Bellevue University

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

Emergency Call Station
Parking Lot A-G

Main Campus
1000 Galvin Road South
Bellevue, NE 68005
402-293-2000
# Table of Contents

## Degree Offerings

### 2013/2014 Academic Catalog

- Introduction .......................................................... 1

## Bellevue University

- Identity ................................................................. 2
- Mission ................................................................. 2
- Vision ................................................................. 3
- Values ................................................................. 3
- Accreditation ........................................................ 3
- Bellevue University Profile ....................................... 3
- Background .......................................................... 3
- Active Learning Emphasis ....................................... 3
- Facilities ............................................................. 3
- Additional Locations ............................................. 4

## University Policies

- Cell Phone and Pager Policy .................................... 5
- Computer and Network Use Policy ............................ 5
- Copyright Protection Policy ..................................... 5
- Drug/Alcohol Policy ................................................ 5
- Annual Notification of Student Privacy (FERPA) .......... 6
- Inspection and Review of Educational Records .......... 7
- Types, Locations, and Custodians of Education Records .7
- Amendment of Educational Records ........................... 7
- The Solomon Amendment .......................................... 7
- Online Education Policy .......................................... 8
- Personal Conduct Policy .......................................... 8
- Harassment Policy .................................................. 8
- Student Academic Honesty Policy ............................ 8
- Tobacco Free Policy ............................................... 9
- Student Complaint Policy ........................................ 9
- Student Email Policy ............................................... 9
- Student Rights and Responsibilities ........................ 10
- Reporting and Disclosure of Information (Clery Act) ... 10

## Federal Disclosure Information .................................. 11

## Outreach & Partnerships

- South Omaha Community Scholarship Program ........... 11
- Transfer Agreements – Post Secondary Institutions ....... 12
- Bachelor’s Degree Transfer Agreements ...................... 12
- Community College Advantage Partnership ............... 12

## Military Students ............................................... 12

- Military Education and Training ............................. 12
- Offutt Student Services .......................................... 13

- DSST Memorandum of Understanding (MOU) ............ 13
- Servicemembers Opportunity College ....................... 13
- ROTC: Aerospace Studies and Military Science ........... 13
- Military Tuition Assistance .................................... 13
- Yellow Ribbon Program .......................................... 13
- Veteran Services ................................................... 13
- Veteran Work-Study Programs ................................ 13
- Veteran Enrollment Status ...................................... 13
- Use of Military Tuition Assistance (TA), TA Top-Up (TATU), and the VA Educational Benefit (GI Bill) .......... 14

## Pre-Professional Programs ....................................... 14

## Admissions

- Undergraduate Admission Requirements .................... 14
- Nursing Program Admission Requirements ................ 14
- Admission of Athletes ............................................. 15
- Admission of International Students to Undergraduate Programs ...................................................... 15
- Foreign Credential Evaluation Process ....................... 16
- Admission Status of Degree-Seeking Students .......... 16
- Admission Status of Non-Degree Seeking Students .... 16
- Graduate Admission Requirements ........................... 16
- Admission of International Students to Graduate Programs ................................................................. 16
- Admission Requirements for Doctorate Degrees ........ 17

## Student Financial Services

- Tuition for Undergraduate and Graduate Term-Based Programs ................................................................. 18
- Tuition for Undergraduate and Graduate Cohort-Based Programs ................................................................. 18
- Ph.D. Tuition ......................................................... 18
- Fees ................................................................. 18
- Refund Schedule for Tuition and Fees ....................... 18
- Refund Appeal Process .......................................... 19
- Refund Policy .................................................... 19
- Payment Options ................................................ 19
- Registration ..................................................... 19
- Cash-Self Pay .................................................... 19
- Organizational Tuition Assistance ........................... 19
- Federal Financial Aid ............................................. 19
- Payment Plans .................................................. 19
- International Students .......................................... 19
- Late Payment Fee for Undergraduate and Graduate ... 19
- Military Tuition Assistance .................................... 20
- Corporate Tuition Assistance/Company Billing .......... 20
## Undergraduate Degree Offerings

<table>
<thead>
<tr>
<th>Majors</th>
<th>Degree</th>
<th>Accelerated</th>
<th>Online</th>
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<td>BS/BAS</td>
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<td>BS</td>
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Graduate Degree Offerings

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This catalog contains official announcements of policies and practices for the academic year 2013-2014, effective July 1, 2013. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained in this catalog. This publication is not an offer to enter into a contract. These academic policies will apply to all students who begin their academic program during the period of this catalog. If you are currently enrolled under a previous catalog, you have the option of remaining under that catalog or substituting this new catalog. This option may be exercised by informing the Registrar of the requested change in writing.

You are expected to maintain the Standard of Progress stipulated in this catalog. The academic stipulations of the catalog will remain in effect for seven years from the expiration date of this catalog. If you have not graduated in this seven-year period, you will be subject to the provisions of a later catalog.

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

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

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

If you have inquiries concerning Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504, contact the Office of Student Affairs at 1-800-756-7920 EXT. 5577028 or 402-557-7028. You also may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504.
Identity
Bellevue University means innovation, risk-taking, and customer service to its students, staff, and faculty. Risk-taking is rewarded and entrepreneurship is valued. Bellevue University is a great place to work. Innovation is evident in programs, delivery systems, general education, student service systems, and in the philosophy of the administration and University Board of Directors.

The community leaders who founded Bellevue College in 1966 had a vision that still resonates today—provide quality, cost-effective business and liberal arts degree programs that meet the needs of busy working students, employers, and society. From a small, one-building campus in the Omaha suburb of Bellevue, Nebraska, that original, down-to-earth vision has expanded worldwide.

Today Bellevue University attracts more than 16,000 students from the United States, and 60 foreign countries. Bellevue University is a recognized leader in providing students with support service and technological tools that enable them to develop professionally and become global citizens. Bellevue University has alliances with businesses and educational institutions in the U.S. and abroad to provide educational programs that meet real needs. The University provides learning that gives students confidence to take control of their lives, and thrive in a connected, competitive world.

The University is structured in four academic units, each targeting specific needs:

The College of Arts and Sciences (CAS) – offers undergraduate programs in seven professional areas and 10 traditional disciplines. Master's degrees are awarded in seven areas including Clinical Counseling, Communications, Healthcare Administration, Human Services, International Security and Strategic Intelligence Studies, Justice and Crime Management, and Security Management. The College of Arts and Sciences provides the General Education Core and the Kirkpatrick Signature Series to all Bellevue University students.

The College of Science and Technology (CST) – offers undergraduate and graduate programs that are designed to advance skills of professionals in computer technology, business technology, media technology, and the natural sciences.

The College of Business (COB) – offers a range of professional and applied research degrees at the undergraduate and graduate levels. At the undergraduate level, COB offers a Bachelor's of Science degree with majors in Accounting and Business Administration as well as accelerated Bachelor's of Science degrees in Business, Non-Profit Management, Supply Chain and Logistics Management, Management, Management of Human Resources, Marketing Management, and Adult Education. At the master's level, COB offers a flexible MBA degree with concentration areas, Master of Public Administration, and Master of Science degrees in Acquisition and Contract Management, Leadership and Coaching, Management with multiple concentrations, and Finance. At the doctoral level, COB offers a Ph.D. in Human Capital Management.

The goal of the Analysis, Planning and Products (APP) Department is to develop and deliver innovative new approaches to meet student learning and performance demands. In so doing, this new Department will build on Bellevue University's history as a leading edge institution in adult remote learning. APP products will focus on the following key characteristics:

- Focused learning approaches that help students attain mastery in their professions and realize both career and life goals.
- Refined technologies where time to learn becomes a variable as adaptive teaching methods foster on-demand learning responsive to student strengths and weaknesses.
- Increased emphasis on 21st Century career needs by developing talent, skills, behaviors and knowledge through practice.
- Focused e-Portfolio tools including collaborative learning solutions, growth documentation and professional branding resulting in a personal human capital map.
- Affordable learning outcomes.
- Integrated products that focus on “values learning” through evaluation of behaviors and their consequence.

In addition, Bellevue University partners with organizations to create learning programs that give people increased knowledge and competence, creating lasting strategic advantages. Organizational partners share a belief that learning provides an important key to organizational impact in the 21st century. Bellevue University partners include leading non-profits like the U.S. Department of Defense and Fortune 500 companies, as well as global innovators.

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

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

Accreditation
Bellevue University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400 Chicago, Illinois 60602-2504.

Bellevue University participates in the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission.

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

Profile
Bellevue University is Nebraska’s largest fully accredited independent university of business, professional education, and the liberal arts. It is chartered by the State of Nebraska to “serve the people of Nebraska and neighboring states by making available higher education of superior quality at a modest cost.”

Background
Since 1966, when its first 409 students began classes in a single campus building, Bellevue University—then Bellevue College—has catered to the nontraditional student by providing day and evening class schedules and support services. After nearly three decades of enrollment growth and the addition of master’s degree programs, Bellevue College became Bellevue University in 1994. The University offers classes, degree programs, and certificates of completion at locations in Nebraska, Iowa, and South Dakota, as well as online. The University added its first Ph.D. program in 2009.

Active Learning Emphasis
The University is committed to your life and career success. We focus particularly on working students who seek advancement by acquiring broader, deeper knowledge, new skills, and academic credentials. Bellevue University provides a supportive learning environment emphasizing principles of active learning, which expose you to both theoretical knowledge and practical application. Traditional teacher-to-learner lectures are replaced by active involvement in learning, using applied workplace projects, through library and database research, interaction with teachers and other students, and supplementary multi-media.

Online Technology
Since 1995, when we began developing our first online classes, the University has been a leader in using online technology to increase access to courses, degree programs, and support services. The University developed a user-friendly online format, which incorporates text, graphics, video, and interaction with faculty as well as fellow students. More than 80 percent of the University’s students are enrolled in online classes. Dozens of undergraduate degree programs, graduate degree programs, and courses are available online, with more continually being added.

Facilities (campus maps – p. 62-68)
The University strives to provide a quality physical learning environment. All Bellevue University main campus facilities have been built or renovated since 1993.

The John B. Muller Administrative Services Building (ASB) is the latest addition to Bellevue University’s main campus having opened in the fall of 2011. The six-story (including garden level) building occupies 130,000 square feet. OneStop is located in the Welcome Center on the first floor along with Graduate and Undergraduate Enrollment, and Academic Advising. Student Financial Services is located on the second floor. Student Records and Marketing occupy the fifth floor, and the third and fourth floors are open to allow for expansion. The ASB also houses the University’s data center on the garden level.

The Educational Services Building (ESB), completed in late 2006, is a 72,000-square-foot building connected to the ASB. Its classrooms, meeting rooms, and faculty offices have successfully accommodated the University’s growing student and employee populations. The building also houses the Information Technology and Systems Office, and the College of Science and Technology. Its proximity to the ASB allows students quick access to all student-facing departments.

The University’s Baright Bookstore opened in February 2008. Thanks to the generosity of the Hollis and Helen Baright Foundation and Follett Corporation, the 6,700-square-foot building provides nearly twice the usable space of the former bookstore. The store, operated by Follett, specializes in textbooks, educational supplies, and promotional items. The bookstore is also accessible to online students, offering online ordering of required texts and materials at bellevue.bksr.com.

Renovated in 2002, the Freeman Library and the Emma Lozier Addition house the University’s Integrated Media Center, Collaborative Learning/Study Areas, and the Office of Student Affairs. The Integrated Media Center offers access to
computerized and web-based resources, with training facilities and workshops on how to effectively use these resources. In addition you will find the Learning Commons area which holds the Tutor Center, Writing Center, Career Services Center, Professional Enrichment Program (PEP), and Study Abroad. The library’s collection includes in excess of 117,000 volumes, as well as thousands of periodicals, and audio/visual materials. Group and individual study tables are available for both serious study and leisure reading. Bellevue University and its librarians provide the academic services necessary to support and maintain quality education.

The Gordon Lozier Athletic Center provides facilities for basketball, volleyball, weight lifting, and fitness programs. In the Venteicher Wellness Center, exercise equipment further enhances our ability to meet the health and recreational needs of our total community, including: the student, alumni, faculty, and staff.

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

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

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

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

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

In 2009, the University added the Rotert Building and the Educational Technology Building, thanks to Alice and Bill Rotert, who donated the land when the University purchased these two buildings. The Rotert Building houses the Military Veteran Services Center and the Educational Technology building is home to the Center for Learning Innovation.

Additional Locations

West Omaha—Lozier – The programs offered at the Bellevue University Lozier Professional Center are directed toward Undergraduate and Graduate Studies. Services available are Academic Advising, testing, and tutoring. The center supports more than 1,500 students and dozens of corporations annually with training and education.

Lincoln, Nebraska – Bellevue University offers degree programs in Lincoln at the Taylor Meadows Office Park. Services are provided Monday through Friday and classes are held Monday through Thursday evenings.

A Bellevue University full-time administrator or admissions counselor is available on the following campuses. In addition to Bellevue University’s online library and academic resources, you have access to some campus facilities.

Broken Bow, Nebraska – Broken Bow Extended Campus, a division of Mid-Plains Community College (MPCC)

Council Bluffs, Iowa – Iowa Western Community College (IWCC)

Grand Island, Nebraska – Central Community College (CCC)

McCook, Nebraska – McCook Community College, a division of Mid-Plains Community College (MPCC)

North Platte, Nebraska – North Platte Community College (NPCC), a division of Mid-Plains Community College

Scottsbluff, Nebraska – Western Nebraska Community College (WNCC)

Sioux City, Iowa – Western Iowa Tech Community College (WIT)

Sioux Falls, South Dakota – Southeast Technical Institute (STI)
University Policies

Cell Phone and Pager Policy
All cell phones and pagers will be turned off when in the classroom or library. If there are job related (on-call) or medical reasons (illness at home) to have the device active in the classroom/library, the device will be set on the “vibrate” ring-mode, and the instructor/librarian will be informed. In those cases, if you are contacted, you will need to leave the classroom/library to have the conversation. Cell phones and pagers are not allowed within the testing rooms of the test center at any time.

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

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

Internet access is granted to all users for the purpose of business or course related research. The Internet is comprised of many individual computers connected to a world-wide network. This network provides each user access to millions of pages of information that are outside the University. Individuals accessing the Internet via a computer located within the University’s network are warned that the University has no control over what quality content may be found through even the simplest search of the Internet and that many of the available pages may contain offensive, sexually explicit, or inappropriate material. The University does not condone intentionally accessing this information of this nature via the Internet connection.

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

For additional information, a complete copy of the policy statement is available online: Computer and Network Use Policy. The policy statement is also posted on the bulletin board in the student computer labs. Your use of bellevue.edu and affiliated websites is further subject to the Bellevue University website Terms and Conditions of Use.

Copyright Protection Policy
It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the “fair use” doctrine, which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitations take the form of a “compulsory license” under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the U.S. Copyright Office.

Drug/Alcohol Policy

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

Alcohol is medically classified as a depressant drug and is just as dangerous as illegal drugs. Its effects are swift in the short term, and can cause long term problems. In the State of Nebraska, possession or use of alcohol as a beverage by an individual under the age of 21 is illegal.

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

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

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

1. The right to inspect and review your education records. (See Inspect and Review of Educational Records.)
2. The right to request the amendment of your education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights. (See Amendment of Educational Records.)
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that the Act and regulations in this part authorize disclosure without consent such as University officials with legitimate educational interest.
4. The right to file with the U.S. Department of Education a complaint under Section 99.4 concerning alleged failures by the University to comply with the regulations of the Act. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202
5. The right to obtain a copy of the policy adopted under Section 99.6 of the FERPA regulations. You may obtain a copy of the University’s FERPA policy from the Registrar’s Office.
6. The following information has been identified as Directory Information and may be released without your written consent:
   • Student name
   • Student address
   • Major field of study
   • Participation in recognized activities and sports
   • Height and weight of members of athletic teams
   • Photos of students
   • Current employer
   • Current employer location
   • Job title
   • Dates of attendance
   • Degree and awards received
   • Most recent previous school attended

NOTE: All other personally identifiable information is considered Non-Directory Information and will not be released without written consent.

NOTE: For those who have restricted their Directory Information, if you want to participate at the ceremony we cannot protect your privacy, the ceremony will be streamed live and will be available on our website for a period of time. The ceremony will be videotaped and available online.

As a part of FERPA policy, Bellevue University defines legitimate educational interest for University official as: a person employed by the University in an administrative, supervisory, academic or research, support staff, or a person employed by (or under contract to) the University to perform a special task, such as an attorney or auditor.

A University official has a legitimate educational interest if the official is:
1. Performing a task that is specified in her or his position description or by a contract agreement that is related to your education.
2. Performing a service or benefit relating to you or your family such as counseling, job placement, or financial aid.
3. An official of another school, upon request, in which you seek or intend to enroll (student authorization is required).
4. Of the U.S. Department of Education, the Comptroller General, and state education authorities, in connection with certain state or federally supported education programs.

The University outsources functions to meet your service expectations during peak times to different organizations (subject to change based on contractual agreements) in support of University educational initiatives, including: Inquiries of prospective students: Legal Services: Koley Jessen P.C., L.L.O.; Marketing: Zaiss & Company; Refunds: Sallie Mae; Marketing: Serendipity; Marketing: PhenomBlue; Public Relations: Jones PR; and Research: Capital Analytics and Medallia Inc.; Account Recoveries/Relations: National Recoveries Inc., National Account Services; Book Waivers and Grants: Follet; Enrollment Status: National Student Clearing House; NSLDS National Student Loan Data System

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

A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:
1. In connection with your request for/receipt of financial aid.
2. If required by a state law requiring disclosure that was adopted before November 19, 1974.
3. To organizations conducting certain studies for or on behalf of the University.
4. To accrediting organizations to carry out their functions.
5. To your parents if they claim you as a dependent for income tax purposes.
6. To comply with a judicial order or a lawfully issued subpoena.

NOTE: The University will make a reasonable effort to notify you or a designate of the order or subpoena in advance of compliance.

7. To appropriate parties in a health or safety emergency.
8. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (99.31 9a)(13)

9. To the general public, the final results of a disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a)(14))

10. To parents of a student regarding the student's violation of any Federal, State or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))

11. Information the school has designated as “directory information” under 99.37. (99.31 (a)(13))

Inspection and Review of Educational Records

You may inspect and review your education records upon request to the appropriate record custodian.

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

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

• The financial statement of your parents.
• Letters and statements of recommendation for which you have waived your right of access, or which were placed in file before January 1, 1975.
• Records connected with an application to attend Bellevue University if that application was denied.
• Those records which are excluded from the FERPA definition of education records.

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

• You have an unpaid financial obligation to the University.
• There is an unresolved disciplinary action against you.

