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Academic Catalog

This catalog contains official announcements of policies and practices for the academic year 2014-2015, effective July 1, 2014. 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. Students currently enrolled under a previous catalog 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.

Students are expected to maintain the Standard of Progress included in this catalog. The academic stipulations listed shall remain in effect for seven years from the expiration date of this catalog. Students who have not graduated in this seven-year period will be subject to the provisions of a later catalog.

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. Those with inquiries concerning Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504, contact the Title IX Office at 402-557-5299. Inquiries may also be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Bellevue University’s compliance with the regulations implementing Title VI, Title IX, or Section 504.
General Information

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 nine traditional disciplines. Master's degrees are awarded in ten areas including Clinical Counseling, Emergency Management, Healthcare Administration, Healthcare Innovation, Human Services Administration, International Development, International Security and Intelligence Studies, Justice Administration and Crime Management, Managerial Communication, and Security Management. CAS also provides the General Education Core and the Kirkpatrick Signature Series.

The College of Science and Technology (CST) – concentrates on skills training for today's workforce and specializes in networking, programming and database classes that provide the latest technologies at the right time. CST offers undergraduate programs or courses in Biology, Chemistry, Physics, Mathematics, Computer Information Systems, Cybersecurity, Information Technology, Software Development, Systems and Network Administration, Web Technologies, Project Management, IT Operations Management, Sustainability Management, Business Analysis and Management, Business Analytics, Management of Information Systems, Game Studies, and Graphic Design. The CST offers six graduate programs: Master of Science in Computer Information Systems, Master of Science in Management Information Systems, Master of Science in Cybersecurity, Master of Science in Business Analytics, Master of Project Management, and Master of Professional Science in Technology Innovation and Entrepreneurship.

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 cohort, accelerated Bachelors of Science degrees in Business, Management, Banking Operations Management, Management of Human Resources, Supply Chain and Logistics Management, Non-Profit Management, Marketing Management, Adult Education and Retail Management.

At the master's level, CoB offers a Master of Business Administration (MBA) with several concentration areas, a Master of Science in Finance-Strategic Leadership of Value and Risk (MSF-SLVR), Master of Science in Organizational Performance, Master of Public Administration (MPA), Master of Leadership and Coaching, Master of Science degrees in Acquisition and Contract Management, and Management (MSM) with multiple concentrations including, Entrepreneurship.

A Master of Science in Human Resource Management and a Master of Science in Marketing will be launched August 2014.

At the doctoral level, CoB offers a Ph.D. in Human Capital Management.

The Institute for Analysis, Planning, and Products (iAPP) strives to develop and deliver innovative new approaches to meet student learning and performance demands. In so doing, iAPP will build on the University's history as a leading edge institution in adult remote learning. iAPP programs 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 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. The 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.

As of January 2014, Bellevue University is also one of eight universities worldwide to offer a project management bachelor’s degree that is accredited by the Global Accreditation Center for Project Management Education Programs (GAC) of the Project Management Institute (PMI®)

Profile
Bellevue University is Nebraska’s largest private, nonprofit, fully accredited independent university of business, professional education, and the liberal arts.

Background
Since 1966, when its first 409 students began classes in a single campus building, Bellevue University—then Bellevue College—has catered to the post-traditional 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 the student’s 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 exposes the student 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 Bellevue University 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
Bellevue University facilities can be reserved by students, employees, and outside organizations. The University hosts numerous events on-site. Facilities may be rented for meetings, training sessions, or private functions. For information, contact the Event Coordinator at 1-800-756-7920, ext. 557-7013 or burental@bellevue.edu.

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. The OneStop Service Center 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 [efollett.com](http://efollett.com).

Renovated in 2002, the **Freeman Library** and **Emma Lozier Addition** house the University’s Integrated Media Center and Collaborative Learning/Study Areas. The Integrated Media Center offers access to computerized and web-based resources, with training facilities and workshops on how to effectively use these resources. The Learning Commons area which holds the Tutor Center, Writing Center, Career Services Center, Professional Development Center, the Professional Enrichment Program (PEP), Study Abroad, and faculty offices is located in the library building. The library contains more than 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 students, 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, and a quiet study lounge. The building is also available for rental, accommodating meetings, training, 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** was designed to meet 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. The 12,000-square-foot addition opened in fall 1999 and houses the Center for Academic Excellence, 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 at the locations listed below. In addition to Bellevue University’s online library and academic resources, students have access to some campus facilities.

