



# Health & Wellness

## STUDENT HANDBOOK

EFFECTIVE: AUGUST 2020

## Table of Contents

<b>Introduction .....</b>	<b>4</b>
Importance of Your Student Handbook .....	4
Equal Opportunity .....	4
<b>Contact Information .....</b>	<b>6</b>
<b>Email Account .....</b>	<b>6</b>
Communicating with your Instructors .....	6
Name and Address Change .....	6
<b>Program Policies and Procedures .....</b>	<b>7</b>
Code of Ethics .....	7
Objectives .....	7
<b>General Student Principles and Responsibilities .....</b>	<b>7</b>
Principle I: .....	8
Principle II: .....	8
<b>Academic Honesty .....</b>	<b>9</b>
<b>Examples of Academic Integrity and Standards of Behavior Violations .....</b>	<b>9</b>
Cheating* .....	9
Plagiarism* .....	9
Fabrication* .....	10
<b>Sexual Harassment .....</b>	<b>11</b>
<b>Program Tools and Resources .....</b>	<b>12</b>
Program Advising .....	12
Bookstore .....	12
Learning Management System (Canvas) .....	12
Online Services for Students .....	12
<b>Course-Specific Policies .....</b>	<b>13</b>
Curriculum Requirements .....	13
Course Registration .....	13
Taking More than 18 Credits in a Quarters .....	13
Attendance & Tardiness .....	13
Late Work .....	14
<b>Leave and Absences .....</b>	<b>15</b>
Leave of Absence .....	15
Medical Emergency and Bereavement/Funeral Leave .....	15
Military Absence .....	15
Observation of Religious Holidays .....	15
Grade Requirements .....	16
Grades .....	16
Passing Grades .....	16
Failing Grades .....	16
<b>Academic Progress .....</b>	<b>17</b>

Calculating a Student's Cumulative Grade Point Average .....	17
Satisfactory Academic Progress (SAP).....	17
Matriculation.....	17
Taking Courses Outside of the Program.....	17
Program Completion Deadlines .....	18
Degree and Certificate Requirements .....	18
<b>Withdrawals .....</b>	<b>19</b>
Procedures .....	19
Hardship Withdrawal (HW).....	Error! Bookmark not defined.
Medical Withdrawal(MW) .....	Error! Bookmark not defined.
<b>Academic Probation &amp; Dismissal .....</b>	<b>20</b>
Academic Probation .....	20
Dismissal from Program .....	20
Conduct Related to Probation and Dismissal.....	20
<b>Readmission/Reinstatement Process .....</b>	<b>21</b>
Readmission.....	21
Reinstatement .....	21
<b>Course Exceptions.....</b>	<b>22</b>
Course Substitution .....	22
Awarding Non-Traditional Credit.....	22
<b>Grade and Policy Mediation .....</b>	<b>22</b>
Grade Concerns .....	22
Grievances.....	22
Ombud's Office .....	23
<b>Jurisdiction and Policy Changes .....</b>	<b>23</b>
Background Check.....	23
Policy Changes .....	23

## Introduction

Welcome to Bellevue College (BC) and the Health & Wellness 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 Health & Wellness, BAS 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 Health & Wellness 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 Manager or the Health & Wellness 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，患有任何感官、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政府法规和条例。

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 Health & Wellness 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. As a general rule, students should check their BC email account every 24 hours. 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, the student may choose to forward their Bellevue College email to their primary email account. However, students still need to maintain their 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 Health & Wellness 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, unless otherwise stated. All communications need to be respectful and pertain to questions or concerns specifically related to the course. Faculty and staff may 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 Health & Wellness program makes every effort to meet the needs of all students. Our program follows a strict class schedule to adhere to the program's cohort-style. 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 the Health & Wellness 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 Health & Wellness 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 client 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 Health & Wellness 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

The program's objective in having this Code of Ethics is to create and encourage an environment where professional and ethical issues are discussed and addressed; to help the individual Healthcare professional identify ethical issues; and to provide guidelines for individual Healthcare professionals regarding ethical behavior.