Types, Locations, and Custodians of Education Records

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Records</td>
<td>Registrar's Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>Cumulative Acad. Records</td>
<td>Registrar's Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Student Finan. Srv.</td>
<td>Sr. Director</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office</td>
<td>Director</td>
</tr>
</tbody>
</table>

Amendment of Educational Records

You need to ask the appropriate University official (Registrar or Chief Academic Officer) to amend a record. You should identify the part of the record you want amended and specify why you believe it is inaccurate, misleading, or in violation of your privacy or other rights. Please note this procedure excludes grades. (See grade appeals on page 47 for more information.) Bellevue University may comply with the request or decide not to comply. If we decide not to comply, you will receive notification of the decision and advice on your right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of your rights. Upon request to the Chief Academic Officer, the University will arrange for a hearing, and notify you, reasonably in advance, of the date, place, and time of the hearing.

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

If the University decides the challenged information is not inaccurate, misleading, or in violation of your right of privacy, we will notify you that you have a right to submit a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision for placement in the record. The statement will be maintained as part of your education records as long as the contested portion is maintained. If Bellevue University discloses the contested portion of the record, it must also disclose the statement. If Bellevue University decides the information is inaccurate, misleading, or in violation of your right of privacy, we will amend the record and notify you in writing that the record has been amended.

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

The Solomon Amendment

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

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

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

Personal Conduct Policy

In matters of personal conduct, the University expects you to act with a sense of discretion and a regard for the interests and dignity of others. If you are unable or unwilling to participate in the University community in a mature, responsible manner reflecting the University's mission, you may be withdrawn, refused the privilege of reregistration, or suspended or expelled from the University. The rights and privileges of Bellevue University students, with respect to conduct, are described in this section.

Harassment Policy

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

If you exhibit potential harm to yourself or others, you may be removed from the campus and/or classes and may be required to seek professional help. You will be required to submit a petition to the Office of Student Affairs for consideration in returning to classes.

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

Bellevue University complies with the requirements of the Title II of Public Law 101-542, as amended, also known as the Crime Awareness and Campus Security Act of 1990. The Safety Administrator is responsible for administering this Act. For additional information, please visit the Bellevue University, Consumer Information at: bellevue.edu/about/consumer-information.aspx

Student Academic Honesty Policy

Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); using similar papers or other work product to fulfill the obligations of different classes without the instructor's permission; tampering with library, computer, or student materials; or facilitating dishonesty by others.
In the event an instructor believes an incidence of academic dishonesty occurred, the instructor will inform and discuss the incident with the student, including which disciplinary action, if any, he/she shall initiate. Penalties for academic dishonesty or plagiarism may include a grade of “F” on the work in question or for the course. In addition, if you are engaged in academic dishonesty, you may be subject to disciplinary action including reprimand, suspension, and/or expulsion from the University. Policy Statement 1035 provides detailed information pertaining to academic honesty, including procedures for determining disciplinary action.

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

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

This Complaint Policy applies to your complaints that are not addressed by the Academic Appeals Procedures, Americans with Disabilities Act, Student Academic Honesty (Plagiarism), Student Conduct Code, Sexual Harassment Policy, Student Records Policies, or any other existing formal procedure under which a complaint may fall.

You are encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. If a satisfactory resolution cannot be reached informally, you need to submit the complaint to studentexperience@bellevue.edu. After submitting your complaint the Student Experience staff will contact you within three business days.

If satisfactory resolution is not reached, you may submit your complaint in writing to the Office of Student Affairs at studentaffairs@bellevue.edu for review. If a satisfactory resolution is still not reached, you may submit your complaint in writing to the appropriate University Vice President, whose decision will be final.

Student Email Policy
Email is an official means for communication within Bellevue University. Therefore, the University has the right to send you communications via email and the right to expect that those communications are received and read in a timely fashion.

University email accounts are assigned to all registered students and alumni. All University communications will be sent to your official University email address. You are expected to check your University email account on a frequent and consistent basis to stay current with University-related communications.

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

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

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

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

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

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

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

• The creation and exchange of harassing, obscene, or threatening messages.
• The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
• The creation and exchange of advertisements, solicitations, chain letters, and other unofficial, unsolicited email.
• The creation and exchange of information in violation of any laws, including copyright laws, or University policies.
• The knowing transmission of a message containing a computer virus.
• The misrepresentation of the identity of the sender of an email.
• The use or attempt to use the accounts of others without their permission.

Users who experience such inappropriate uses or who receive email related thereto, should immediately submit their concern to studentexperience@bellevue.edu. Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communication. If you engage in this type of behavior, it will be considered a violation of the policy and may result in disciplinary action; including termination of your student email account.

Student Rights and Responsibilities
The University recognizes the following rights as those which the University has a duty to foster and protect for you:

1. The right to pursue educational goals and activities consistent with the mission of the University.
2. The right to bring forth complaints per the guidelines set by University policies listed within this catalog.
3. The equal right with others to appropriate, available services of the faculty, administrative offices, and counseling agencies of the University.
4. The right to fair and impartial evaluation of your academic work
5. The right to due process in the University's appeal and disciplinary procedures.
6. The right to have the University maintain and protect the confidential status of your academic conduct and counseling records. Except under legal compulsion, information contained in such records with the exception of directory information shall not be released to agencies outside the University without your expressed consent. You shall specify what categories, if any, of your records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to your ability and character based on personal knowledge and the public reputation you have made for yourself in the University community.

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

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

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

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

<table>
<thead>
<tr>
<th>Disclosure</th>
<th>Description</th>
<th>Contact</th>
<th>Department</th>
<th>Phone</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rights Under Family Education Rights and Privacy Act (FERPA)</td>
<td>Student's right to review educational records</td>
<td>Scott Bierman</td>
<td>Registrar's Office</td>
<td>402-557-7245</td>
<td>University Catalog</td>
</tr>
<tr>
<td>FFEL/Direct Loan deferment for Peace Corps or volunteer services</td>
<td>Eligibility to defer loan payments for services performed in these areas</td>
<td>Janet Yale</td>
<td>Registrar's Office</td>
<td>402-557-7095</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Available Financial Assistance</td>
<td>Types of Financial Aid Programs available at BU</td>
<td>Cathey Hanson, Janet Yale</td>
<td>Student Financial Services</td>
<td>402-557-7092, 402-557-7095</td>
<td>Student Financial Services Office, University Catalog</td>
</tr>
<tr>
<td>Completion Rate, Graduation Rate, Transfer Out Rate</td>
<td>Statistics on completion, graduation, and transfer rates of BU students</td>
<td>Dr. Peter Heineman, Jon Dotterer</td>
<td>Quality Assurance Program Director</td>
<td>402-557-7146, 402-557-7320</td>
<td>Enterprise Services</td>
</tr>
<tr>
<td>Institutional Information</td>
<td>Information about schools costs, policies and procedures</td>
<td>Jim Maxwell</td>
<td>Public Relations</td>
<td>402-557-7786</td>
<td>President's Office</td>
</tr>
<tr>
<td>Athletic Program Participation Rates and Financial Support Data</td>
<td>Statistics/student gender, operating expenses, gender/head coach, full/part-time for both student and coach</td>
<td>Ed Lehotak</td>
<td>Athletic Director</td>
<td>402-557-7050</td>
<td>President's Office</td>
</tr>
<tr>
<td>Athletic Program Completion Graduation Rates, Transfer Out Rate</td>
<td>Statistics on completion, graduation and transfer rates of BU students by gender and race</td>
<td>Ed Lehotak</td>
<td>Athletic Director</td>
<td>402-557-7050</td>
<td>President's Office</td>
</tr>
</tbody>
</table>

# Outreach and Partnerships

## South Omaha Community Scholarship Program

The South Omaha Community Scholarship Program at Bellevue University is designed to enroll, retain, and educate residents of South Omaha, Bellevue and the surrounding area. This culturally and economically diverse section of the greater Omaha area has many Latino and low-income families. Bellevue University's main campus is located just a few miles from South Omaha, providing a small school atmosphere close to home, work, and family. By participating in this program, students receive one-on-one advising throughout the completion of their degree program. Significant scholarship support and professional career development is available for traditional, non-traditional, and Accelerated Bachelor’s Degree Completion Program students. This is a renewable scholarship and available for up to 5 years or until the student completes their first Bachelor’s degree (whichever comes first) and is based on financial need as determined by the following criteria:

- Student can be a first-time freshman, transfer or continuing undergraduate student already in attendance.
- Student must demonstrate financial need through the successful completion of the FASFA.
- Student must be a Nebraska resident and reside in one of the following zip code locations: 68105, 68106, 68107, 68108 and 68117 in Omaha; 68005, 68123, 68147, 68157, 68113 in Bellevue; 68127 in Ralston and 68133 in Papillion.
- Student needs to meet the minimum academic requirements for the scholarship.
- Student needs to enroll on a full-time basis and remain enrolled full-time for each term, within each academic year at the University.
• Student will be required to successfully complete a number of additional programmatic pieces each term in order to maintain the scholarship.

First priority is given to Latino/Hispanic and other ethnic minority students, single parents and first generation students.

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

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

You must complete the remaining specified coursework to obtain your bachelor's degree.

Community Colleges with articulation agreements include:
- Central Community College – Nebraska
- Iowa Western Community College – Iowa
- Metropolitan Community College – Nebraska
- Mid-Plains Community College Area – Nebraska
- Western Iowa Tech Community College – Iowa
- Western Nebraska Community College – Nebraska

See Transfer Agreements for a complete list of institutions.

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

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

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

Four-year colleges with articulation agreements include:
- Buena Vista University – Iowa
- Concordia University – Nebraska
- Creighton University – Nebraska
- Grace University – Nebraska
- Nebraska Christian College – Nebraska

See Transfer Agreements for a complete list of institutions.

Community College Advantage Partnership
The Community College Advantage Partnership is a program designed for transfer students who started or completed their associate's degree at a community college and want to continue their education at Bellevue University.

If you have earned an associate's degree from an accredited institution or have completed close to 60 credit hours, you may begin your accelerated degree program immediately. Courses are offered in class or online. You also must complete the Kirkpatrick Signature Series (a 9 credit hour cluster course) and at least 22 credit hours of electives, which can be taken at Bellevue University or transferred in from another institution.

Once you have successfully completed the graduation requirements, your bachelor's degree is conferred.

Military Students
Active duty military, retired military, and military spouses and dependents are welcome at Bellevue University. You may contact either the Enrollment Department on our main campus or the Offutt Air Force Base Education Office for assistance in continuing your education at Bellevue University. These representatives can assist with registration for classes offered on base, on campus, or online.

The representatives can help determine educational options, select courses, evaluate potential transfer credits, and counsel you on programs, including the Community College of the Air Force/Bellevue University articulation agreements. Military Tuition Assistance information is available at the Education Office located on military installations. At most installations, the registration process will be completed online.

You also can use the GI Bill™, either in-service or out-of-service, and military education benefits. Veteran Services representatives are located in the Student Accounts Office on the Bellevue University main campus. If you are military or military-related, you are welcome to use all student services available at Bellevue University, whether you are taking courses on base, on campus, or online. These services include, but are not limited to, the library, recreation rooms, gym, student center, and University activities.

Military Education and Training
Credit is awarded for past military experience. Bellevue University has a long-standing tradition of supporting military students. As a part of this tradition, Bellevue University has
entered into numerous agreements and joined the following military educational initiatives to support you: GoArmy.edu, Servicemembers Opportunity College, and Air University – Associate to Baccalaureate Cooperative Program (AUABC). Visit bellevue.edu/military/military-transfer-credits.aspx for complete information on ways of earning credit.

**Offutt Student Services**
For information, contact the Offutt Air Force Base Education Office, 402-291-8853/402-294-0582, or Enrollment Management, 866-676-3614.

NOTE: Tuition for on-base courses is the same as on-campus courses.

**DSST Memorandum of Understanding (MOU)**
Bellevue University’s online programs are approved DSST distance learning programs. The MOU applies to active duty and reserve component military personnel who enroll by paying their own tuition and fees, who receive Veterans Administration (VA) reimbursement, or who receive tuition assistance (whether reimbursed by DSST, the service, or funded up-front by the service). Prior to enrolling, you must receive counseling from your installation Education Counselors regarding service-specific policies. For more information, contact the University office at Offutt AFB, contact DSST at 877-471-9860, or visit www.getcollegecredit.com

**Servicemembers Opportunity College**
Bellevue University is a member of the Servicemembers Opportunity College (SOC), a consortium of national higher education associations with more than 1,900 institutional members. The SOC consortium functions, in cooperation with the Department of Defense (DoD) and the military services, help meet the voluntary higher education needs of service members. As a SOC member, Bellevue University recognizes the educational needs of members of the military and has developed policies to ensure convenient transfer of credit from other institutions and to allow you to complete the degree by taking your final courses at other institutions. We also award credit for learning that occurs in extra-institutional and non-instructional settings, and for specialized military training and occupational experiences.

Full details about SOC and your benefits as a result of our association with SOC are available from the Military Programs Department.

**ROTC: Aerospace Studies (Air Force) and Military Science (Army)**
You may participate in Air Force ROTC through cross-town enrollment with the University of Nebraska at Omaha or Army ROTC through cross-town enrollment with Creighton University. For further information, contact our Military Programs Department.

**Military Tuition Assistance**
You may use Government Tuition Assistance by submitting an approved Tuition Assistance Form to the Student Accounts Department. You may also email your Tuition Assistance Form to billing@bellevue.edu. You are responsible for payment of books, fees, and tuition not covered by Tuition Assistance. If you are using Tuition Assistance, you are responsible for turning in your Tuition Assistance Form prior to the class start date. For more information, please contact your Financial Counselor or the staff of the Student Financial Services Department, and consult the Costs and Policies section of this catalog.

**Yellow Ribbon Program**
Bellevue University is a Yellow Ribbon Program participant. That means you may be eligible for additional funds to cover costs. The Post-9/11 GI Bill™ pays up to a national yearly maximum that is set by the Department of Veterans Affairs on an annual basis. The Yellow Ribbon Program helps pay for tuition and fees in excess of that amount for classes that do not exceed the maximum class load you can take without permission. For more information, email VA@bellevue.edu.

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

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

**Veteran Enrollment Status**
Check with the Veteran Services Office if you are not sure of your enrollment status. As a general rule for VA purposes, the following applies:

**Undergraduate Students**
- Full-time = 12 credit hours
- 3/4 Time = 9 credit hours
- 1/2 Time = 6 credit hours

**Flexxive Students**
- Full-time = 18 credit hours
- 3/4 Time = 14 credit hours
Use of Military Tuition Assistance (TA), TA Top-Up (TATU) and the VA Educational Benefit (GI Bill™)

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

Pre-Professional Programs

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

Admissions

As a new student, Enrollment Management will be your initial point of contact. Staff members are available to provide assistance with the admissions process, provide educational planning to ensure academic success, assist with first term registration, and serve as liaisons during the admissions process for coordinating with other internal departments.

Undergraduate Admission Requirements

1. To apply for admission to Bellevue University, you are required to submit an Application for Admission accompanied by a one-time application fee for undergraduate programs. (International students, please see section titled, “Admission of International Students to Undergraduate Programs.”)

2. Submit official documentation of high school completion or an acceptable equivalent to high school completion. This documentation can include an official high school transcript, a GED certificate, a certificate demonstrating that you have passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma, a homeschool letter of completion, or an academic transcript from a regionally accredited post-secondary school indicating completion of a two-year post-secondary degree that is acceptable for full credit toward a bachelor’s degree.

NOTE: Your payment option may require additional documentation.

If you are transferring from another institution of higher education, you also must satisfy the following requirements:

3. Submit an official transcript from each regionally accredited post-secondary institution previously attended (the transcript must be mailed directly from the previous institution to Bellevue University Student Records or electronically sent from authorized sending partners/schools). Transcripts must be submitted even though credit may not have been earned at the previous institution, and even though transfer credit may not be granted.

4. Submit all official financial documentation prior to acceptance.

5. Transfer in good standing from the last institution of higher education attended. No individual course will be accepted for transfer when it carries a grade below “C-.” Associate's and bachelor's degrees, however, are transferred in full.

6. If you have been suspended or dismissed from any post-secondary institution within the last five years, you may be accepted under the Academic Probation status. If it has been less than one year from the date of your suspension or dismissal, you may be admitted with approval from the Associate Vice President of Student Affairs.

7. In all cases of transfer, Student Records completes the credit evaluation using guidelines set forward by the Council for Higher Education Accreditation (CHEA).

Nursing Program Admission Requirements

In addition to the Bellevue University requirements for admission you will need:

1. A current unrestricted RN license to practice in a US state (International applicants must validate credentials with the Commission of Graduates of Foreign Nursing Schools before applying for RN licensure.)

2. Currently practicing as a licensed RN OR a minimum of one year of practice as a licensed RN. (Verification form completed and signed by supervisor or employer.)

3. Copy of all official transcripts on file documenting an earned grade of C or higher in the following prerequisite courses:
   - English Comp I & II (6 semester credits or equivalent)
   - College Chemistry with lab (4 semester credits or equivalent)
• Intermediate College Algebra or higher math (3 semester credits or equivalent)
• Anatomy and Physiology I & II (8 semester credits or equivalent)
• Social Science Course (Psychology, Sociology, or Anthropology) (3 semester credits or equivalent)

Admission of Athletes

1. To apply for admission to Bellevue University, athletes are required to submit an Application for Admission accompanied by a one-time application fee for undergraduate programs. (International student-athletes, please see section titled, “Admission of International Students to Undergraduate Programs.”)

2. Submit official documentation of high school completion (official high school transcript, GED transcript, or home school letter of completion) to Bellevue University.

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

   Please note, both Bellevue University and the NAIA Eligibility Center require their own original official copies of your academic records for determination of admission and eligibility.

If you are transferring from another institution of higher education, you also must satisfy the following requirements:

4. Submit an official transcript from each regionally accredited institution previously attended (the transcript must be mailed directly from the previous institution to the Bellevue University Shared Support Services or electronically sent from authorized sending partners/schools). Transcripts must be submitted even though credit may not have been earned at the previous institution, and even though transfer credit may not be granted.

5. NAIA Eligibility Center includes the evaluation of transfer student eligibility requirements which mandates students who have never participated in athletics at an NAIA school or in college to register as well as freshmen. Please see the NAIA Eligibility Center website and your Bellevue University coach for guidance.

Admission of International Students to Undergraduate Programs

These guidelines and regulations apply to international students planning to study in the United States. If you are an online international student studying from your home country, please refer to the general undergraduate admission requirements. You may not be residing in the U.S. while taking online classes if your status is F-1.

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

If you are an international student planning to attend Bellevue University classes in the U.S., you will need to apply for admission to Bellevue University as a full-time, transfer, or graduate student. The Immigration and Nationality Act requires full-time attendance for all international students.

You may enter the English as a Second Language (ESL) Program if you score less than 500 on the Test of English as a Foreign Language (TOEFL) paper-based test, or 61 on the Internet-based TOEFL. If you have no TOEFL (or other English Language Placement Exam) score, and declare an interest to study English as a Second Language, you will only be allowed to enroll in English as a Second Language courses.

Again, if you are an international student applying for admission to the University’s undergraduate degree programs, including the ESL program, you should contact International Program Admissions. For specific information about admissions to graduate programs, please see the Graduate Admission Requirements section on page 16.