**Broken Bow, Nebraska** – Broken Bow Extended Campus, a division of Mid-Plains Community College (MPCC)
Bellevue, Nebraska – Offutt Air Force Base
Des Moines, Iowa – Southridge Mall
Elkhorn, Nebraska – Metropolitan Community College - Elkhorn Valley
Grand Island, Nebraska – Central Community College (CCC)
McCook, Nebraska – McCook Community College, a division of Mid-Plains Community College (MPCC)
Norfolk, Nebraska – Northeast Community College
North Platte, Nebraska – North Platte Community College (NPCC), a division of Mid-Plains Community College
Omaha, Nebraska – First Data Aksarben Campus
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, Regulations, and Expectations

Annual Notification of Student Privacy (FERPA)

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

1. The right to inspect and review their education records. (See Inspection and Review of Educational Records.)

2. The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights. (See Amendment of Educational Records.)

3. The right to consent to disclosures of personally identifiable information contained in their 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 Sections 99.63 and 99.64 concerning alleged failures by the University to comply with the regulations of the Act. The office that administers FERPA is:

   Family Policy Compliance Office,
   U.S. Department of Education
   400 Maryland Ave., SW
   Washington, D.C. 20202

The following has been identified as Directory Information and may be released without the student’s written consent:

- Student name
- Student address
- Major field of study
- Participation in recognized activities and sports
- Height and weight of members of athletic teams
- Photos of students
- Current employer
- Employment location
- Job title
- Dates of attendance
- Degree and awards received
- Most recent previous school attended
- Telephone Number
- Email Address
- Grade level
- Enrollment Status

Note: Bellevue University reserves the right to exercise its discretion to limit disclosure of directory information “to specific parties, for specific purposes, or both.”

Under FERPA a student may request that directory information cannot be released. In doing so directory information required for instances including but not limited to classroom administration and Internal Revenue Service remain exempt. Bellevue University does not assume any responsibility for contacting a student for ongoing permission to release Directory Information and does not assume liability for honoring a student’s request to restrict disclosure of directory information. Please contact the Registrar’s Office at sssstudentrecordsteam@bellevue.edu for more information on restricting directory information.

Note: For those who have restricted their Directory Information and want to participate at the graduation ceremony, we cannot protect their privacy; the ceremony will be streamed live and will be available on our website for a period of time.

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

A University official has a legitimate interest if the official has the need to know within the limitations typically required to fulfill his or her official responsibilities or by a contract agreement related to a student’s educational experience.
FERPA permits the disclosure of personally identifiable information from students’ education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to University officials, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations require Bellevue University to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:
1. The disclosure is to other school officials, including teachers, within the institution whom the institution has determined to have a legitimate educational interest.
2. The disclosure is to officials of another institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment transfer.
3. The disclosure is to authorized representatives of federal, state, or local educational authorities.
4. Disclosure is to the student.
5. In connection with the student’s request for/receipt of financial aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the University.
8. To accrediting organizations to carry out their functions.
9. To the student’s parents if they claim the student as a dependent for income tax purposes.
10. To comply with a judicial order or lawfully issued subpoena.  
    Note: The University will make a reasonable effort to notify the student or a designate of the order or subpoena in advance of compliance.
11. To appropriate parties in a health or safety emergency.
12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (99.31 (a)(13))
13. To the general public, the final results of a disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a)(14))
14. To parents of a student regarding the student’s violation of any federal, state or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))
15. Information the school has designated as “directory information” under 99.37. (99.31 (a)(11))

**Inspection and Review of Educational Records**

A student may inspect and review their education records upon request to the appropriate record custodian. A student may submit a written request which identifies as precisely as possible the record or records they wish to inspect to the record custodian or an appropriate University staff person. The record custodian or an appropriate University staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When records contain information about more than one student, the requesting student may inspect and review only the records which relate to them. Bellevue University reserves the right to refuse to permit a student to inspect the following:

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

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

- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.