## General Student Principles and Responsibilities

The principles of truthfulness, fairness, respect for others, professional integrity, responsibility and a personal commitment to maintaining these high standards and values constitute the fundamental ideal that all must strive to attain. Therefore, Health & Wellness 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, Health & Wellness 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, Health & Wellness students shall:

1. Be truthful and promote appropriate communications with patients, clients and colleagues;
2. Respect the rights of patients, clients, colleagues and yourself;
3. Avoid conflicts of interest and situations that exploit others or misrepresent the college;
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 and ethical standards of 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 the existing processes.

Students in all course 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](mailto:rachel.wellman@bellevuecollege.edu)

## Program Tools and Resources

### Program Advising

Once admitted into the Health & Wellness program, you will be introduced to the Program Manager 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 HPM degree. **We recommend checking in with the Program Manager on a quarterly basis.**

### Bookstore

Students are responsible for checking the class page (click on textbook icon), 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 Northwestern instructors and students to deliver course materials, submit assignments and tests, view grades, and create learning activities.

Canvas course sites should be available to registered students two weeks prior to the start of the quarter, however, instructors are not obligated to publish content until the first day of class. 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: [Canvas FAQ](#)

### Online Services for Students

Access all of your student online services in one place, including registration, e-mail, Canvas, schedule, request unofficial or official 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 2020 will follow the 2020-2021 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 [Enrollment Calendar](#).

Students are responsible for adhering to registration and financial aid 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 Health & Wellness program encourages students to register for courses at the earliest possible date.

### Taking More than 21 Credits in a Quarters

For academic purposes, 12 – 18 credit hours are considered a full-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 21+ credit hours per quarter, you must have a 3.0 cumulative grade-point average (GPA) and must submit a request online or at Student Central.

### Attendance & Tardiness

Students accepted into the Health & Wellness program are expected to actively participate in all courses, on ground and online, including discussions and any other scheduled event that is part of the Health & Wellness 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. 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 you aren't clear it is your responsibility to contact the instructor.

Since excessive absences or tardiness may affect the quality of a student's academic performance, the Health & Wellness program expects all students to attend classes regularly and on time. Faculty members may determine their own policies regarding irregular class attendance. Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course. Unless the student initiates a formal course withdrawal, non-attendance will result in a failing grade.

## Late Work

Individual instructors make their own rules on accepting or grading late work. The Health & Wellness 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 instructor may submit an “Incomplete”, or another grade deemed appropriate.

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.

## Leave and Absences

### Leave of Absence

If the students take a leave of absence from the program, they will need to alert the program manager. A leave of absence 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 work with the program manager to establish a new education plan to reenter and submit a Request for Readmission application to the Health & Wellness Program Chair 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 Chair and instructor, and may be excusable, with a plan for sustaining academic performance.

### 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 and instructor of their military status upon acceptance into the program. A reservist may take excused leave time, 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 Health & Wellness 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 for those who are conditionally admitted, with at least a letter grade of a **C (2.0)** in the course unless otherwise indicated on the specific course requirements.

## Grades

Each instructor determines their own guidelines and expectations for grades, including how attendance and participation are graded. 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
*	In Progress	No grade points

## Passing Grades

All grades of C (2.0) and above are considered passing grades. Students receiving this grade are deemed to have satisfied the corresponding course requirement.

## Failing Grades

Any C- (1.8) grade or lower is considered a failing grade for students admitted into the Health & Wellness 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 the classes in order to graduate from the program. A student who retakes any class can fill out a [course repeat form](#) for the higher grade to count towards your overall GPA.

## 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 the quarterly required classes on your education plan to maintain your status in the program. If there is an exceptional circumstance that prohibits you from meeting this obligation, you must work with the Program Manager to create a new plan.

### 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" and are not encouraged.

- Students taking courses outside their program will be charged tuition that may differ from what they are charged for courses within their Health & Wellness degree. Please visit the college's [tuition page](#) for more details.

## Financial Aid Deadlines

Students are responsible for meeting Financial Aid deadlines and tuition payment plans. In order to receive aid students will need to fill out the FAFSA and a BC Financial Aid application by the specified yearly deadline. It is important for students to note that remaining prerequisite classes for the program will not qualify for aid and only core and corequisite requirements do.

- Financial aid or loans may not cover the cost of any classes that do not count as progress toward the student's declared degree. For example, prerequisite courses are not covered under financial aid, but co-requisite and core classes are.
- Students may incur additional fees associated with taking a class in another program.
- Not all programs or courses will allow outside students to enroll.