You can visit bellevue.edu/international for information and application requirements. The application fee for international students is $75 (U.S.). Bellevue University is committed to serving international students and has established an International Programs Department to process applications for admissions.

To apply for admission as an international student, you will need to submit the following:

1. Completed Application Form.

2. Affidavit of Support Form, with verification of funds, to include originals or certified copies of bank statements or statements of sponsorship (needed to complete eligibility for an I-20).

3. Official WES transcript (see Foreign Credential Evaluation Process information on this page).

4. TOEFL test results with a minimum score of 500 (paper-based) and/or 61 (internet-based).

5. Non-refundable application fee of $75.

6. For students transferring from another U.S. institution, a completed International Transfer Student Form is required and official transcripts from each previously attended regional accredited post-secondary institution.

Admission is considered when all of the above requirements are met.
Foreign Credential Evaluation Process
If you are a prospective student with foreign academic documentation, you will need to have that documentation evaluated by World Education Services (WES) prior to being accepted and matriculated at Bellevue University. You will need to order course-by-course evaluations by WES if you have foreign university credits to transfer to Bellevue. If you do not have foreign university credits to transfer to Bellevue, you will need to order a document-by-document evaluation.

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

You can order a WES evaluation/transcript at wes.org. The website explains what you must provide and how much you will be charged.

Admission Status of Degree-Seeking Students
After you complete the admission requirements, you will be granted full acceptance as a degree-seeking student. Full acceptance is automatically granted when all necessary documents are received, unless you are accepted on Academic Probation status.

Admission Status of Non-Degree Seeking Students
If you do not intend to earn a degree with Bellevue University, you will be asked to provide documentation of high school completion. You will be required to provide evidence that course prerequisites have been met in full upon registration. In addition, it is important to note, if you change your intent and wish to become a degree-seeking student, you will be required to submit a new application, declare the degree you wish to pursue, meet all of the admission requirements, and submit all official documents (described previously) to be fully accepted as a degree-seeking student.

Graduate Admission Requirements
When applying for admission for a graduate degree program, you are required to submit an Application for Admission and a non-refundable application fee. You also must meet the following admission requirements:

1. Possess an bachelor or master degree from a regionally accredited college or university, or a U.S. equivalent degree from a nationally or internationally accredited college or university.

2. Have maintained a GPA of 2.5 or better from the most recent 60 credits of coursework earned toward the bachelor's degree or have maintained a GPA of 3.0 or better in previous graduate level coursework earned toward the graduate degree. Students possessing a Master's degree from a regionally accredited institution may be accepted without providing undergraduate transcripts. Select Graduate Majors may require submission of undergraduate transcripts.

3. For the Master's of Healthcare Administration only: must have two years of related work history or equivalent experience.

4. Colleges may require letters of recommendation and essays in certain circumstances.

Admission is considered when you have met all requirements, and the University has received official and verified documents. The Graduate Enrollment Director reviews all completed applications. In special circumstances, the college Dean may recommend a conditional admission if you have not yet been able to complete or fully satisfy all requirements. The Admissions and Standards Committee may interview candidates prior to a final admission decision should additional information be deemed necessary.

Admission of International Students to Graduate Programs
To apply for admission into graduate programs, you will need to submit the following:

1. Completed Application Form

2. Affidavit of Support Form, with verification of funds, to include original or certified copies of bank statements or statements of sponsorship (needed to complete eligibility for an I-20).

3. Official WES transcript demonstrating you meet admission requirements 1 and 2 listed in the section above.

4. TOEFL test results with a minimum score of 530 (paper-based) and/or 71 (internet-based).

5. $75 U.S. Application Fee, which is non-refundable. The GRE or GMAT is not required. As an international student, you are required to be in full-time attendance during the academic year, which does not include the summer sessions. You are considered a full-time student if enrolled in the English as a Second Language (ESL) Program for 9 credit hours.

6. For students transferring from another U.S. institution, a completed International Transfer Student Form is required.

NOTE: More on International Programs is available at bellevue.edu/international.

If you are an international student who has been awarded a bachelor's degree from a regionally accredited U.S. institution of higher education, you may apply for direct admission into graduate degree programs. You need to follow general
Admissions requirements for the specific graduate program. An affidavit of support form with supporting documentation is required. TOEFL test results are required for graduate admission. TOEFL test results are not required of students from select English-speaking countries. Contact the International Programs Office for more information on the admission requirements for international students. Complete information can also be found on our website: bellevue.edu/international/future-students/toefl-exempt-countries.aspx.

It is possible for students with very different levels of language ability and academic backgrounds to be admitted directly into a graduate degree program. If you are an international student with a bachelor's degree at a non-U.S. institution of higher education, you are able to apply for admission into Bellevue University's master's and doctoral programs.

Bellevue University acknowledges the differences in grading systems and standards outside the United States. A minimum grade point average of 2.5 is required for admissions before beginning the graduate level courses. The TOEFL test score is used to determine a student's level. If your score is less than 530 on the TOEFL paper based test, or 71 on the Internet-based TOEFL, you may enter the English as a Second Language (ESL) Program.

Admission Requirements for Doctorate Degrees

If you hold a master's degree and are interested in pursuing your Ph.D. through Bellevue University's Human Capital Management Program, you are invited to enroll as either a certificate of completion student or Ph.D. student. All admission materials must be submitted for review by the Program Director prior to admittance into the Ph.D. program.

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

2. Possess a graduate degree from a regionally accredited college or university, or a U.S. equivalent degree from a nationally or internationally accredited college or university.

3. All applicants for graduate admission to Bellevue University are required to submit an Application for Admission accompanied by a one-time application fee of $75 for graduate programs (This fee is waived for Bellevue University alumni).

4. Provide all official transcripts for Graduate coursework.

5. Have maintained a GPA of 3.0 or better in previous graduate level coursework earned toward the graduate degree.

6. Have five years of professional experience.

7. International students who do not possess a degree from a postsecondary institution, where English is the principal language of instruction, must have a minimum score of 575 on the Test of English as a Foreign Language (TOEFL).

8. International credentials must be submitted to World Educational Services (at the applicant's expense) for a formal course by course evaluation at www.wes.org.

9. GMAT or GRE – not required

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

1. Submit a resume.

2. Write a 1000-word statement of interest describing your interest in the study of Human Capital.

3. Submit one letter of nomination from employer.

4. Submit one letter of recommendation from a peer or personal reference.

Please submit all materials to your Graduate Admissions counselor or to phd@bellevue.edu.
Student Financial Services

Bellevue University reserves the right to modify all charges should such action be required. The following schedules for tuition and fees are effective for the 2013-2014 academic year.

Please note, all costs and policies for the Ph.D. in Human Capital Management are included in the doctorate bulletin.

Tuition for Undergraduate and Graduate Term-Based Programs for 2013/2014

Undergraduate Tuition – Classroom
Tuition per credit hour ........................................ $250
International ..................................................... $275
ESL ................................................................. $275
ARCT/CIS/Cluster Tuition per credit hour .............. $250
ELA Fee per portfolio submission .......................... $250
Audit Tuition per credit hour ............................. 100% course tuition

Undergraduate Tuition – Online
Tuition per credit hour ..................................... $375

Flexxive Program
Plan 1:
9 to 12 Credit Hours per Term: .... $250 per Credit Hour
Plan 2:
13 to 30 Credit Hours per Term: .... Flat Rate of $3,000

Graduate Tuition
Tuition – Classroom & Online per credit hour .......... $495

Tuition for Undergraduate and Graduate Cohort-Based Programs

Undergraduate Programs – Cohort Programs
Tuition – Classroom & Online per credit hour .......... $375

Undergraduate Minor in Cohort Programs
Students who have completed or are near completion of their major are eligible.
Tuition – Classroom & Online per credit hour .......... $375

Graduate Cohort-Based Programs
Tuition – Classroom & Online per credit hour .......... $495

Ph.D. Tuition

Tuition – Classroom & Online
700-level courses ............................................ $495
800-level courses ............................................ $675
Residency (two required) .................................... $500 (each)

Tuition & Fees for Special Programs – visit bellevue.edu

Fees

Application Fee
The fee applies to all students and programs and is non-refundable.
Undergraduate .................................................. $50
Graduate (waived for Bellevue University alumni) .... $75
International Student (Undergraduate and Graduate) . $75

Term Fee
Fees for academic and administrative support services and student activities.
General College Fee (Per term) ............................ $100
Resource Fee (Per Term) – Flexxive Programs (Only) . $100

Additional Fees
Reissue of Diploma ........................................... $35
Academic Transcript ........................................... $3 per transcript
Returned Check Fee ........................................... $30
Late Payment Fee ............................................. $15

Specialized Instruction Fees
These fees generally cover equipment, supplies and access to all laboratories and are listed in the Schedule of Classes with the course listing. Some courses may require additional expenditures for materials.

Refund Schedule for Tuition and Fees

The following refund schedules will be used to calculate refunds for all students who withdraw from class(es).

NOTE: Refunds are based upon the official start of the term/program (usually a Monday) and not the first day of class. For more information please visit bellevue.edu/financial-services/refunds.aspx

You may find it necessary to withdraw/drop from the University before the end of a term or class. Withdrawals could impact your student account, financial aid, tuition assistance, and veteran benefit status. The date that you start the withdrawal process and drop class(es) is the official withdrawal date for the class(es), and will be used to calculate the percentage of time you were enrolled in the term and the percentage of tuition you are charged. The calculation will use the total number of calendar days you attended divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more).

If you drop after the 60 percent point in the enrollment period, there is no tuition refund; you are responsible for the full amount.

Example (Traditional Based Student in a 12-Week Session): Student A has total institutional charges of $2381, which include $2250 in tuition and fees and $131 in books

Bellevue University  •  2013/2014  •  Academic Catalog
and/or supplies charged at the bookstore. The student enrolled in the Fall 12-Week session, but withdraws from all classes after attending for 26 days.

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

Example (Flexxive Student): Student A has total institutional charges of $2100, which include $2000 in tuition and $100 for the resource fee. The student enrolled in the Flexxive program, but withdraws from all classes after attending for 20 days. The Flexxive enrollment period is 182 calendar days in length. The student will be charged for (has earned) 11 percent of the tuition (20 days/182 days = 11 percent). The unearned percentage of tuition is 89 percent and will be credited off of the student’s account.

Refund Appeal Process
If you believe you have circumstances that may warrant an exception from Bellevue University’s published refund policy you should send your appeal, including all necessary documentation to:

Cathey Hanson, Senior Director, Student Financial Services
Bellevue University
1000 Galvin Road South
Bellevue, NE 68005 – 3098
Email: cathey.hanson@bellevue.edu

Refund Policy
If you are eligible to receive a refund based on excess financial aid (for living expenses), corporate or military tuition assistance, or withdrawal from class, you will be issued a refund. If you receive your financial aid disbursement prior to tuition assistance, all tuition, fees, and books will be deducted out of the financial aid refund first. If Bellevue University refunds more money than you are eligible to receive, you are responsible for payment back to Bellevue University.

Payment Options
Bellevue University offers three primary payment options. In some cases, your primary option will not cover 100% of your educational cost so a secondary option will need to be determined. The Student Financial Services team will work collaboratively to deliver information to you to ensure your financing is secure therefore; your focus is on your learning experience. Studies have shown students who have their financing in place prior to beginning their studies are far more successful in obtaining their goals. For more information please visit bellevue.edu/financial-services/payment-options.aspx.

Registration
You can register for classes when registration opens. No payment is required at this time.

Cash-Self Pay
This option is for you if you plan to pay all or a portion of your educational costs without alternative funding. Payment is due 14 days prior to class/session start.

Organizational Tuition Assistance
There are two categories you can use under this option.

1. Employee Sponsored Option would be used if payment is made directly to Bellevue University by your employer. This option may apply to you if you are using:
   • Military Tuition Assistance
   • Corporate Billing Authorization
   • Letter of Credit (LOC)

2. Deferral Option would be used if payment is made directly to you from your employer and in turn, you are responsible to pay Bellevue University directly. This option may apply to you if you are using:
   • Corporate Reimbursement
   • Montgomery GI Bill
   • Military Top-Up (TATU)

Federal Financial Aid
Payment due dates will be 45 days from the start of the class or session. If there is still a balance due, and financial aid does not cover the entire cost, you will be required to pay the remainder of tuition and fees following using another payment option.

Payment Plans
Although you are not required to pay the entire balance upon registration, you must understand your financial obligation for all tuition and fees at the time of registration. The University will divide the balance of your tuition and fees into three equal payments, with your first payment due 14 days prior to class/session start and then every 30 days thereafter.

International Students
As an international student, you also may use a payment plan; however, if you have an international draft drawn on a bank outside of the continental U.S. in excess of your cost, the draft will be posted to your student account. Any excess funds you may have once your account is paid in full will be refunded less any bank service charges once your check has been paid by the bank. If the draft is drawn on a bank inside the continental U.S. in excess of your cost, your refund will be issued according to the University’s refund policy.
Late Payment Fee for Undergraduate and Graduate

Payments become past due one day following their due date and will be assessed a late payment fee of $15. You may be administratively withdrawn from all classes if any amount becomes past due or delinquent.

You are responsible for informing the University of any change of address.

Military Tuition Assistance

Please see the Military Student section on page 12.

Corporate Tuition Assistance /Company Billing

If you are using Corporate Tuition Assistance (where the company pays Bellevue University directly), you may do so by providing Student Accounts with an official letter of credit from your employer on official letterhead. This letter should explain exactly what the employer is willing to pay (tuition, books, and fees) and stipulate when payments will be sent to the University, and if/when we should bill the company. If the company pays in full, you will not be required to make any payment. You are responsible to pay any portion not covered by your employer based upon the applicable payment schedule.

Deferral Payment Option

You may use the Deferral Payment Option if you receive reimbursement from corporations, businesses, and/or the Montgomery GI Bill of at least 70 percent of the total cost of tuition and fees. To utilize Bellevue University’s deferral program students must provide all applicable required documents. Bellevue University will defer payment of tuition and fees for 45 days from the end of class/session if approved.

Participation is voluntary and the terms and conditions of the deferral agreement are not contingent upon the receipt of a grade or reimbursement by the student’s tuition assistance provider. Under all circumstances, the student is solely responsible for all tuition and fees due. Enrollment in future classes/sessions may be impacted until all outstanding balances are paid in full. Deferral Authorizations are valid for 1 year. It is the student’s sole responsibility to provide the deferral authorization on an annual basis.

Additional Policies

Dropping or Withdrawal – Traditional-Based

Your account (refund/credit/obligation) may be impacted if you withdraw. The amount of credit to be refunded or obligation to be paid by you will be determined by the tuition credit/refund policy in effect at the time of the drop or withdrawal action. See page 44 for withdrawal information.

Dropping or Withdrawal – Cohort/Flexxive-Based

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

What are the consequences of non-payment? – If payment is not received by the due date, your account will be considered past due. A hold will be placed on your account, preventing future registration as well as the release of transcripts and diplomas. You will also be at risk for withdrawal from all future classes if payment is not made within seven days of the account entering a past due status. If a balance cannot be paid in full, payment arrangements can be made by contacting an Account Resolution Specialist at 1-866-664-7008 or ar1@bellevue.edu. After all internal resolution activity has been exhausted and a past due balance still remains, your account will be turned over to a collection agency.

How do I get re-enrolled after Non-Payment Withdrawal? – To be re-enrolled in your course(s), payment must be made immediately. It is important to note that the payment must satisfy the past due balance as well as the amount due for the next scheduled course(s) if it is within 14 days of the start date. Once payment is made, it is critical for you to make contact with your Enrollment Counselor or Academic Advisor as soon as possible. This contact is a critical step in the re-enrollment process. Resolving a past due account balance does not automatically reenroll you into your future course(s).

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

Credit Balance Policy

If you have a credit balance you will automatically be refunded on a daily basis. If you wish to leave the credit balance on your account, you may do so by completing and turning in a Student Authorization Statement Form to Student Accounts via fax at 402-557-5410 or email to stuacct@bellevue.edu. This Authorization Statement is good for the academic year it is signed; any credit balance will be refunded at the end of the authorized academic year unless a new Student Authorization Statement Form is submitted.

Request for Statement of Account

To request a Statement of Account, submit a request online through BRUIN’s Student Resources link. For assistance, please contact the OneStop Service Center at 1-800-756-7920, opt. 0, or OneStop@bellevue.edu.
Tax Credit Reporting

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

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

Bellevue University reports billing for the calendar year.

Stop Payment Charge

The University is not responsible for refund checks lost in the mail. In the event you do not receive your refund check and you wish Sallie Mae to issue a new check, a stop payment fee (currently $25) will be deducted from your student account prior to issuing a new check.

Stop payment requests on refund checks will only be processed once the check has been missing for 10 business days from date of mailing.

Financial Obligations

All financial obligations to Bellevue University need to be paid in full before official transcripts or diplomas are released. If you are past due, you may be denied continuation of your classes/program, future enrollment, or participation in commencement.

Financial Aid

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

Federal Work-Study allows you to work and earn money. Student loans and loans to parents for you must be repaid. In general, all U.S. citizens and eligible non-citizens enrolled in an approved degree program may apply for financial aid. Refer to the student eligibility criteria listed on the front of the Free Application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Bellevue University School Code is 002538). Some scholarships are available if you do not qualify for other forms of financial aid. The University uses the federal methodology formula to determine financial need. You are encouraged to submit a FAFSA as early as possible after January 1.

Financial assistance disclosure information is available from any staff member of the Financial Aid Office or OneStop Service Center during normal operating hours. This information also is available on the University website.

The Financial Aid Office prepares a personalized need analysis for each student interested in receiving aid. Individualized need analysis assures you full consideration for all types of assistance for which you may qualify.

Determination of sources and amounts of your financial assistance is made through calculation of:

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

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

Financial aid materials are contained on the Bellevue University website. Please begin the application process for financial aid eight to twelve weeks prior to the start date of your desired program. For additional information, please contact the OneStop Service Center at 1-800-756-7920, opt. 0, or OneStop@bellevue.edu.

Financial Services Philosophy

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

Federal Work-Study Program
This program provides financial assistance through part-time employment on and off campus. You may participate in the work-study program if you have documented unmet need. A work-study award is the total amount of money that you may earn during the school year. If you are hired in a work-study position, your earnings are drawn from the work-study award. Depending on hours worked during the year, you may or may not earn the total amount awarded. Federal Work-Study offers off-campus community service job opportunities in a variety of fields and locations. Please contact the Financial Aid Office for work-study assistance early in the school year, as positions are limited.

Scholarships
The overall University scholarship program awards both needs- and merit-based scholarships. These are awarded to incoming freshmen, transfer and exceptional upper-class, undergraduate students already in attendance. There are a few options available for Graduate and PhD students. Academic scholarship requirements vary by the source of funding; however awards are generally based on a combination of factors with scholastic achievement being the primary. Other considerations may include a student's involvement in extracurricular activities, community service, personal recommendations and financial need. There are also special ability scholarships awarded in selected areas such as athletics, art and special projects. For scholarship consideration that requires financial need, students will need to process a FAFSA. These applications are available through the Student Financial Services Office and online in the Financial Services section of bellevue.edu.

