary action. Please refer to [Student Conduct](#) for the appeal procedure as well as a complete list of your rights and responsibilities.

Course Exceptions

Course Substitution

In completing a [petition for a course substitution](#), a student must explain why a course previously taken or a proposed substitute is appropriate for fulfilling the specific requirement. The Vice President of Instruction will consult with the appropriate department or Program Chair in making decisions pertaining to course substitutions.

Course Waivers

In rare situations, a student's prior academic experience may be assessed as equivalent to the mastery of the course content and a course waiver may be granted. A waiver of a HCML degree will only be approved when a student demonstrates that extenuating circumstances necessitate the waiver and that the student has exhausted available options to meet the specific program requirements. The petition must include sufficient detail about the nature and extent of the waiver, sufficient additional explanation and documentation of the extenuating circumstances, and sufficient evidence that all options for fulfilling the requirement have been attempted or considered to provide a basis for determining the necessity of the waiver.

- Waivers are granted for equivalent credit-bearing coursework completed at an accredited university
- Waivers will only be considered for courses taken within the last ten years in which the student earned a grade of B or better.
- In situations where a course waiver is granted, the student in consultation with his or her academic and career adviser, must replace the course with an elective. It is important to note that a course waiver only changes when courses are required for the student to graduate – not the number of courses that student needs to graduate.

Students admitted into the HCML program may request a waiver for no more than 24 credits of 300 and 400 level courses.

Awarding Non-Traditional Credit

Prior Experiential Learning can at times be utilized to fulfill program requirements. Students admitted into the Healthcare Management & Leadership program may request non-traditional credit for prior experiential learning for no more than 24 credits and the program will follow the requirements established by Bellevue College, when [awarding non-traditional credit](#).

Grade and Policy Mediation

Grade Concerns

HCML follows Bellevue College practice which gives faculty members complete grading authority in their sole academic discretion. Accordingly, a course grade may be changed only to correct a clerical or computational error. It is not appropriate for students to seek grade changes for reasons of financial reimbursement by an employer, because the student is unhappy with a grade, or to seek to submit new or revised work after grades have been submitted to the Registrar's Office. Students are entitled to an explanation of how their final course grade was determined and how the component parts of that grade were weighted. If a student seeks further clarification of a final course grade, they should discuss that matter

directly with the faculty member. Students are reminded to adhere to the BC's Student Code of Conduct in all their interactions with faculty members and staff. If, after consulting with the faculty member, a student believes a clerical or computational error has not been rectified or the student has not been given a reasonable explanation of the final grade, they should follow the College's [Student Dispute Resolution Procedures](#).

Grievances

As a student at Bellevue College, you have the right to express and resolve misunderstandings, complaints or grievances concerning the conduct or performance of a college employee or a student; college services, processes or facilities; or grades or academic issues. [BC Complaint Policy 1450](#) outlines the steps you may take to file a grievance or complaint. You are encouraged to try to resolve your complaint informally by speaking directly with the person whom you have a grievance. If it is not possible to reach resolution, the policy identifies the steps you may take to help you resolve your complaint. We request that problems concerning the didactic portion of the program first be discussed with the Program Chair.

Jurisdiction and Policy Changes

All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is participating in a distance education class or event, or is attending a class, or is present in any college facility, or whenever said student is engaged in or present at any college-related activity whether occurring on or off college premises.

Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to:

1. Possible prosecution under the state criminal law;
2. Any other civil or criminal liability for which remedies are available to the public; OR
3. Appropriate disciplinary action pursuant to the state of Washington Higher Education Personnel Board or the district's policies and regulations

The college may carry out any disciplinary proceedings prior to, simultaneously, or following civil or criminal proceedings in a court of law.

Policy Changes

Due to a number of reasons, changes to the HCML or BC policy may occur. The student is expected to adhere to all policy and procedure revisions during their term as a HCML student. This includes all/any changes or additions in policy at the time they are incorporated. The program is responsible for notifying students of these changes or additions in a timely manner. Updated policies and procedures will be sent to students in the form of a revision to the student handbook.