## 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 Manager 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 Health & Wellness program, students must fulfill the following requirements:

1. Completion of all program-specific curriculum (including prerequisites and corequisites), 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.

Students should be aware that withdrawing from two or more courses while enrolled in our program may result in their removal from the program. Since the Health & Wellness class schedule follows a strict timeline, if a student wishes to withdraw they must contact the Program Manager before doing so. Withdrawing may cause a significant change in graduation.

## 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.
- 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 enrollment 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 [Enrollment Calendar](#) for more details.

## Academic Probation & Dismissal

Health & Wellness 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 Health & Wellness Program Manager for additional help or guidance. Students will not be given permission to enroll in further coursework in the Health & Wellness 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 Health & Wellness 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
- Received a grade of "D" (1.0) or less

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 the rare instance 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 the [BC Student Handbook](#) for the appeal procedure as well as a complete list of your rights and responsibilities.

## Readmission/Reinstatement Process

### Readmission

The Health & Wellness program allows for students to return to the program after time away. There are two statuses of students that would fit the requirements for readmission: prior admit (never enrolled) and returning students (good standing). There process is listed below:

1. Prior Admit (never enrolled): If a student applied and/or were admitted to the Health & Wellness, BAS program within the last year but never attended, the student must complete the Readmission Application. If the student attended an institution between submitting their original application and their readmission application they are asked to send all official transcripts directly to the Evaluations Office.
2. Returning Students (good standing): If a student has not been enrolled for one year or more, they must complete the Readmission Application and request that each institution attended since their last enrolled at BC send an official transcript directly to the Evaluations Office. Please note that if it has been more than four consecutive quarters since the student has last enrolled in classes at Bellevue College, the student must reapply for general admission.

### Reinstatement

If a student was academically dismissed due to poor grade performance, the student must seek reinstatement in order to continue in the Health & Wellness program. The student will need to complete the Reinstatement Application and submit supplemental materials along with copies of transcripts from each institution attended since their last enrollment at BC directly to the Health & Wellness program, T208. If it has been more than four consecutive quarters since the student last enrolled in classes at Bellevue College, the student will also need to reapply for general admission.

The decision to readmit/reinstate is determined by the Program Chair and/or the Dean of Health Sciences, Education & Wellness Institute. Requesting reinstatement/readmission does not guarantee automatic readmission into the program.

## Course Exceptions

### Course Evaluations

At the time of your admission into the Health & Wellness program an unofficial review your transcript was done. It is your responsibility to submit official transcript(s) and a [transfer credit review form](#) to our evaluations office for them to officially evaluate it and determine what you have fulfilled and need remaining.

### Course Substitution

Oftentimes, there are classes taken outside of Bellevue College that fulfill prerequisites and corequisites that do not transfer over but should count. In these circumstances a course substitution would be used. 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.

### Awarding Non-Traditional Credit

Prior Experiential Learning can at times be utilized to fulfill program requirements. This includes other health certifications (e.g. nursing assistant certification, medical assistant, NASM, etc.). Students admitted into the Health & Wellness program may request non-traditional credit for prior experiential learning for by following the requirements established by Bellevue College, when [awarding non-traditional credit](#).

## Grade and Policy Mediation

### Grade Concerns

Health & Wellness 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 Manager followed by the Program Chair.

## Ombud's Office

The [Ombud's Office](#) strives to promote and protect the rights and interests of individuals at Bellevue College. All services are aimed to foster equity, fairness, pluralism, and institutional values. Student concerns commonly addressed by the Ombud's Office include:

- Grade concerns
- Learning experience
- Academic misconduct
- Academic procedures
- Financial aid and student accounts
- Mistreatment in the learning environment
- Discrimination
- Harassment
- Fear of retaliation

## 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
4. 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.

## Background Check and Vaccinations

While the Health & Wellness, BAS program does not require a background check, practicum sites may. Practicums are required to provide students experiential learning and students are expected to complete 160 hours at a health & wellness related practicum site. Compliance to do a background check is required for certain sites and entry is at the discretion of the site supervisor. The site may also require up-to-date vaccinations.

## Policy Changes

Due to a number of reasons, changes to the Health & Wellness or BC policy may occur. The student is expected to adhere to all policy and procedure revisions during their term as a Health & Wellness 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.