Scholarship funds are provided through a variety of sources and donors. Applications are reviewed throughout the academic year and specific deadlines are posted on the individual scholarships. Bellevue University utilizes STARS online for its scholarship application system. Students can manage their own information, apply for multiple scholarships and check award status from any computer. The link to STARS Online can be found online in the Financial Services section of bellevue.edu under Scholarships.

In determining specific priorities for the award of University based/funded scholarships, we will evaluate students using the following guidelines:

- Student must plan on matriculating on a full-time basis.

In determining specific priorities for the award of Donor based/funded scholarships, we will evaluate students using the following guidelines:

- Student must plan on matriculating on a full-time basis.

First priority and preference is given to local, Nebraska residents.

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

- Student needs to be a first-time freshman enrolling at the University directly after high school.
- Student needs to meet the specific academic requirements for the scholarship.
- Student needs to enroll on a full-time basis and remain enrolled full-time for each term, within each academic year at the University.
- Student will be required to successfully complete a number of additional programmatic pieces each term in order to maintain the scholarship.

Financial Aid Policies
Class Attendance/Attendance Verification Policy
Prior to release of financial aid funds, the University must verify you have attended and participated in an academically related activity in each of the classes in which you are enrolled. Federal regulations define academic related activities as physically attending a class with direct interaction between the instructor and students, submitting an academic assignment, taking an exam, an interactive tutorial, participating in an online discussion about academic matters, etc. If attendance cannot be verified, all Title IV funds (Pell Grants, student loans, and other grants or scholarships) will not be disbursed. If you receive financial aid and do not continue attending classes (family emergency, illness, etc.), you need to notify your Academic Advisor immediately. If you fail to attend or the faculty member fails to provide attendance information
to the Registrar’s Office, the Financial Aid office will place your financial aid on hold until attendance verification is received. If attendance is not verified, Title IV funds will be cancelled and students will not be eligible.

**Academic Transcripts**

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

**Overlapping Enrollment**

When a student receives financial aid at more than one college or university during the same academic period, an overlapping loan period may occur. In the case of overlapping loan periods, financial aid eligibility at the second institution may be affected by the amount of aid received at the first institution. If you have an overlapping enrollment period (even one day), it can severely impact your financial aid eligibility. Contact your student financial services counselor with questions about overlapping enrollment periods.

**Degree Status**

To be eligible for financial aid at Bellevue University, you need to be degree-seeking.

**Enrollment Status**

**Undergraduate Students:**

- **12 Week Term**
  - Full-time = 8 credit hours
  - 3/4 Time = 6 credit hours
  - 1/2 Time = 4 credit hours

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

- **6 Month Term (Flexxive Programs)**
  - Full-time = 12 credit hours
  - 3/4 Time = 9 credit hours
  - 1/2 Time = 6 credit hours

**Graduate Students:**

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

Computer proficiency tests and ELAC/CLEP/DSST/NYU Foreign Language Proficiency credits do not count toward enrollment status for financial aid purposes. Enrollment status (full, 3/4, 1/2) determines eligibility for grant and loan money.

Financial need is determined by subtracting expected family contribution plus other financial aid from cost of attendance. Cost of attendance is determined by enrollment status.

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

**Independent* Student Full-time Example**

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Tuition, Fees, Books</td>
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<tr>
<td>Living Expenses</td>
<td>$4,000</td>
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<tr>
<td>Total Cost of Attendance</td>
<td>$12,000</td>
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<tr>
<td>Expected Family Contributions</td>
<td>$0</td>
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<tr>
<td>Financial Aid (Pell Grant)</td>
<td>$3,000</td>
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<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
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<tr>
<td>Financial Need</td>
<td>$4,000</td>
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</tbody>
</table>

This example means this student may have loan eligibility of $5,000.

**Dependent* Student Full-time Example**

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<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$5,000</td>
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</tbody>
</table>

This example means this student may have loan eligibility of $5,000.

**Independent* Student Half-time Example**

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<tbody>
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<tr>
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<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$4,000</td>
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</tbody>
</table>

This example means this student may have loan eligibility of $4,000.

**Dependent* Student Half-time Example**

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<tbody>
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<tr>
<td>Living Expenses</td>
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<tr>
<td>Total Cost of attendance</td>
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</tr>
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</tr>
<tr>
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<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

This example means this student may have loan eligibility of $1,000.
* By federal definition, you are an Independent Student if you meet at least one of the following:
  • are at least 24 years of age
  • are a veteran of the U.S. Armed Forces
  • are serving on active duty in the U.S. Armed Forces for purposes other than training
  • are enrolled in a graduate program
  • are married
  • are a ward of the court/orphan
  • have children who receive more than half of their support from you
  • have dependents (other than children or spouse) who live with you and who receive more than half of their support from you

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

Financial Aid for Cohort Programs
These programs can start every month; therefore, the payment/loan period will be specified by a separate calendar provided to you at enrollment.

If your program spans over two academic years/financial aid award years (July 1 to June 30), you will be required to complete two FAFSA forms (one for each corresponding aid years). The Student Aid Reports that result will be used to determine student eligibility to include loans/grants (if eligible) for each term during a specific financial aid award year. If you, because of ineligibility or personal choice, decide not to use financial aid for a portion of your program, but then later become eligible or choose to accept aid you may apply for that enrollment period only, using the appropriate FAFSA for the current award year.

Co-Enrolled and Consortium Students
Federal financial aid regulations stipulate that you cannot receive aid at more than one institution for any given period of enrollment (such as a quarter or semester). You may receive financial aid at Bellevue University while also taking classes at another regionally accredited post-secondary school. Bellevue University must have a consortium agreement with the other school and the classes must count toward your degree requirements at Bellevue University.

In order to complete this process you will need to complete the Co-Enrollment/Consortium Forms: bellevue.edu/financial-services/content/pdfs/consort-release.pdf. You will also need to complete the Certificate for Student to Enroll at Other Institution, Financial Aid Release Form, and submit an official copy of your registration/enrollment from the non-funding Institution.

Your enrollment at Bellevue University and the non-funding Institution are compiled together to determine your enrollment status and financial aid eligibility.

It is your responsibility to resolve your balance at the both institutions. Bellevue University will not pay any of your financial aid directly to the other Institution.

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

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

The documents that we accept to verify your tax information have changed based on policy changes from the U.S. Department of Education. Either a tax transcript from the IRS or your FAFSA filed using the IRS Data Retrieval Tool are the only two ways to verify tax data. It is strongly recommended that the IRS Data Retrieval Tool be used to download your tax information onto your FAFSA. If you have filed your taxes with the IRS, you should log into your FAFSA at www.fafsa.ed.gov and make a correction to use the IRS Data Retrieval Tool to update your tax information. If you do not, or cannot use the IRS Data Retrieval Tool, you will be required to obtain a tax transcript from the IRS and submit it to the Financial Aid office. Personal copies of tax returns can no longer be accepted.

The fastest way to request your Tax Transcript is either by phone or online. Please make sure you request a Tax Transcript. DO NOT request a Tax Account Transcript or Record of Account.

Ordering a Tax Transcript by Phone:
Call the IRS at 1-800-829-1040, then select a prompt:
  > Option 2 (Personal Income Taxes)
  > Option 1 (Tax History)
  > Option 2 (Tax Return Transcript)
  > Enter and verify Social Security number (if joint return both SSNs required)
  > Enter and verify number of street address
  > Press 2 for Tax Transcript and indicate which year

Ordering a Tax Transcript Online:
Go to www.irs.gov, then select the following:
  > Click “Order a Tax Return or Account Transcript” located in the left-hand column
A book waiver allows eligible students to purchase all or a portion of their books from the Bellevue University Bookstore using their excess financial aid funds. The amount spent is then added to the student’s tuition account to be paid for when their aid is disbursed to their student account.

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

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

No earlier than 30 days prior to a student's class start, a student can contact the OneStop Service Center at 1-800-756-7920, opt. 0, or OneStop@bellevue.edu.

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

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

Pell Grants

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

You may be eligible for a Pell Grant if:

- you are an undergraduate student and have not received a bachelor's or professional degree, or you are in a postgraduate teaching certificate program
- you are a U.S. citizen or eligible noncitizen
- you have a valid Social Security number
- you have registered with the Selective Service if you are a male between the ages of 18 and 25
- you have a high school diploma or GED or recognized equivalent
- you have financial need
- you make satisfactory academic progress once enrolled
- you have not defaulted on a federal student loan or owe repayment of a federal student aid grant

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

If you are convicted under federal or state law for the sale or possession of drugs while you are receiving a Pell Grant or other federal student aid, you may become ineligible for federal aid and your grant may be suspended. See Student Aid Eligibility to find out what to do if you are in this situation.

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

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

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

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

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

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

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

Whether you have used all of your Federal Pell Grant eligibility or only half, please be conscious about the lifetime limit of the Federal Pell Grant when changing majors and/or scheduling classes.

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

For example:

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

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

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

You will be notified by The Department of Education via e-mail if you appear to be Federal Pell Grant eligible and have reported Federal Pell Grant disbursements that are in excess of 450% of their Federal Pell Grant lifetime eligibility.

### Tracking Your Lifetime Eligibility Used on NSLDS

You can find your Lifetime Eligibility Used for the federal Pell Grant by going to [www.nslds.ed.gov](http://www.nslds.ed.gov) and creating a student account. NSLDS, the National Student Loan Data System, tracks your lifetime Pell Grants, loan usage and overpayment status. If you have loans, you may also view how much you owe and to whom.

#### The National Student Loan Data System (NSLDS)

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


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

**Step 4** – Enter your Social Security number (SSN), the first two letters of your last name, your date of birth, and your PIN to confirm your identity.

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

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

### Entrance Counseling

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

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

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

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

### Student Loan Disbursement

Federal regulations require student loans to be disbursed equally throughout the student's enrollment period and that disbursements are made per term. Disbursement dates are determined by the program or term in which you are enrolled. Disbursement dates are approximately two weeks after the beginning of each semester to allow time for class attendance verification. First disbursements will be delayed for 30 days for first-time, first-year borrowers. Contact the Financial Aid or BRUIN, Student Portal for more information on specific dates.

You will be notified in writing when student loan money arrives at Bellevue University. In accordance with the Family Education Rights and Privacy Act (FERPA), information regarding arrival of loan proceeds are not discussed over the phone.
Withdrawing or Dropping Classes
You may find it necessary to withdraw/drop from the University before the end of a term. If you drop a class or totally withdraw, you may cease to be eligible for financial aid or for a refund. A portion of the financial aid may have to be recovered and refunded (sent back) to the appropriate federal program. Federal regulations may require you to repay part or all of the grant money you were given under the return of Title IV funds rule. You are encouraged to seek solutions to academic problems by utilizing the advising resources available through the Office of Student Affairs.

When considering withdrawal from the University, consult with your instructors and Academic Advisor first to determine if this is the best course of action. Withdrawals could impact your student account, financial aid, tuition assistance, and veteran benefit status. Your withdrawal date is the date you began the institution’s withdrawal process or officially notify the institution of your intent to withdraw, or your last date of attendance at a documented academically-related activity. See the Academic Information Section for more information.

Official Withdrawals
(See Withdrawing or Dropping Classes section above)
When you officially withdraw from all classes for the term, the Financial Aid Office will perform three steps in calculating how much of your Federal Financial Aid must be returned to the U.S. Department of Education or a student loan lender. This process is not related to the institutional refund policy that may be in effect at the time of your withdrawal.

Step 1 – We determine how much aid you are entitled to, or have “earned” by attending classes. The date that you start the withdrawal process and drop all classes is the official withdrawal date, and will be used to calculate the percentage of time you were enrolled in the term and how much aid you are entitled to receive. The calculation used for this policy will use the total number of calendar days you attended divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more). The amount of aid includes funds actually disbursed plus those funds authorized but not disbursed at the time you withdrew.

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

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

There are special rules for the return of money that you have received:

Loan proceeds – You (or your parent, in the case of PLUS loan), repay the proceeds according to the terms of the promissory note.

Federal grants (Pell/SEOG) – Fifty percent of the amount due in the return calculation is expected to be returned to the appropriate grant program. You need to repay these funds to Bellevue University within 45 days of notification, or make arrangements for repayment with the U.S. Department of Education. After 45 days, you will be placed in overpayment status and will not be eligible for further Title IV funds until this situation is resolved. Once the returned amount is determined, the federal funds must be returned in an order specified by law. This order is: Unsubsidized Federal Stafford loan, Subsidized Federal Stafford loan, Federal Perkins loan, Federal PLUS loan, Federal Pell Grant, and Federal SEOG, and other Title IV Programs. Federal Work-Study earnings are not affected. Below is an example of the Return of Federal Funds procedures if you officially withdraw. Copies of this and other samples of Return of Title IV Funds calculations are available from the Financial Aid Office.

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

Step 1 – The student has earned 41 percent (34 days/83 days = 41 percent) of the financial aid that he/she already received. The amount of aid the student received was $900 (Total aid was $2,800 minus institutional charges of $1,900 leaves $900). The institution has earned the same 41 percent of the $1,900 it kept.
Step 2 – The unearned percentage is 59 percent (100 percent - 41 percent = 59 percent). This is the percentage of federal funds that must be returned to the Title IV programs. The total to be repaid to the Title IV programs is $1,652 (Total Federal Aid is $2,800 multiplied by 59 percent equals $1,652). The amount of unearned aid, which must be returned by Bellevue University is $1,121 ($1,900 institutional charges multiplied by 59 percent equals $1,121). The amount of unearned aid that must be returned by the student is $531 ($900 refunded to student multiplied by 59 percent equals 531).

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

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

Exit Counseling

Exit Counseling is a mandatory information session which takes place when you graduate, transfer or stop attending Bellevue University at a less than half-time enrollment status. The exit counseling session explains your loan repayment responsibilities and when repayment begins.

Exit Counseling is available online at studentloans.gov or in person.

For questions on your student loans contact your lender, servicer, or guarantee agency. For serious problems or unresolved disputes contact the Department of Education Student Loan Ombudsman at 877-557-2575 or studentaid.ed.gov

Satisfactory Academic Progress (SAP)

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

The Federal Title IV Programs governed by this policy include: Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Stafford (Subsidized and Unsubsidized) Loans, and the PLUS loans. The State grant program governed by this policy is the Nebraska Opportunity Grant (NOG).

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

1. Qualitative Component

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

<table>
<thead>
<tr>
<th>Hours attempted</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-29</td>
<td>1.4 or better</td>
</tr>
<tr>
<td>30-44</td>
<td>1.6 or better</td>
</tr>
<tr>
<td>45-59</td>
<td>1.8 or better</td>
</tr>
<tr>
<td>60 +</td>
<td>2.0 or better</td>
</tr>
</tbody>
</table>

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

2. Pace Component

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

3. Maximum Time-Frame Component

Students at Bellevue University are required to complete their degree in a maximum time frame.

Non-accelerated undergraduate programs – The completion of these undergraduate programs will take no longer than six years of full-time attendance. A 1/2 time student will take no longer than twelve years to complete an undergraduate program. An explanation will be required of students who exceed 144 semester hours (six years x 24 credit hours = 144 credit hours).

Accelerated programs – The completion of these undergraduate programs will take no longer than two years of full-time attendance.

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

These standards apply to all periods of enrollment including those in which financial aid was neither applied for nor received. These standards must be met for the student to be eligible for any of the Federal Title IV Student Aid Programs. Students who do not meet minimum requirements will be suspended from receiving consideration for financial aid.

The Financial Aid office uses warning, probation, and suspension statuses. While every student situation is unique, and appeal outcomes are determined on a case-by-case basis, the financial aid office uses the following guidelines when reviewing satisfactory academic progress. These guidelines are followed for both graduate and undergraduate students.
First offense – Warning – Appeal needed
A Financial Aid warning lasts one term, during which time the student can still receive Title IV funds.

Second offense – Probation – Appeal needed
If the student is on already on a warning and fails SAP again, they may be placed on probation. Financial Aid probation lasts one term, during which time the student can still receive Title IV funds, but they may be limited.

Third offense – Suspension – Appeal needed
If the student is already on probation and fails SAP, they may be placed on Financial Aid suspension. Once the student is placed on suspension, they will no longer be eligible for financial aid until their cumulative grade point average meets standards, at which point the student will need to complete a FA Reinstatement Appeal to become eligible for Title IV funds again.

Procedures for Appeals
Any student who exceeds the above stated time limits will be required to submit in writing an explanation of the mitigating circumstances to the Financial Aid Appeal Committee, and will be sent an appeal request via email. The student should address the Financial Aid Appeal Committee in writing, stating the reason(s) for failure to make satisfactory progress, and provide an explanation of how they plan to demonstrate SAP for their next period of enrollment. If the Financial Aid Appeal Committee determines that mitigating circumstances exist, they will reinstate the student's financial aid and inform the student of any special restrictions via email.

A student must also submit a FA Reinstatement Appeal if they had previously been placed on suspension and wish to become eligible for Title IV funds again. The student should address the Financial Aid Appeal Committee the reasons for their request and any supporting documentation to support their request.

The Financial Aid Appeal Committee will be comprised of two Student Financial Services Specialists and the Director of Regulatory Compliance and Reporting, or his designated representative.

Incompletes, Withdrawals, Repetitions, and Audits

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

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

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

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

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

Procedures for Satisfactory Progress Review:
The Financial Aid Office will review each student's academic progress at least once a year:

• For all students, the qualitative component is checked at the end of each student's term. Two separate queries (term level and disbursement level) identify any student who has not met the minimum qualitative components upon completion of their term and any student with an upcoming disbursement.

• For all students, the pace component is checked at the end of each payment period (winter, spring, and summer). A query identifies any student who has less than 66.66% successful completion of prior terms.

• At the beginning of the new aid year, the Financial Aid office will run a query to identify any student who had an outstanding appeal checklist item from the previous aid year. This will ensure that any student who has not yet completed an appeal for the previous aid year will not be awarded or disbursed any aid until they complete the appeal.

Deferment
A deferment allows you to postpone loan repayment. The federal government pays the interest charges during the deferment period on subsidized loans. You are responsible for the interest accrued during deferment on unsubsidized loans. You may delay paying interest charges by capitalizing the interest, thereby increasing the loan amount. Most federal loan programs allow you to defer loans while attending school a minimum of half time. Deferrals of principal and interest also are available for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service (deferment forms are available from your
lender, servicer, guarantee agency, or the Student Financial Services Office). Deferment is not permitted for loans in default. If you wish to defer your loans, please contact your lender(s) on the steps to complete that process as each lender is different. If you have in school deferment loan paperwork to completed please send your request to the Registrar’s office to complete.

Forbearance
A forbearance is the temporary postponement or reduction of student loan repayment while interest charges continue to accrue, even on subsidized loans. You must pay the interest charges during the forbearance period. Forbearances are granted at the lender’s discretion, usually in cases of extreme financial hardship or other unusual circumstances when you do not qualify for a deferment. Forbearance is not permitted for loans in default.

Study Abroad
Contact the Financial Aid Office if you intend to study abroad. You will be required to provide the Financial Aid Office with documentation of your application for admission and acceptance to your choice of a study abroad school. This documentation will indicate class(es) to be taken, enrollment period, and relevant cost for the program. You will provide written confirmation from the appropriate faculty/Dean that your study abroad classes will transfer to Bellevue University toward your degree completion. You will complete a Certificate for Dual Enrolled Students and submit to the Financial Aid Office.

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

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

Academic and Student Resources

Academic Advising
Academic Advisors at Bellevue University work with students as part of an evolving educational partnership dedicated to each student’s academic success and specific to each student’s needs. The University is committed to an academic advising program that guides students to discover and pursue life goals while encouraging them to become engaged self-directed learners and responsible citizens. All degree seeking students are assigned an Academic Advisor. Each Bellevue University student can find contact information for his or her Academic Advisor in the BRUIN Portal under “My Info.”

Academic Advisors offer a variety of services, and the student should connect with their Academic Advisor on a regular basis for assistance in meeting their educational goals. Academic Advisors can help with the following:

- Degree completion planning and goal setting.
- Utilizing BRUIN and Student Self-Service.
- Filing appeals and addressing concerns.
- Referral to academic support services.
- Transferring credit from another institution.
- Conferral and Commencement registration.

For more information about working with your Academic Advisor, please visit Academic Advising at bellevue.edu/current-students/academic-advising.aspx.

Bellevue Real-Time User Information Network (BRUIN)
BRUIN provides secure online access to account information and web services at the University. Upon completion of an application, your BRUIN account is created. As you progress through admissions, become a student, and graduate, BRUIN provides resources to meet your educational needs. See bellevue.edu for more information.

Career Services Center
As part of the Office of Student Affairs, the Career Services Center offers a variety of programs, activities, and services to assist you with any of your career-related questions. Whether you are unsure of what career or academic major to pursue, are considering a career change, or are seeking that “right” job or internship, dedicated career coaches are available to help you. In addition, the Career Services Center brings employers and students together through its annual career fair and career information day, on-campus recruiting programs, online job posting system called the JobZone, and online recruiting system, offered in partnership with the Nebraska College Recruiting Consortium. Individual career coaching is available via in-person meetings, email and phone calls. You will also find a wealth of information and resources on the Career Services Center website: bellevue.edu/careerservices.
Disability Services
Bellevue University is committed to ensuring programs are readily accessible to and usable by people with disabilities. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Bellevue University prohibits disability discrimination, and assures equal opportunity to access the institution, to include participation in educational activities and access to academic programs.

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

Further information regarding Disability Services is available at bellevue.edu/services/disability-services.aspx or visit the Disability Services office on Bellevue University’s main campus.

Disability Services
R. Joe Dennis Learning Center, Room 538
Phone: 402-557-7422 or 402-557-7417
Fax: 402-557-5405
Email: disability@bellevue.edu

Hollis and Helen Baright Bookstore
Operated by Follett, the bookstore specializes in textbooks, school supplies, and promotional items. The store is also accessible if you study online, offering online ordering of required texts and materials at bellevue bkstr.com.

Intercollegiate Athletics
Bellevue University is a member of the National Association of Intercollegiate Athletics (NAIA), an organization of small colleges and universities. The University also is a member of the Midlands Collegiate Athletic Conference (MCAC). The MCAC includes colleges in Iowa, Nebraska, Kansas, Oklahoma, Missouri, and Arkansas. The University’s mascot is Brutus, the Bruin Bear. The University competes in men’s basketball, baseball, men and women’s soccer, men and women’s golf, women’s volleyball and softball. If you are a freshman interested in participating in athletics, you will need to meet two of the three requirements listed below:

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

As a transferring or continuing student, you will need to accumulate a minimum of 24 institutional credit hours, the two immediately previous terms of attendance and maintain a 2.0 grade point average to participate in athletics. The University’s sports programs are designed to allow student-athletes to participate in athletics while attending classes and working toward a degree in a specific area of study. Athletic scholarships are available at the coach’s discretion for student-athletes planning to be involved with any of the below mentioned intercollegiate sports.

For specific information, see Admission of Athletes section and contact the Athletic Department at 402-557-7058.

Baseball
Bellevue University’s baseball program began in 1968 and since has emerged as a national powerhouse. The Bruins have made the national tournament 15 of the past 18 years since winning the NAIA World Series in 1995, and finishing as national runner-up in 1997. The 1995 championship was the first of its kind for any Bellevue University athletic program, and remains the only one to this day.

Basketball
The Bruin basketball team has qualified for the NAIA Division II national tournament 12 times since its first appearance in 1998, finishing as the national runner up in 2004 and 2008. In 2007, the Bruins completed their most successful regular season posting a 32-2 record and finishing the regular season ranked No.1 in the country—a first for a Bellevue University athletic team. The 2009 team advanced to the Elite Eight and the 2010 team advanced to the Final Four.

Men’s Golf
In its inaugural season in 2011-12, the Bellevue men’s golf team qualified for the NAA National Tournament after winning the MCAC Tournament title. Head coach Rob Brown was named the MCAC Coach of the Year. Men’s golf is currently ranked No. 1 in the nation in the Golf World/Nike Gold Coaches Poll. The Bruins won three-straight tournament to conclude the 2012 fall season.

Women’s Golf
The Bellevue University women’s golf team began competing in the 2011-12 academic year. The Bruins won the MCAC Tournament as well as three other tournament titles in BU’s first season of competition. Shelly Liddick was named the MCAC Coach of the Year and Ana Laura-Gomez was crowned MCAC Player of the Year. The women’s golf team won three of five tournaments during the 2012 fall campaign.

Softball
The Bruin softball program began in 1997, making its first of five national tournament appearances a season later, in 1998. The softball program has reached the regional tournament 11 times, winning nine regular season conference titles and 10 conference tournament titles. The Softball program averages more than 35 wins per season.
Men’s Soccer
The men’s soccer program was introduced in 1995, and has since enjoyed great success. The Bruins have won the regular-season conference championship seven times and the conference tournament five times – 2005, 2006, 2007, 2008, and 2009. In 2008, the Bruins qualified for the national tournament for the first time in school history and finished the regular season ranked No.6 in the country.

Women’s Soccer
Since its inception in 1994, the Bruin women’s soccer program has enjoyed its greatest success in recent years. In 2006, the team won its first-ever conference tournament title, tying a school record with 16 victories and ranked as high as No. 10 in the country. In 2007, the program laid claim to its first regular-season conference title. The Bruins qualified for the program’s third-straight national tournament in 2012 and have won three-straight conference tournament titles.

Volleyball
The Bruin volleyball program began in the mid-80’s as a club team and was added as an intercollegiate program in the early 1990s. The program has won six of the last seven conference tournament titles and four-consecutive regular-season conference titles (2007, 2008, 2009, and 2010). The volleyball team has made seven national tournament appearances, including six straight, and finished the 2008 season ranked No. 4 nationally, the highest final ranking for Bellevue volleyball to date.

International Programs
International Programs exists to serve international students. International Programs staff members are available to provide comprehensive services focused on your success. These services include: international student admissions, new student orientation, arrival assistance, cultural adjustment workshops, guidance and support regarding F-1 visa requirements, benefits, and responsibilities, and a welcoming environment. Please visit the International Programs section of bellevue.edu or the International Programs office on Bellevue University’s main campus in the Administrative Services Building for more information.

Library
The Library provides access to computerized and web-based resources along with the training facilities to teach you how to effectively use these resources. Bellevue University and its professional librarians provide the academic services necessary to support and maintain quality undergraduate, graduate, and online education. Access is available electronically through a shared online catalog (eCatalog), with Grace University. Online access to information is provided free of charge to you and faculty of Bellevue University through various databases. Visit the “Database Services” portal for a full listing of databases at bellevue.edu/library. These databases can be searched through the “Discovery Search tool” capable of searching all available full-text databases or those by academic subject area.

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

Copyright Center – The Copyright Center was established in the spring of 2007 to provide information including: the University’s copyright policy, links to copyright websites, copyright permission request form, process flowchart, FAQs, HEOA Compliance, features, tutorials, videos and images. The Copyright Center can be found on the library webpage at http://libguides.bellevue.edu/copyright.

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

Text-A-Librarian – Send questions and receive answers from the library through text messaging. Text “BULibrary” to 66746 for instructions.

E-Reserves – A powerful and easy-to-use electronic reserve system you can access online any time.

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

Journal Holdings – This list of the library’s electronic and print periodical titles gives you a simple way to find information from among all our databases and journals.

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

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

Internet-Based Tutorials – 62 online tutorials to explore on topics such as: Copyright, FERPA, HIPAA, Counseling, etc.

Digital Archives – These print and digital materials were created by the University for students, faculty, staff, and alumni. Items include newsletters, news clippings, books, documents, videotapes, microfilm, photographs, DVDs, and CDs.

Turnitin.com – In your classes, you may use this web tool, recognized worldwide as the standard in online plagiarism prevention.

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

You may borrow library materials with your Bellevue University ID card. A reciprocal borrowing agreement allows you to check
out materials from 30 other Nebraska College and University libraries if materials are not available at Bellevue University. Community users may obtain borrower’s cards for an annual fee. Staff will assist you with many aspects of information retrieval. Reference librarians provide formal instruction to classes and can help you with your research projects. Materials not owned by the library may be borrowed for a small fee through Interlibrary Loan.

Other valuable resources include: “More Than Books” newsletter, Facebook fan page (facebook.com/bellevue-library), “Facts From the Stacks” BLOG, and Pinterest (pinterest.com/bellunivlibrary). For more information regarding the library and its services, stop in or contact us at 402-557-7314, or email library@bellevue.edu, or visit bellevue.edu/services/library.aspx.

New Student Orientation (NSO)

Participation in NSO is the first step in becoming a successful Bellevue University student. NSO is held on the main campus prior to each Fall and Spring term. NSO eases your transition to Bellevue University by helping you become more familiar with the physical layout of campus and support services available. NSO attendees also have the opportunity to meet administrators, faculty, staff, and fellow classmates. The knowledge you acquire and relationships you begin to form at NSO will help you achieve your educational goals. We invite you to make the most of your Bellevue University experience!

OneStop Service Center

The OneStop Service Center was launched in January 2012 and is located in the Welcome Center of the John B. Muller Administrative Services Building on the main campus. The center provides prospective students, current students, alumni, and visitors with an array of services to resolve their most common questions related to Bellevue University. OneStop support is also available via the following methods:

- Phone: 1-800-756-7920, and option 0.
- Email: OneStop@bellevue.edu
- Web: Visit OneStop

Professional Enrichment Program (PEP)

The goal of the Professional Enrichment Program (PEP) is to enhance persistence and increase student retention by offering workshops that instill the confidence students need to take control of their lives through collaborative efforts across work areas, such as utilization of the Career Services Center, Library, and Study Skills Program. PEP offers workshops centered on providing success strategies in: balancing work, family and school; interviewing; library use; managing finances; networking; resume writing; study skills; test-taking strategies; and time management. If you are interested in the program or workshops, please send your request to pep@bellevue.edu or call 402-557-7024.

Prior Learning Assessment (PLA)

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

Student Center

The Margre H. Durham Student Center was renovated in 2012 and is a focal point for student activities. The building accommodates social, recreational, and leisure-time needs and interests. The Student Center is the main location for functions sponsored by the Student Advisory Council. Facilities and offices located in the Student Center include the Cafeteria, Quiet Lounge, Game and Resource rooms, Safety and Student Activities Offices.

Center Rental – The building can be reserved for any student, faculty, or staff, as well as for off campus groups. The facility seats persons requiring a convenient place where social functions can be conducted. Facilities may be rented for meetings, training sessions, or private functions. For information, call 1-800-756-7920, option 0.

Student Clubs, Organizations, and Activities

The Student Experience Manager leads University Student Activity efforts in partnership with faculty, staff, and student leaders. Together, they sponsor special events, as part of your BRUIN Experience throughout the year. Events and activities such as BRUIN Week, BU Tailgates, and other student activities are offered to support the mission and vision of the institution and enhance your student experience. Current active student clubs and organizations are as follows: Alpha Chi, American Marketing Association, Campus Crusade for Christ, Institute of Management Accountants (IMA), Bellevue University International Club (BUIC), Multicultural Club, Pi Gamma Mu, Sports Management Club, Student Veterans Organization (SVO), and Student Advisory Council. For more information regarding the listed student clubs, organizations, or upcoming events, please visit bellevue.edu.

Student Email Accounts

All Bellevue University students receive a lifetime email address. This is a secure email account and the primary method of communication with your instructors and other university departments. University email account usage is subject to policies outlined in the policies section of this catalog on page 9.

Study Abroad

International Education Programs at Bellevue University offers affordable and immersive study, volunteer, service-learning
and internship programs to Bellevue University students throughout Latin America, Europe, and Africa. IEP academic programs offer experiences for a wide variety of majors and include direct-enrollment programs at large prestigious universities abroad.

Students can earn credit that will count towards their degree. The credits may transfer back as pass/fail, electives, upper division credits within any given major, or core curriculum/general education hours, and skill sets prior to entering the working world. Studying abroad is an incredible way to gain real world experience in a particular academic field or future profession.

Customized internship and volunteer abroad opportunities offered by IEP allow students and recent graduates to focus their academic studies, gain relevant work experience, and immerse themselves in the workplace and society of a foreign country. Service-learning and volunteer abroad opportunities in developing countries around the globe provide students with intercultural experiences and opportunities for meaningful travel.

For more information on destinations and types of experiences offered, contact the IEP Study Abroad office at 402-557-5084 or via email at studyabroad@bellevue.edu.

**Test Center**

The Bellevue University Test Center is a National Test Center that offers CLEP, DSST, New York University (NYU) Foreign Language Proficiency exams, and Computer Proficiency tests to earn college credit. Additionally, the Test Center staff administers make-up exams, online tests, Math and English placement exams, the Miller Analogy Test (MAT), and correspondence tests. To schedule a test appointment email testing@bellevue.edu or call 1-800-756-7920, ext. 557-7428. The Test Center provides support for online courses requiring proctored exams. If you reside in the Greater Omaha area, you are required to take your exams at the main campus or at the Lozier campus Test Center. If you live outside the Greater Omaha area, you need to nominate a test proctor who meets the Test Center guidelines. For additional information about the testing services offered, please visit bellevue.edu/testcenter.

**Tutor and Study Skills Program**

Tutoring and study skills assistance are available to students and alumni free of charge Tutoring is available in a variety of subject areas including: Accounting, Algebra, Business, CIT/CIS, Science, and Statistics. Assistance with study skills includes: time management, concentration, note taking for textbooks and lectures, and effective study habits. Tutor sessions are available in a variety of formats: Email, in person, Skype and telephone. Walk-in tutoring is available on a first-come, first-served basis. Peer tutors are available for either hour or half-hour sessions. To schedule an appointment, visit www.rich37.com/bellevue, stop by the Tutor Center, which is located in the Learning Commons area, or call 1-800-756-7920, ext. 557-7430. Visit bellevue.edu/tutoring for additional information regarding the Tutor and Study Skills Program.

**Wellness Center**

The Venteicher Wellness Center is committed to providing events and education that meet the needs of the Bellevue University community, including health, fitness, and student activities. The facility is free of charge to you with your student ID.

**Writing Center**

The Writing Center serves all students, faculty, and staff. Writing assistance is available in the Learning Commons area of the Library Center on the main campus, or by email at writing@bellevue.edu. Writing Center consultants are not proofreaders; they focus on helping you develop skills that will lead to successful writing in the future. For more information, email writing@bellevue.edu, call 402-557-5449, or visit bellevue.edu/writingcenter.
# Courses, Degrees, and Programs

## Undergraduate Degree Offerings

<table>
<thead>
<tr>
<th>Majors</th>
<th>Degree</th>
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<tbody>
<tr>
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<td>Non-Profit Management</td>
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<td>Nursing RN to BSN</td>
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<td>Project Management</td>
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<td>Psychology</td>
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<td>Security Management</td>
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<td>Sociology</td>
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<td>Software Development</td>
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<td>Sports Management</td>
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<tr>
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<td>Systems and Network Administration Program</td>
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<td>Web Technologies</td>
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Bellevue University • 2013/2014 • Academic Catalog
Undergraduate Degree Requirements

Undergraduate Degrees

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

All degree programs are designed to provide both breadth and depth in academic experience. You are required to complete the General Education Core providing background and foundation knowledge to build academic excellence and career flexibility. In addition to the General Education Core, you will complete a major in at least one academic area. Courses taken in a major area may also meet the General Education Core requirements. It is highly recommended that you complete as many of the General Education Core courses as possible during your freshman and sophomore years. This will provide you with the foundation needed to be successful in your upper-level courses.

Note: Bachelor of Business Administration degree General Education requirements are deliberately designed within the prescribed courses. Successful competition of all courses will satisfy the General Education requirements for the BBA.

Bachelor’s Degree Requirements

To graduate, you will need to:

1. Provide verification of high school completion or the equivalent.
2. Complete a minimum of 127 credit hours (Bachelor of Science, Bachelor of Arts) and have an overall grade point average of 2.0 or higher in courses taken at Bellevue University; the Bachelor of Business Administration requires 120 hours; the Bachelor of Fine Arts requires 132 hours; the Bachelor of Applied Science requires 124 hours.
3. Complete the General Education Core, including the Kirkpatrick Signature Series.
   - Bachelor of Business Administration degree General Education requirements are deliberately designed within the prescribed courses. Successful competition of all courses will satisfy the General Education requirements for the BBA.
4. Complete the requirements for a major in at least one academic area and have a grade point average of 2.5 or higher in the major area courses.
5. Meet residence requirement of 30 unique credit hours at Bellevue University.
   - BBA degree programs require 60 hours to be completed in residence.

6. Complete at least 30 hours of upper-level credit (300-400) overall:
   - Business Administration Major – 21 upper-level credit hours must be completed in residence and in your major.
   - Accounting Major – 24 upper-level credit hours must be completed in residence and in your major.
   - All other majors – 12 upper-level credit hours must be completed in residence and in your major.

Non-Degree Status

If you wish to transfer credits from Bellevue University to another institution, for personal or career enhancement, you may enroll as non-degree seeking student.

If you are changing status from a “non-degree seeking” to “degree-seeking,” please complete a degree-seeking application with the Enrollment Management Department. You will be subject to the requirements for graduation contained in the catalog in effect at the time you become “degree-seeking.” If evaluation and review of your credentials indicates that you have misrepresented yourself, your admission, registration, and degree status may be invalidated.

Academic Credit Evaluation

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

Undergraduate Degree Residence Requirements

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

1. If you wish to earn a degree, you are required to have at least 30 credit hours of in-residence courses at Bellevue University; including a minimum of 12 hours in upper-level (300-400) courses in your major area (24 hours for Accounting and 21 hours for Business Administration Majors). Online and in class courses count toward residence hours; PLA credits, transfer hours, or credits earned through testing do not count toward residence.
2. If you wish to earn a second degree, residence requirements dictate that you complete an additional 30 credit hours in residence, earned after conferral of your first degree.
Second Bachelor’s Degree

If you are seeking a second bachelor’s degree, you need to meet the following requirements:

1. Complete all requirements of the first bachelor’s degree.
2. Apply for and receive the first bachelor’s degree.
3. Complete an additional 30 credit hours in residence, earned after conferral of your first degree.

Complete all GPA, major and other academic and procedural requirements in effect at the time of enrollment in a second bachelor’s degree program. Two degrees of any type may not be awarded simultaneously.

Declaring a Major

Each candidate for graduation must select a major. It is strongly recommended that this selection be made by the end of the sophomore year. A decision will facilitate Academic Advising for the junior and senior year program. You should officially declare a major field of concentration by the time you have completed 60 credit hours.

Majors are classified in two ways:

- Single – To major in a single area of study, you are required to complete all the courses specified by that area in addition to the General Degree Requirements.
- Multiple – To earn a degree with a major field of concentration in more than one area of study, you will need to fulfill the General Degree Requirements and the requirements of each major field selected. Your permanent records will reflect each major area.

Prerequisite for the Accelerated Major

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

1. Possess an associate’s degree, or 60 semester hours completed with a grade of “C-” or higher from an accredited institution of higher learning. Please submit copies of official transcripts. You will need to order and submit official transcripts as soon as possible;
2. Some programs require students to be currently employed in a work setting where the academic content of the major can be applied (your admissions counselor with advise you accordingly);
3. Some programs require students to possess three years of significant work experience relevant to the major (your admissions counselor with advise you accordingly); and
4. Submit an Application for Admission, completed, signed, and accompanied by the $50 processing fee

NOTE: Specific majors may have additional requirements which can be found under your specific major’s requirements.

After meeting these qualifications, you will be granted full admittance. If you do not meet the qualifications for full academic acceptance, you will be considered by the Admissions and Standards Committee, which may approve exceptions on an individual basis. You will be notified of the committee’s decision.

Minors

Selection of a minor is not a graduation requirement. To have a minor posted to your Bellevue University transcript, you will need to complete 9 credit hours in residence.

Declaring a Minor

Academic minors are available to enrich your educational focus as an undergraduate. A minor is a recognized group of courses in a specific discipline that enhances general learning, complements the your major, or improves your prospects for employment. You should consult with a faculty advisor from the appropriate area of study about minor selection. Minors typically require between 18 and 27 credit hours to complete. Minors require a minimum GPA of 2.5, 9 upper-division credit hours, and three courses (9 credit hours) in residence at Bellevue University (excluding the business minor). Upper-level courses need to represent 6 of the residence credit hours.

Minors are not available in Accelerated Bachelor’s Degree Completion Programs.

Emphases

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

Certificates of Completion

Certificates of completion are awarded for a set of courses that define a specialization that is generally recognized in the workplace. A certificate of completion is not an academic award, but rather an acknowledgement or recognition of your learning in a content domain. The courses will be included on your transcript, and upon request, on a printed certificate of completion.
The General Education Core and The Kirkpatrick Signature Series

Mission
The General Education Core is central to the mission of Bellevue University. It serves to develop the broad knowledge, skills, values, and attitudes commonly held by educated people, and necessary to the full participation in the responsibilities of citizenship.

Purpose
The General Education Core courses help you acquire the skills, conceptual and factual knowledge, and ability to conduct structured inquiry as a foundation to all the areas of knowledge commonly held by educated persons, and that permit full understanding of the material presented in the various major courses of study offered by the University. They furthermore provide the necessary foundation for lifelong learning.

General Education Core

(36 credit hours)

All credit hours are stated in semester hours. To complete the requirements of the general education core individual courses may be packaged into five 9 credit cluster courses.

NOTE: Bachelor of Business Administration degree General Education requirements are deliberately designed within the prescribed courses. Successful competition of all courses will satisfy the General Education requirements for the BBA.

Basic Communication (BC) (9 credit hours)
The study of skills required for effective oral and written communication.

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

Human Behavior (HB) (6 credit hours)
The application of the scientific method to the study of society and of human behavior and mental processes.

• Anthropology (any course/s)
• Psychology (any course/s)
• Sociology (any course/s)

Human Civilization (HC) (6 credit hours)
The study of the changes in and varieties of culture – a society’s practices, beliefs, and values – from prehistoric to contemporary times.

• Culture (any course/s)
• Geography (any course/s)
• History (any course/s)

• International Studies (any course/s)
• Political Science (any course/s)
• Women’s Studies (any course/s)

Human Expression (HE) (6 credit hours)
The study of the means by which human beings communicate their understanding of their times and use symbol systems to create meaning and share it across time.

• Art (any course/s)
• Art History (any course/s)
• Communication (any course/s)
• Graphic Design (any course/s)
• Foreign Languages (any course/s)
• Humanities (any course/s)
• Literature (any course/s)

Human Thought (HT) (3 credit hours)
The use of reason to speculate on the nature of reality.

• Economics (any course)
• Philosophy (any course)

Natural Science (NS) (3 credit hours)
The application of the scientific inquiry to the study of physical processes.

• Any Natural Science Course (Biology, Chemistry, Physics, or select course clusters)

Mathematics (MA) (3 credit hours)
The study of critical thinking and quantitative relationships

• Intermediate Algebra (MA 101 or IGEN 102 Using Critical Thinking with Mathematics and Statistics)
• a more advanced skill-level mathematics course (excludes MA 100 and MA 140 – Business Math)

The Kirkpatrick Signature Series (9 credit hours)
The study of democratic theory, of the application of its conception of equal rights and liberty to all citizens, of the economic system most coherent with it, and of the responsibilities that accompany human freedom. Must be taken through Bellevue University and may not be applied to any other area of the core.

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

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

<table>
<thead>
<tr>
<th>Majors</th>
<th>Degree</th>
<th>Accelerated</th>
<th>Online</th>
<th>Cohort</th>
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<tbody>
<tr>
<td>Acquisition and Contract Management</td>
<td>MS</td>
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<tr>
<td>Clinical Counseling</td>
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<td>Computer Information Systems</td>
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<td>Cybersecurity</td>
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<td>Finance</td>
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<td>Human Services</td>
<td>MA</td>
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<td>International Security and Intelligence Studies</td>
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<td>Justice Administration and Crime Management</td>
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<td>Leadership and Coaching</td>
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<td>Management of Information Systems</td>
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<td>Managerial Communication</td>
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<td>Master of Business Administration</td>
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<tr>
<td>Master of Healthcare Administration</td>
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<td>Master of Project Management</td>
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<tr>
<td>Master of Public Administration</td>
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<tr>
<td>Security Management</td>
<td>MS</td>
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## Graduate Degree Requirements

### Graduate Master Degrees

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

All credit hours are stated in semester hours.

To receive your graduate degree, you are required to:

1. Meet all admission requirements;
2. Complete all curriculum requirements listed in the assigned University catalog;
3. Pass all degree-required graduate courses with a grade of "C" or better;
4. Attain an overall GPA of 3.0 or higher in your current program.

### Master Degree Residence Requirements

To receive your graduate degree, you are required to have at least 30 credit hours in residence courses at Bellevue University (online courses are in residence).

### Second Master Degree

After earning a graduate degree from Bellevue University, to receive a second graduate degree, you need to:

1. Complete all requirements of the first graduate degree;
2. Apply for and receive the first graduate degree;
3. Complete a minimum of 18 additional graduate credit hours from Bellevue University, with the exception of the Master of Science in Clinical Counseling (MSCC), which requires a minimum of 12 additional graduate credit hours—only for MSHS 48 credit hour degree from Bellevue University;
4. Complete all GPA and other academic procedural requirements in effect at the time of enrollment in a second graduate degree program.

Two graduate degrees may not be awarded simultaneously.

### Concentrations

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

• Human Capital Management (Ph.D.)

To receive your graduate degree, you are required to:

1. Meet all admission requirements;
2. Complete all curriculum requirements listed in the assigned University catalog;
3. Pass all degree-required graduate courses with a grade of “C” or better;
4. Complete a maximum 6 credits with a grade below a “B”.
5. Attain an overall GPA of 3.0 or higher in the doctoral degree program.

Doctoral Degree Residence Requirements

1. Have at least 54 credit hours in residence courses at Bellevue University (online courses are in residence);

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

Modes and Methods of Earning Credit

Formats

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

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

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

NOTE: Programs are offered in class and online

Flexxive℠ – Exclusive to Bellevue University, Flexxive℠ is a new learning model that ensures mastery of the knowledge and skills required to advance in the workplace. Flexxive℠ is designed for the student to progress through 6-month terms at their own pace while still getting the Instructional Team support needed to be successful. Additionally, there are no textbooks to purchase and students only pay for the first 12 credits they take during a term—with no additional cost for adding more courses.

Flexxive℠ students can move quickly through subjects they have already mastered while also having the ability to slow down when life happens or when more time is needed to master a subject. There are no weekly requirements or assignment deadlines. The only requirement is that students must complete all their courses by the end of the 6-month term.

The Flexxive℠ BBA is 120 credit hours and all terms are 6 months in length. Any pre-earned 60 credit hours plus the 60 credit hours in the BBA major make up the degree. General education requirements are built into the 60 hours of the BBA major, so there are no additional courses to take.

The Flexxive℠ Instructional Team is comprised of the Primary Instructor, Secondary Instructor, Student Coach, and Reader.

Your Faculty Instructor is the person who will have the most contact with you. They are there to answer any questions and will closely monitor your progress through a dashboard of indicators. Your Faculty Instructor will reach out to you periodically to discuss any issues you might be facing.

Your Student Coach serves as both your Academic Advisor and Student Financial Counselor, and is responsible for all enrollment and registration matters, your financial plan and your overall academic plan. This person will also monitor your progress and work closely with your Faculty Instructor. Your Student Coach will contact you when you reach specific milestones and is your go-to person if you need to get connected with campus services.

Your assignments will be graded by your qualified Reader. The Reader is separate from your Faculty Instructor to ensure timely feedback. The Reader will use a pre-determined set of expectations to evaluate your work; the same set of expectations you will receive when you enter the program. The Reader will submit feedback within 24 hours.

Course Delivery Format

The following are course delivery formats offered by Bellevue University:

• Face-to-face delivery on a Bellevue University campus, satellite or outreach centers, corporate locations, or other college sites.
• Online delivery via Bellevue University’s online learning platform.
• Blended delivery combining face-to-face and online modes.

Other options for earning credit are described below.

Transfer of Undergraduate Credits or Degrees

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

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

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

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

Specific articulation requirements between the first and second degree include:

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

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

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

Transfer of Graduate Credits

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

Application of Transfer Credit and Credit for Nontraditional Learning

You may earn academic credit for learning you acquired through sources other than college classes and/or be granted credit for college-level learning acquired outside of a regionally accredited college setting. Assessment of such learning will be conducted or validated by Bellevue University based on the standards promulgated by nationally recognized educational agencies such as the American Council on Education (ACE), the Council of Adult and Experiential Learning (CAEL), the North Central Association of Colleges and Schools-Higher Learning Commission (NCAS-HLC), and the Council for Higher Education Accreditation (CHEA). In addition to satisfying the General Education Core, you will be required to complete the Kirkpatrick Signature Series.

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

1. Bellevue University courses.
2. Transfer credit, with a grade of "C-" or higher, from other accredited post-secondary institutions, or earned as part of an associate or bachelor degree. The Kirkpatrick Signature Series courses must be completed in residence.
3. Credits from CLEP, DSST, NYU Foreign Language Proficiency exams, Computer Proficiency tests, or ACT/RCE testing (see pages 41-42).
4. Credits accepted through Experiential Learning Assessment (ELA).
5. Credits accepted by articulation agreement with Bellevue University.
6. ACE high school Advanced Placement tests.
7. Military experience and training.
8. Other accredited and approved forms of learning.

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

**CLEP/DSST Testing**

CLEP and DSST offer more than 80 testing opportunities to earn college credit. CLEP and DSST scores are Pass or Fail; they do not affect GPA.

Detailed information about CLEP and DSST such as the tests offered, the number of credits you may earn, the required score, and important links to the CLEP and DSST web sites may be found at bellevue.edu/testcenter. You may contact your Academic Advisor, your Enrollment Counselor, or the Test Center for information about these testing programs and associated credit.

**Computer Proficiency Tests (CPT)**

These 12 tests include Access, Excel, Power Point, and Word tests are available in Beginner, Intermediate, and Advanced level. These tests have been designed to assess your knowledge of the Microsoft 2010 Office Suite applications. These tests fulfill lower level elective credit and match the proficiency needed to pass a Beginner, Intermediate, or Advanced college course. The tests are computer based, and scores are immediately available. CPT scores are Pass or Fail; they do not affect GPA. Please review the additional information about Computer Proficiency exams at bellevue.edu/testcenter.
Prior Learning Assessment

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

Transfer Credits – applied via the Office of the Registrar
Testing – administered through the University Test Center
Experiential Learning Assessment – administered through Career Services

You may earn credit for college-level learning achieved through work, outside activities, and life experiences. Credit granted for nontraditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University GPA. This learning may be evaluated for credit through testing. ELA students present life experiences in the form of a portfolio and are required to complete a credit course.

The Registrar, in accordance with University policy, will determine whether such credits satisfy major, core, or general elective requirements toward a bachelor’s degree. Please visit bellevue.edu or email ela@bellevue.edu for more information.

Independent Study

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

New York University (NYU) Foreign Language Proficiency Exams

NYU Foreign Language Proficiency exams are ordered from NYU by the Test Center. The entire process of ordering, administering, and receiving results may take up to 16 weeks. NYU Foreign Language Proficiency exams are Pass or Fail; they do not affect GPA. NYU Foreign Language Proficiency exams consist of four components: listening skills, composition, translation to English, and translation from English. All exams must be completed within two hours.

Bellevue University is an authorized test center for NYU Foreign Language Proficiency exams, which offer the opportunity to earn college credit for advanced learning in foreign languages. Please see Foreign Language Proficiency Exams for a complete list of languages.

NOTE: French, German, and Spanish are available as CLEP exams.

Topics Courses

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

Course Clusters

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

Online Courses and Programs

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

• provides a highly interactive learning experience
• utilizes assessment technology with feedback from you, your peers, and your instructor
• integrates applied concepts in the learning process
• sets and monitors participation levels for you and your instructors
• treats the classroom as a dynamic, resource-rich environment that takes you beyond the limits of traditional classroom walls to become an information-age learner
By using the easy-to-follow links, you can:

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

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

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

* System maintenance excluded
** All courses are conducted in English

Academic Information

Academic Classification
The number of semester credit hours earned determines your academic classification.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29 hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59 hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 hours and above</td>
</tr>
</tbody>
</table>

Course Numbers

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

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

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

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

700-799 – entry doctoral level courses for students enrolled in Ph.D. programs or Human Capital Certificate programs.

800-899 – upper and seminar level doctoral courses for students enrolled in Ph.D. programs or Human Capital Certificate programs.

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

Class Load – Undergraduate Traditional Programs

The normal class load for undergraduate students is 9 credit hours per session. If you wish to carry more than the maximum at any given time, you must obtain permission from your Academic Advisor and the Dean of your college, or designated representative, prior to registration.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Max. w/out permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status*</td>
<td>8</td>
</tr>
<tr>
<td>International</td>
<td>9</td>
</tr>
<tr>
<td>Normal Class load</td>
<td>12</td>
</tr>
<tr>
<td>Max. w/out permission</td>
<td>15</td>
</tr>
</tbody>
</table>

You should keep in mind that most courses require two hours of study outside the classroom for every hour of class instruction.

* To be considered full-time status, you must be enrolled in at least 8 credits day or evening, or a combination between the two sessions must equal 8. International students, you must be enrolled in at least 9 credits to be full-time, and are only allowed one online course per term.

Class Load – Graduate Traditional Programs

The normal class load for graduate students is 6 credit hours per session. If you wish to carry more than the maximum at any given time, you must contact your Academic Advisor. Your Academic Advisor will then contact the Dean of your College, or designated representative, to obtain the written permission prior to registration. Once your request has been reviewed, your Academic Advisor will contact you with the decision.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status</td>
<td>6</td>
</tr>
<tr>
<td>International</td>
<td>6</td>
</tr>
<tr>
<td>Part-time status</td>
<td>3</td>
</tr>
<tr>
<td>Max. w/out permission</td>
<td>7</td>
</tr>
</tbody>
</table>

The normal class load for doctoral students is 6 credit hours per session. If you wish to carry more than the maximum at any given time, you must contact your Academic Advisor. Your Academic Advisor will then contact the Dean of your College or designated representative, to obtain permission prior to registration. Once your request has been reviewed, your Academic Advisor will contact you with the decision.

During dissertation, students must take at least 3 credit hours to be active.
Class Load – Undergraduate Cohort-Based Programs

If you are enrolled in an undergraduate program, you are considered a full-time student when enrolled in 8 semester credit hours or more (International Students – 9 semester credit hours). If you are a graduate student in a cohort-based program, you are considered full-time when enrolled in 6 semester credit hours or more per term.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Day</th>
<th>Evening</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status*</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>International</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Normal Class load</td>
<td>12</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Max. w/out permission</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

Class Load – Graduate Cohort-Based Programs

<table>
<thead>
<tr>
<th>Graduate</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status</td>
<td>6</td>
</tr>
<tr>
<td>International</td>
<td>6</td>
</tr>
<tr>
<td>Max. w/out permission</td>
<td>7</td>
</tr>
</tbody>
</table>

Class Load – Flexxive Program

If you are enrolled in a Flexxive℠ program, you have the ability to register for 9 to 30 credit hours per term. If you elect to take more than 21 credit hours in a term appropriate academic permission is required. Contact your Academic Advisor for more information and schedule recommendations.

<table>
<thead>
<tr>
<th>Flexxive Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status*</td>
<td>12</td>
</tr>
<tr>
<td>3/4 time status</td>
<td>9</td>
</tr>
<tr>
<td>Normal class load</td>
<td>15</td>
</tr>
<tr>
<td>Max. w/out permission</td>
<td>21</td>
</tr>
</tbody>
</table>

Change of Schedule

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

Students may drop/add a class through the first week. For more information, please contact the OneStop Service Center at 1-800-756-7920, option 0, or OneStop@bellevue.edu.

If you are an undergraduate student in an accelerated major or graduate student in a cohort program and wish to drop/add, you must work with your Academic Advisor.

Changes of schedule may affect your financial aid. You must work closely with your Student Financial Counselor to minimize the impact of the rescheduling on financial aid and tuition payment schedules. Written authorization from Student Accounts indicating prior financial arrangements for tuition payment will be required for completion of the rescheduling process. Tuition for courses following the reschedule is assessed at the current tuition rate. Please see the Student Financial Services section on page 18.

Withdrawal/Dropping a Course

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

Withdrawals usually impact your accounts, financial aid, tuition assistance, and veterans’ benefits status; thus you are encouraged to consult with your student financial counselor prior to withdrawal.

Responsibility for Withdrawal

You are responsible for initiating and ensuring the withdrawal process is complete. If you have not received a confirmation of the withdrawal, please contact the OneStop Service Center at 1-800-756-7920, option 0, or OneStop@bellevue.edu. If you wish to withdraw from a class after the “last day to withdraw or change to audit,” you must obtain your Dean’s approval through your Academic Advisor.

If you are an international student, you must secure authorization from an Academic Advisor prior to any course load adjustment.

Withdrawal from a Program

Prior to withdrawing from a program, you are encouraged to meet with your professor and your Academic Advisor, to discuss alternatives. If you must withdraw from an accelerated, cohort-based program you will follow the withdrawal schedule as stipulated in your financial agreement. You may initiate the withdrawal through your Academic Advisor; however, it is your responsibility to ensure the proper withdrawal forms are provided to the Student Accounts Office.
If you experience dramatic changes in your work or life situations during the year, your academic goals may be affected. You are encouraged to meet with your major professor, and with your Academic Advisor, to discuss alternatives.

If you have medical or family health issues, you are encouraged to contact Disability Services. If you are an international student, prior to contacting Disability Services, please confer with the Immigration Specialist to determine if you are eligible for a medical hardship or other exception available to F-1 visa students.

**Attendance**

All academic programs require active participation. You are encouraged to contact your instructor when you are absent from class. For more information please see your applicable course syllabus.

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

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

**NOTE:** Missing two or more classes without approval from the instructor could be grounds for administrative withdrawal.

**Administrative Withdrawals**

An instructor may recommend administrative withdrawal if your failure to attend class threatens your academic progress.

Administrative withdrawal is an academic, not a disciplinary matter, and therefore, is governed by the established procedures described in the appropriate policy statements of the University. Upon the recommendation of the instructor, you may be administratively withdrawn after accumulating frequent unexcused absences or for non-participation. For more information on administrative withdrawals, please contact your Academic Advisor.

**Medical Hardship/Compassionate Withdrawal Policy**

You may submit a request for a medical hardship withdrawal and/or a compassionate withdrawal in extraordinary cases in which serious illness or injury (medical hardship) or another significant personal situation (compassionate) prevents you from continuing your classes in a particular term, and arrangements with instructors for an extension or incomplete grade are not possible. The medical hardship withdrawal policy is not intended to apply in situations of chronic or ongoing medical, emotional, or psychological distress. To the extent that University policy applies in compliance with the Americans with Disabilities Act, if you have a chronic or ongoing medical, emotional, or psychological condition, you may apply to the Disability Services Specialist.

You must submit a Medical Hardship/Compassionate Withdrawal request within the subsequent term of the requested term to your Academic Advisor. You can secure more information about the University’s Medical Hardship and Compassionate Withdrawal Policy from your Academic Advisor. Prior to withdrawing, you are strongly encouraged to visit with your Academic Advisor to discuss possible options in lieu of withdrawal.
Grading Systems and Policies

Grading System

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

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

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

- **P** Pass – Used on a limited basis for specified courses. It is not calculated in your GPA
- **N/NP** No Pass – Work fails to meet minimum requirements. No academic credit awarded. It is not calculated in your GPA
- **W** Official Withdrawal – Indicates official withdrawal from the course. It is not calculated in your GPA
- **AU** Audit – No academic credit awarded
- **I** Incomplete – If you are assigned a grade of “I” or Incomplete, this is not calculated in your GPA. It is a temporary grade the instructor gives at the end of the course to indicate that you have not completed the required coursework. Your instructor will provide a reasonable period of time to complete the required work – up to 12 weeks after the end of the class. If you do not complete the work according to the time frame specified by the faculty member, you will officially receive the grade you earned.

**Note:** Incompletes and audits are not accepted within the Flexxive program.

Pass/No Pass Courses

You may elect to take specified courses on a Pass/No Pass basis. Pass/No Pass courses count toward the credit hours required for graduation and toward the 30 credit hour residency requirement. However, Pass/No Pass courses do not count toward graduation honor calculations because no grade points are assigned.

Additional limitations on student elected Pass/No Pass courses are:

1. Courses elected on a Pass/No Pass basis are limited to those outside the General Education Core Curriculum (elective courses only) and to courses outside your major and/or minor, with the exception of those courses offered only on a Pass/No Pass basis.

In all Pass/No Pass courses, prerequisites must be met.

2. Some courses, beyond those discussed in item 1, will not be eligible for a Pass/No Pass basis. For specific exclusions, contact the appropriate Dean.

3. Approval to take a class as Pass/No Pass must be obtained from the appropriate College Dean no later than the last date to change a course to audit or withdraw. Approval to change a course from a Pass/No Pass to regular grading must be made within the same time frame.

4. The Pass grade indicates performance at a “C” level or above in all Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.

5. Professional seminars and workshops offered for credit may be awarded a grade of Pass/No Pass.

For additional information please contact your Academic Advisor.

**Note:** Pass/No Pass courses do not apply to the Flexxive program.

Auditing of Undergraduate Courses

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

You may audit a traditional undergraduate course by registering for the course as an “Audit” at the time of registration. Or you may request that your registration be changed from “credit” to “audit” at any time until the last date of withdrawal. The change must be approved, in writing, by the instructor of the course and the Registrar.
International students, or students enrolled in cohort, graduate, or Flexxive programs are not eligible to audit courses.

Repetition of Courses

Only coursework completed at Bellevue University is considered in the GPA for repeated courses. You may repeat a course to raise a previously earned grade. Only the highest grade earned is computed in the Grade Point Average (GPA), and course credits are counted only once toward the required hours for graduation. You may not retake an individual course after three failures (grade of “F” undergraduate-standing; “C-” or below graduate-standing). You will have to register for the new course and will be responsible for tuition, fees, and books. Courses taken at other institutions, for which a grade of “A” through “C-“ has been earned, are eligible for transfer to Bellevue University. However, if the transfer is a repeat of a failed course at Bellevue University, the original grade of “F” will remain on your record and your GPA will not be adjusted.

Grade Appeals

You have the responsibility and right to call to the attention of an instructor any grade which you believe to be in error. Before filing an official appeal to the administration, you must first meet with the instructor. If the instructor is no longer with the University, you must meet with the instructor’s director to seek clarification of the grade. If the grade is correctly recorded and you wish to appeal it, submit the initial written appeal of the instructor’s grade to the respective College Dean within 60 calendar days of the posting of grades in BRUIN.

Please note, the Dean may process your appeal in accordance with the colleges appeal procedure. The Dean has the authority to raise or lower the original grade that was assigned and has 15 days to respond to the appeal. A final appeal may be made to the University’s Chief Academic Officer, the Vice President for Academic Affairs, within 15 days of the Dean’s response. The Chief Academic Officer’s response is final.

Grade Point Average (GPA)

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

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

Dean’s List – Undergraduate Only

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

NOTE: Flexxive students are not eligible for the Dean’s List.

NOTE: The Dean’s List does not determine graduation honors.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date Range</th>
<th>Dean’s List Determined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 1 – Sept. 30</td>
<td>Feb. 1</td>
</tr>
<tr>
<td>Winter</td>
<td>Oct. 1 – Dec. 31</td>
<td>May 1</td>
</tr>
<tr>
<td>Spring</td>
<td>Jan – Mar 31</td>
<td>Aug. 1</td>
</tr>
<tr>
<td>Summer</td>
<td>Apr. 1 – July 31</td>
<td>Nov. 1</td>
</tr>
</tbody>
</table>
Academic Standard of Progress

To complete the requirements for degree conferral, you need to maintain a grade point average (GPA) that meets or exceeds a minimum Standard of Progress. The Standards of Progress stipulated in this catalog remain in effect for seven years from the date of matriculation. If you have not graduated in this seven-year period, you will be subject to the provisions of the next proceeding catalog.

### Academic Standing for Undergraduate Students

If you are not meeting the minimum standard of progress you will be placed on Academic Warning, Probation, or Suspension. See the corresponding table to determine your academic standing.

#### Undergraduate Minimum Standard of Progress

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Cumulative GPA</th>
<th>Academic Standings</th>
</tr>
</thead>
<tbody>
<tr>
<td>12–29</td>
<td>&lt; 1.4</td>
<td>Probation</td>
</tr>
<tr>
<td></td>
<td>1.4 – 1.99</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>&gt; 2.0</td>
<td>Good Standing</td>
</tr>
<tr>
<td>30–44</td>
<td>&lt; 1.6</td>
<td>Probation</td>
</tr>
<tr>
<td></td>
<td>1.6 – 1.99</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>&gt; 2.0</td>
<td>Good Standing</td>
</tr>
<tr>
<td>45–59</td>
<td>&lt; 1.8</td>
<td>Probation</td>
</tr>
<tr>
<td></td>
<td>1.8 – 1.99</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>&gt; 2.0</td>
<td>Good Standing</td>
</tr>
<tr>
<td>60+</td>
<td>&lt; 2.0</td>
<td>Probation</td>
</tr>
<tr>
<td></td>
<td>&gt; 2.0</td>
<td>Good Standing</td>
</tr>
</tbody>
</table>

**Academic Warning** is an action reminding you that graduation is impossible unless the academic record is improved. If you complete an academic session with a cumulative GPA less than the applicable minimum Standard of Progress, you will be placed on Academic Warning. As long as your GPA remains in this range, Academic Warning will continue.

**Academic Probation** occurs if you complete an academic session with a cumulative GPA less than the applicable minimum Standard of Progress. While on probation, you cannot register for more than the minimum number of hours recognized by the University as full-time status for a session.

You must contact your Academic Advisor to determine the exact number of hours and GPA needed to return to Good Standing before enrolling in your next session. While on Academic Probation you will have 8 credit hours to raise your GPA to acceptable standards or you will be placed on Academic Suspension.

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

**Academic Suspension** is an action that occurs if you are do not meet the cumulative 2.0 GPA required for graduation after taking 8 additional hours of coursework while on Academic Probation.

Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of your last session of enrollment prior to suspension.

### Graduate Academic Performance Standards (Masters and Doctoral)

The completion of a master’s degree program requires you maintain an overall GPA of 3.0 or better in the graduate program. Master’s degree students are required to have no individual course below a 2.0. Only courses in which you earn a 2.0 or better will be used to meet graduate degree requirements. Guidelines may be obtained from your Academic Advisor.

**Academic Standing for Graduate Students**

If you are not meeting the minimum standard of progress in your Master’s program, you will be placed on Academic Warning, Probation, or Suspension. See the corresponding table to determine your academic standing.
### Graduate Minimum Standard of Progress (Masters)

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Cumulative GPA</th>
<th>Academic Standings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–6</td>
<td>&lt; 2.0 Probation</td>
<td>&lt; 2.0 Warning &gt; 3.0 Good Standing</td>
</tr>
<tr>
<td>7–9</td>
<td>&lt; 2.25 Suspension</td>
<td>2.25 – 2.99 Probation &gt; 3.0 Good Standing</td>
</tr>
<tr>
<td>10–18</td>
<td>&lt; 2.5 Suspension</td>
<td>2.5 – 2.99 Probation &gt; 3.0 Good Standing</td>
</tr>
<tr>
<td>19–27</td>
<td>&lt; 2.75 Suspension</td>
<td>2.75 – 2.99 Probation &gt; 3.0 Good Standing</td>
</tr>
<tr>
<td>28 +</td>
<td>&lt; 3.0 Suspension</td>
<td>&gt; 3.0 Good Standing</td>
</tr>
</tbody>
</table>

**Academic Warning** is an early intervention status action reminding you that graduation is not possible unless you are meeting master’s academic standard of progress and your academic record is improved.

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

**Academic Suspension** is an action taken when your cumulative GPA falls below the Graduate Minimum Standard of Progress. Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of your last term of enrollment prior to suspension.

**Academic Standings for Doctoral Graduate Students**

If you are not meeting the minimum standard of progress in your Doctoral program, you will be placed on Academic Probation or Suspension. See the corresponding table to determine your academic standing.

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>Academic Standings</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 3.0 Probation</td>
<td>&gt; 3.0 Good Standing</td>
</tr>
</tbody>
</table>

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

**Academic Probation** is an action that occurs if you are not meeting the cumulative 3.0 GPA required for graduation after taking 9 additional hours of coursework while on Academic Probation.

Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of your last term of enrollment prior to suspension.
Academic Suspension Appeal for Undergraduate and Graduate Students
If you are placed on Academic Suspension, you have 15 days to file a written appeal if you wish to be re-admitted before your 12 month suspension period has ended. You are required to meet with your Academic Advisor when filing a suspension appeal. You will be informed of a decision within 15 days of receipt of the appeal. A final appeal may be made to the University’s Chief Academic Officer, the Vice President for Academic Affairs, within 15 days of the Dean’s response. The Chief Academic Officer’s response is final.

Graduation

Degree Conferral
Degree conferral is the official awarding of your academic degree. Degrees are conferred upon verification that all graduation requirements have been met. Degrees are conferred on the last day of each month. Diplomas will be mailed six to eight weeks after your degree has been conferred and you have completed a diploma order form. All financial and academic obligations to the University must be satisfied prior to receiving your diploma. For more information regarding degree requirements, please see page 36 for undergraduate degrees and page 39 for graduate degrees.

Commencement Ceremony
You are allowed to participate in only one commencement ceremony per degree. Your degree does not need to be conferred prior to participating. You are required to register by specific deadlines to participate in a commencement ceremony. For more information, please visit bellevue.edu/thebigday
• The deadline for registering to participate in the Winter Commencement is November 15.
• The deadline for registering to participate in the Spring Commencement is April 1.

Academic Regalia
The approved “regalia” consists of a black cap, a black gown for both men and women, and a tassel.
Ph.D. students will wear a doctoral hood and regalia and will have a formal hooting during the ceremony. Graduates receiving master’s degrees wear a master’s hood. Undergraduate participants meeting the criteria wear stoles designating honors, if applicable. All ceremony participants who have served or are currently serving in the United States Armed Forces wear red, white, and blue military recognition cords in addition to their commencement regalia. If you wish to wear items other than the approved regalia, you will need to submit a written request to the Chief Academic Officer 60 days prior to the commencement ceremony. If you fail to comply with standards for regalia, you will not be allowed to participate in commencement exercises.

Commencement Dates
All ceremonies begin at 9:30 a.m.
(All dates subject to change)
• 2014 Winter Commencement – Sat., Jan. 25, 2014
• 2014 Spring Commencement – Sat., June 7, 2014
• 2015 Spring Commencement – Sat., June 6, 2015
• 2016 Spring Commencement – Sat., June 4, 2016
• 2017 Winter Commencement – Sat., Jan. 28, 2017
• 2017 Spring Commencement – Sat., June 3, 2017

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

<table>
<thead>
<tr>
<th>Honors Distinction</th>
<th>Cumulative GPA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.95 and above</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.88 through 3.94</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.76 through 3.87</td>
</tr>
<tr>
<td>With Distinction</td>
<td>3.60 through 3.75</td>
</tr>
</tbody>
</table>

*60 credit hours in-residence

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

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

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

Alumni can access career and social networking sites and blogs at bellevue.edu/connected. To seek financial support and maintain the accuracy of mailing and electronic addresses, the University contacts alumni each year by phone. A complete listing and more details of alumni benefits at Bellevue University are at bellevue.edu/alumni-and-friends. To contact the Alumni Office, call 402-557-7293 or toll-free at (800) 756-7920 ext. 557-7293, or email alumni@bellevue.edu.

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Founder and CEO,
4119, LLC

Lynne Boyer
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Westin Foods

Michael S. Cassling
President and CEO,
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Thomas J. Clark
Mid-West Textiles

Larry J. Courtnage
Chairman,
C&A Industries

Henry Davis
President,
Greater Omaha Packaging Co., Inc.

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President and CEO,
Proxibid

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North Omaha Airport

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EFO Holdings, L.P.

Marshall Faith (Emeritus)
Chairman,
The Scoular Company

Daniel A. Hamann
Chairman,
Spectrum Financial Services, Inc.

Deryl F. Hamann (Emeritus)
Senior Partner,
Baird Holm LLP

Carey Hamilton
President,
Beardmore Chevrolet

Thomas Harvey
Assistant Superintendent,
Omaha Public Schools

Mary Hawkins
(ex officio) President,
Bellevue University

Robert S. Howard
Vice President-Investments,
Morgan Stanley Smith Barney

John F. Kotouc
Executive Chairman,
American National Bank

Michael C. Lebens
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Tenaska, Inc.

George A. Little
Chairman and CEO,
HDR, Inc.

Andrew C. Nelsen
President,
A.C. Nelsen Enterprises, Inc.

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

Murray Newman (Emeritus)
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J. Peter Ricketts
Founder,
Drakon LLC

H. Douglas Riley
Chairman,
Riley Resources, Inc.

Russell D. Rupiper
(ex officio) CEO,
Bellevue University Foundation

George W. Venteicher
KVI Associates, Inc.

Gordon T. Watanabe
President,
Nobbies, Inc.

Charles W. Wilson (Emeritus)
Civic Leader
Fall 2013/2014

Fall Session I
May 6 – Aug. 25, 2013 .................Registration
Aug. 26, 2013 ......................Classes Begin
Sept. 1, 2013 ..........Last Day for Late Registration/Adding Class
Sept. 2, 2013 ..............Labor Day - University Closed
Oct. 20, 2013 ..............Last Day to Withdraw from Class or Change to “Audit”
Nov. 16, 2013 .............Fall Session Ends

Fall Session II
May 6 – September 22, 2013 ..............Registration
September 23, 2013 ..................Classes Begin
Sept. 29, 2013 ..........Last Day for Late Registration/Adding Class
Nov. 17, 2013 ...............Last Day to Withdraw from Class or Change to “Audit”
Nov. 28, 2013 ........Thanksgiving Day - University Closed
Dec. 14, 2013 ............Fall II Session Ends

Winter 2013/2014

Winter Session
Sept. 9 – Nov. 24, 2013 .................Registration
Nov. 25, 2013 ................Classes Begin
Nov. 28, 2013 ........Thanksgiving Day - University Closed
Dec. 1, 2013 ........Last Day for Late Registration/Adding Class
Dec. 20, 2013 ........Holiday Break Begins at 8 a.m.
Jan. 3, 2014 ................Classes Resume
Jan. 25, 2014 ........Winter Commencement Ceremony
Feb. 2, 2014 ...............Last Day to Withdraw from Class or Change to “Audit”
Mar. 1, 2014 ..............Winter Session Ends

Spring 2013/2014

Spring Session
Mar. 10, 2014 ................Classes Begin
Mar. 16, 2014 ..........Last Day for Late Registration/Adding Class
May 4, 2014 ..............Last Day to Withdraw from Class or Change to “Audit”
May 26, 2014 ........Memorial Day – University Closed
May 31, 2014 ............Spring Session Ends
June 7, 2014 ........Spring Commencement Ceremony
Graduation conferrals occur monthly throughout the year.

Summer 2013/2014

Summer Session I
Mar. 24 – June 1, 2014 ...........Registration
June 2, 2014 ................Classes Begin
June 7, 2014 ...........Spring Commencement Ceremony
June 8, 2014 ..........Last Day for Late Registration/Adding Class
July 4, 2014 ............Independence Day – University Closed
July 20, 2014 ..............Last Day to Withdraw from Class or Change to “Audit”
Aug. 9, 2014 ........Summer Session Ends

Summer Session II
Mar. 24 – June 1, 2014 ...........Registration
June 2, 2014 ................Classes Begin
June 7, 2014 ...........Spring Commencement Ceremony
June 8, 2014 ..........Last Day for Late Registration/Adding Class
July 4, 2014 ............Independence Day – University Closed
July 20, 2014 ..............Last Day to Withdraw from Class or Change to “Audit”
Aug. 16, 2014 ........Summer Session Ends
Graduation conferrals occur monthly throughout the year.

Graduation conferrals occur monthly throughout the year.

Bellevue University • 2013/2014 • Academic Catalog
Fall 2014/2015

**Fall Session I**
Mar. 31 – Aug. 23, 2014 ..........................Registration
Aug. 25, 2014 .................................. Classes Begin
Aug. 31, 2014 .................................. Last Day for Late Registration/Adding Class
Sept. 1, 2014 .................................. Labor Day – University Closed
Oct. 19, 2014 ................................. Last Day to Withdraw from Class or Change to “Audit”
Nov. 15, 2014 .................................. Fall Session Ends

**Fall Session II**
Mar. 31 – Sept. 21, 2014 ..........................Registration
Sept. 22, 2014 .................................. Classes Begin
Sept. 28, 2014 .................................. Last Day for Late Registration/Adding Class
Nov. 16, 2014 .................................. Last Day to Withdraw from Class or Change to “Audit”
Nov. 27, 2014 .................................. Labor Day – University Closed
Dec. 12, 2014 .................................. Fall Session Ends

*Graduation conferrals occur monthly throughout the year.*

Winter 2014/2015

**Winter Session**
Sept. 8 – Nov. 22, 2014 ..........................Registration
Nov. 24, 2014 .................................. Classes Begin
Nov. 27, 2014 .................................. Thanksgiving Day – University Closed
Nov. 30, 2014 .................................. Last Day for Late Registration/Adding Class
Dec. 21, 2014 .................................. Holiday Break Begins at 8:00 a.m.
Jan. 5, 2015 .................................... Classes Resume
Jan. 31, 2015 .................................. Winter Commencement Ceremony
Feb. 1, 2015 .................................... Last Day to Withdraw from Class or Change to “Audit”
Feb. 28, 2015 .................................. Winter Session Ends

*Graduation conferrals occur monthly throughout the year.*

Spring 2014/2015

**Spring Session**
Mar. 9, 2015 .................................. Classes Begin
Mar. 15, 2015 .................................. Last Day for Late Registration/Adding Class
May 3, 2015 .................................. Last Day to Withdraw from Class or Change to “Audit”
May 25, 2015 .................................. Memorial Day – University Closed
May 30, 2015 .................................. Spring Session Ends
June 6, 2015 .................................. Spring Commencement Ceremony

*Graduation conferrals occur monthly throughout the year.*

Summer 2014/2015

**Summer Session I**
Mar. 23 – June 6, 2015 ..........................Registration
June 8, 2015 .................................. Classes Begin
June 14, 2015 .................................. Last Day for Late Registration/Adding a Class
July 4, 2015 .................................. Independence Day – University Closed
July 26, 2015 .................................. Last Day to Withdraw from Class or Change to “Audit”
Aug. 15, 2015 .................................. Summer Session Ends

**Summer Session II**
Mar. 23 – June 6, 2015 ..........................Registration
June 8, 2015 .................................. Classes Begin
June 14, 2015 .................................. Last Day for Late Registration/Adding a Class
July 4, 2015 .................................. Independence Day – University Closed
July 26, 2015 .................................. Last Day to Withdraw from Class or Change to “Audit”
Aug. 22, 2015 .................................. Summer Session Ends

*Graduation conferrals occur monthly throughout the year.*
# Index

## A

- 3D Library ................................................................. 32
- Academic Advising .................................................. 3, 4, 30, 37, 44
- Academic and Student Resources .................................. 30
- Academic Calendar .................................................... 60
- Academic Classification ............................................ 43
- Academic Credit Evaluation ........................................ 36
- Academic Honesty ..................................................... 8, 9
- Academic Information ............................................... 27, 43
- Academic Probation ................................................. 14, 16, 48-49
- Academic Progress ................................................... 28
- Academic Quality Improvement Program (AQIP) ............ 3
- Academic Regalia ..................................................... 50
- Academic Standard of Progress .................................. 48
- Academic Standing for Graduate Students ..................... 48
- Academic Suspension ................................................ 48-50
- Academic Transcripts ................................................ 23
- Academic Warning .................................................... 48-49
- Accreditation ............................................................ 3, 14, 41
- ACE .......................................................... 41
- A.C. Nelsen Computer Labs ........................................ 4, 62
- Active Learning ....................................................... 3
- Active Learning Emphasis .......................................... 3
- Additional Fees ....................................................... 18
- Additional Locations ................................................ 4
- Additional Policies ................................................... 20
- Administration Center, Durham (DUR) ....................... 4, 62
- Administrative Services Building, John B. Muller (MASB) 3, 32-33, 62
- Administrative Withdrawals ....................................... 45
- Admission of Athletes .............................................. 15, 31
- Admission of International Students ......................... 14-16
- Admission of International Students to Graduate Programs resemblance 16
- Admission of International Students to Undergraduate Programs .................................................. 14-15
- Admissions ............................................................. 7, 14-17, 37
- Advantage Partnership ............................................. 12
- Advising ............................................................... 3-4, 30, 37, 44
- Alcohol policy .......................................................... 5
- Alpha Chi ............................................................... 33
- Alumni Benefits ....................................................... 50
- Amendment of Educational Records .............................. 6-7
- American Council on Education (ACE) ......................... 41
- Annual Notification of Student Privacy (FERPA) ............... 6
- Appeals ................................................................. 9, 29, 47
- Application Fee ...................................................... 16, 18
- Application of Transfer Credit and Credit for Nontraditional Learning .............................................. 41
- AQIP ................................................................. 3
- Associate's Degrees ................................................. 41
- Athletes ................................................................. 15, 31
- Athletic Center, Gordon Lozier .................................... 4, 62
- Attendance ............................................................. 22-23, 25, 45
- Attendance Verification Policy .................................... 22
- Auditing ............................................................... 46
- Auditing of Undergraduate Courses .............................. 46
- Auditorium, Criss .................................................... 4, 62

## B

- Bachelor's Degree .................................................... 11-12, 36-37
- Bachelor's Degree Requirements ................................ 36
- Bachelor's Degree Transfer Agreements ......................... 12
- Background ............................................................ 3
- Baright Bookstore, Hollis and Helen ......................... 3, 31, 62
- Baseball ............................................................... 31
- Basketball ............................................................. 31
- Bellevue Real-Time User Information Network (BRUIN) .... 30, 44
- Bellevue University Information Literacy Development Interactive Tutorial .......................................... 32
- Board of Directors, Foundation .................................. 59
- Board of Directors, University ................................... 2, 58
- Bookstore ............................................................. 3, 25, 31, 62
- Book Waiver .......................................................... 25
- Broken Bow, Nebraska ............................................. 4, 64
- BRUIN ............................................................... 26, 30, 33, 44, 47
- BUILD IT ............................................................. 32

## C

- CAEL ................................................................. 41
- Career Services Center ............................................. 4, 30, 33
- CAS ................................................................. 2
- Cash-Self Pay ......................................................... 19
- Cell Phone and Pager Policy ...................................... 5
- Center Rental ........................................................ 33
- Certificates of Completion ......................................... 37
- Change of Schedule ................................................ 44
- CHEA ............................................................... 14, 41
- CIS ................................................................. 18, 34
- CIT ................................................................. 34
- Class Attendance ..................................................... 22
Application Fee ........................................ 16, 18
General College Fee .................................. 18
Late Payment Fee ........................................ 18-20
Returned Check Fee ..................................... 18
Tuition & Fees for Special Programs ................ 18
FERPA ....................................................... 6-10, 27, 32
Financial Aid ............................................. 7, 19, 21-24, 26-30
Financial Aid for Cohort Programs .................. 24
Financial Aid Policies .................................... 22
Financial Obligations .................................... 21
Financial Services Philosophy ....................... 21
Flexible .................................................... 13, 18-20, 23, 40, 44, 46-47
Forbearance .............................................. 30
Foreign Credential Evaluation Process ............ 15-16
Foreign Language Proficiency Exams ............... 42, 50
Formats .................................................... 40
Foundation ............................................. 3-4, 59
Foundation Board of Directors ....................... 59
Freeman/Lozier Library ................................. 3, 32-33, 62
Freshman Academic Achievement Scholarship .... 22
Full-Time Faculty ....................................... 51
General College Fee .................................. 18
General Education Core .............................. 2, 36, 38, 41, 46
General Education Core and the Kirkpatrick Signature Series .... 2, 38
GI Bill .................................................. 12-14, 19-20
Golf ....................................................... 31
Gordon Lozier Athletic Center ......................... 4, 62
Grade Appeals .......................................... 47
Grade Point Average (GPA) ......................... 47
Grading System ...................................... 46
Grading Systems and Policies ....................... 46
Graduate Academic Performance Standards ....... 48
Graduate Academic Performance Standards
(Masters and Doctoral) .................................. 48
Graduate Admission Requirements .................. 16
Graduate Degree Offerings ......................... 1
Graduate Degree Requirements ...................... 39
Graduate Doctoral Degree ............................ 40
Graduate Master Degrees .............................. 39
Graduate Students ..................................... 23, 48-50
Graduation ............................................. 50, 60-61
Grand Island, Nebraska .............................. 4, 65
Harassment Policy .................................... 8-9
Higher Learning Commission ....................... 3
Hitchcock Humanities Center (HUM) ............... 4, 62
Hollis and Helen Baright Bookstore ................. 31, 62
Humanities Center, Hitchcock (HUM) .............. 4, 62
Identity ................................................ 2, 26
Independent Study ................................... 42
Institute of Management Accountants ............. 33
Intercollegiate Athletics .............................. 15, 31
International Club .................................... 33
International Programs .............................. 15, 17, 32
International Students .............................. 14-16, 19, 44
Internet-Based Tutorials ............................. 32
Jeanne Clery Act ....................................... 10
John B. Muller Administrative Services Building (MASB) ...... 3, 33, 62
Journal Holdings ...................................... 32
Kirkpatrick Signature Series ......................... 2, 12, 36, 38, 41
Late Payment Fee .................................... 18-20
Learning Center ....................................... 4, 31
LibGuides .............................................. 32
Library ................................................. 3, 32-33, 62
Library Research Tutorials ......................... 32
Lincoln, Nebraska .................................... 4, 64
Loans .................................................. 25-26, 28
Locations ............................................. 4, 7
Lozier ................................................... 3-4, 34
Lozier Professional Center (West Omaha) ......... 4, 63
Main Campus ......................................... 62-63
Maps .................................................. 62
Margre H. Durham Student Center ................. 4, 33, 62
Master of Business Administration ................ 3, 39
Master of Business Administration (MBA) ....... 39
Master of Healthcare Administration (MHA) ....... 39
MBA .................................................... 2, 39
McCook, Nebraska .................................... 4, 65
Medical hardship ..................................... 45
Memorandum of Understanding .................... 13
Men’s Golf ............................................. 31
Men’s Soccer ......................................... 32
MHA ................................................... 39
Military Education and Training .................. 12
Military Students ..................................... 12
Military Tuition Assistance (TA) .................... 12-14, 19-20
Military Veteran Services Center (MVSC) ......... 4, 62
Minors ............................................... 37

Bellevue University • 2013/2014 • Academic Catalog 71
Mission .......................................................... 2, 38
MOU. .................................................................. 13
Multicultural Club ................................................. 33

N
New Student Orientation (NSO) ........................................ 33
New York University (NYU) Foreign Language Proficiency Exams ........................................ 34, 42
Non-Degree Status ................................................... 36
Non-Resident Bachelor's Degrees ................................... 41
NoodleBib ................................................................ 32
North Central Association of Colleges and Schools ......... 3
North Platte, Nebraska ............................................. 4, 66
NSLDS .................................................................... 6, 26
NSO ....................................................................... 33
Nursing Program Admission Requirements .................. 14

O
Official Withdrawals .................................................... 27, 29
Offutt Student Services ............................................... 13
OneStop ................................................................... 3, 20-21, 25, 33, 44
Online Courses and Programs ....................................... 42
Online Education Policy ............................................. 8
Online Technology ..................................................... 3
Organizational Tuition Assistance .................................. 19
Outreach and Partnerships ......................................... 11
Overlapping Enrollment ............................................. 23

P
Pass ..................................................................... 39-42, 46
Payment Options ....................................................... 19
Payment Plans ........................................................ 19
Pell Grants ................................................................ 22, 25-26
PEP ....................................................................... 4, 33
Personal Conduct Policy ............................................. 8
Ph.D. .................................................................... 2-3, 17-18, 40, 43, 49-57
Ph.D. Tuition .......................................................... 18
Pi Gamma Mu .......................................................... 33
PLA ....................................................................... 33, 36, 38, 41, 50
Policies .................................................................. 5, 9, 13, 20, 22, 24, 46

Policies
Additional Policies ...................................................... 20
Cell Phone and Pager Policy ......................................... 5
Clergy Act. ............................................................. 10
Computer and Network Use Policy ............................... 5
Copyright Protection Policy ........................................ 5
Drug/Alcohol policy .................................................. 5
Harassment Policy .................................................... 8-9
Online Education Policy ............................................. 8
Personal Conduct Policy ............................................. 8
Refund Policy ........................................................ 19
Student Academic Honesty Policy ............................... 8
Student Complaint Policy .......................................... 9
Student Email Policy ............................................... 9
Tobacco Free Policy ................................................ 9
University Policies ..................................................... 5
Withdrawal Policy .................................................... 45
Pre-Professional Programs ............................................ 14
Prerequisite for the Accelerated Major ......................... 37
Prior Learning Assessment (PLA) ............................... 33, 38, 42
Procedures for Appeals ............................................. 29
Professional Enrichment Program (PEP) ....................... 4, 33
Profile ................................................................. 3
Quiet Lounge .......................................................... 33
R
refund .................................................................... 18-21, 27
Refund Appeal .......................................................... 19
Refund Appeal Process ............................................. 19
Refund Policy .......................................................... 19
Refund Schedule ...................................................... 18
Refund Schedule for Tuition and Fees .......................... 18
Registration ............................................................ 19, 60-61
Rental ................................................................. 33
Repetition of Courses ............................................... 47
Reporting and Disclosure of Information ..................... 10
Request for Statement of Account ............................. 20
Responsibility for Withdrawal ................................... 44
Returned Check Fee ................................................ 18
Return of Federal Funds ......................................... 27-28
Riley Technology Center (RTC) .................................. 4, 62
R. Joe Dennis Learning Center (LCN) ........................ 4, 31, 62
ROTC .................................................................... 13
Rotert Building (ROT) ............................................. 4, 62

S
SAP ...................................................................... 28-29
Schedule ............................................................... 18, 44
Scholarship Program ................................................ 11
Scholarships .......................................................... 22
Scottsbluff, Nebraska .............................................. 4, 66
Second Bachelor's Degree ........................................... 37
Second Master Degree .............................................. 39
Servicemembers Opportunity College (SOC) ............... 13
Signature Series ....................................................... 2, 12, 36, 38, 41
Sioux City, Iowa ..................................................... 4, 67
Sioux Falls, South Dakota ......................................... 4, 68
SOC ..................................................................... 13

72 Bellevue University • 2013/2014 • Academic Catalog
Soccer ......................................................... 32
Softball ......................................................... 31
Solomon Amendment .......................................... 7-8
South Omaha .................................................. 11
South Omaha Community Scholarship Program .......... 11
Specialized Instruction Fees ..................................... 18
Standards of Progress ........................................... 48
Stop Payment Charge ........................................... 21
Student Academic Honesty Policy ................................ 8
Student Activities ............................................. 4, 33
Student Advisory Council .................................... 33
Student Center, Margre H. Durham ......................... 4, 33, 62
Student Clubs .................................................. 33
Student Clubs, Organizations, and Activities .......... 33
Student Complaint Policy .................................... 9
Student Email ................................................ 9, 33
Student Email Accounts ..................................... 33
Student Email Policy ......................................... 9
Student Financial Services .................................. 3, 13, 18-19, 22, 29-30, 44
Student Loan Disbursement .................................. 26
Student Rights and Responsibilities .......................... 10
Study Abroad ................................................ 4, 30, 33-34

Tax Credit Reporting ........................................... 21
Technology Center ............................................ 4
Test Center .................................................. 4, 34, 41-42
Test of English as a Foreign Language ....................... 15, 17
Text-A-Librarian ............................................... 32
The Solomon Amendment ...................................... 7-8
Title IV ....................................................... 21-23, 27-30, 45
Tobacco Free Policy ............................................. 9
TOEFL ......................................................... 15-17
Topics Courses ................................................ 42
Traditional ...................................................... 3, 14, 18, 40, 43
Transcripts ...................................................... 14-15, 23
Transfer Agreements ........................................... 12
Transfer of Graduate Credits .................................. 41
Tuition Assistance ............................................. 12-14, 19-20
Tuition & Fees for Special Programs ......................... 18
Tuition for Undergraduate and Graduate Cohort-Based Programs ...................................................... 18
Tuition for Undergraduate and Graduate Term-Based Programs ...................................................... 18
Turnitin.com .................................................. 32
Tutor and Study Skills Program ............................. 34

Undergraduate Admission Requirements ................. 14
Undergraduate Degrees ....................................... 36
University Board of Directors ................................ 2, 58

VA Educational Benefit ........................................ 14
Values ........................................................ 3, 38, 52
Venteicher ..................................................... 4, 34, 58-59
Venteicher Wellness Center .................................. 4, 34, 62
Verification ..................................................... 14, 22, 24
Veteran Enrollment Status .................................... 13
Veteran Services ............................................... 12-14
Virtual 3D Library ............................................ 32
Vision .......................................................... 3, 38
Volleyball ....................................................... 32

Wellness Center ............................................... 4, 34, 62
West Omaha (Lozier) ........................................ 4, 63
withdrawal ........................................ 18-20, 27, 44-46
Withdrawal from a Program .................................. 44
Withdrawal Policy ............................................. 45
Withdrawal or Dropping Classes .............................. 27
Women’s Golf .................................................. 31
Women’s Soccer ............................................... 32
Work-Study .................................................... 13, 21-22, 27
Writing Center ................................................ 4, 34

Yellow Ribbon Program ....................................... 13