**Types, Locations, and Custodians of Education Records**

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
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<tbody>
<tr>
<td>Admissions Records</td>
<td>Registrar's Office</td>
<td>Registrar</td>
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<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>
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</tbody>
</table>

**Amendment of Educational Records**

A student must ask the appropriate University official (Registrar or Chief Academic Officer) to amend a record. The student should identify the part of the record they
want amended and specify why they believe it is inaccurate, misleading, or in violation of their privacy or other rights. Please note this procedure excludes grades. (See Grade Appeals on page 48 for more information.)

Bellevue University may comply with the request or decide not to comply. If the University decides not to comply, the student will receive notification of the decision and advice on their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of their rights. Upon request to the Chief Academic Officer, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

The hearing will be conducted by a hearing officer (who is a neutral party). The hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend their 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 the student's right of privacy, we will notify the student that they have a right to submit a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision for placement in the record. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Bellevue University discloses the contested portion of the record, it must also disclose the statement. If Bellevue University decides the information is inaccurate, misleading, or in violation of the student's right of privacy, we will amend the record and notify the student in writing that the record has been amended.

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

The Solomon Amendment

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

- Entry to campus
- Access to students on campus
- Access to lists containing recruiting information on students

The Solomon Amendment identifies certain information that military recruiters may request about students if the student is aged 17 years or older, and are registered for class(es). This information is known as Student Recruiting Information.

This information includes only:

- Name
- Address

- Telephone number
- Age
- Class level
- Academic major
- Place of birth
- Degrees received
- Most recent educational institution attended
- Email address

If the student restricts the release of directory information under FERPA, then the University may not release such information to the military either (FERPA supersedes the Solomon Amendment.) There are additional guidelines for the release of data. The Office of the Registrar authorizes all data released to the requesting units. Please refer any requests to the Registrar.

**Student Academic Honesty Policy**

Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); using similar papers or other work product to fulfill the obligations of different classes without the instructor's permission; tampering with library, computer, or student materials; or facilitating dishonesty by others.

In the event an instructor believes an incidence of academic dishonesty occurred, the instructor will inform and discuss the incident with the student, including which disciplinary action, if any, he/she shall initiate. Penalties for academic dishonesty or plagiarism may include a grade of “F” on the work in question or for the course. In addition, if the student is engaged in academic dishonesty, they may be subject to disciplinary action including reprimand, suspension, and/or expulsion from the University. Policy Statement 1035 provides detailed information pertaining to academic honesty, including procedures for determining disciplinary action, and a student’s right to appeal.

**Copyright Protection**

It is the intent of Bellevue University that all members of the University community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.) 1980 Patent Law, and Off-Air Guidelines. The following policy statements and guidelines constitute a manual for anyone at the University who wishes to reproduce, alter, or perform works that are protected by copyright. Since copyright protection applies to a variety of creative works—printed materials, sound recordings, video recordings, visual artworks, computer software, and others—this policy has been constructed to address issues related to particular types of media.
What Copyright Is
Copyright is a form of legal protection for authors of original works, including literary, dramatic, musical, artistic, and other intellectual products. Publication is not essential for copyright protection, nor is the well-known symbol ©, however, pre-1976 works must be published and be identified as copyrighted in order to have copyright protection. Section 106 of the Copyright Act (90 Statute 2541) generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

1. Reproduce copies of the work.
2. Prepare derivative works based on the copyrighted work.
3. Distribute copies of the work by sale, rental, lease, or lending.
4. Publicly perform the work (if it is a literary, musical, dramatic, or choreographic work or a pantomime, motion picture or audiovisual work).
5. Publicly display the work (if it is a literary, musical, dramatic, choreographic, sculptural, graphic, or pictorial work—including the individual images of a film—or a pantomime).

The copyright owner retains these rights even when the work itself belongs to someone else. However, the rights are not absolute. They are subject to “Fair Use” limitations, which apply to all media, and medium-specific limitations. For further information, visit the Bellevue University Library’s Copyright Center at bellevue.edu/services/library.aspx.

Drug/Alcohol Policy
Bellevue University subscribes to the Drug-Free Work Place Act of 1988 (34 CFR, Part 85, Subpart F), the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and section 5301 of the Anti-Drug Abuse Act of 1988. In the State of Nebraska, possession or use of alcohol by an individual under the age of 21 is illegal.

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

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

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

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

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

1. The right to pursue 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 the student’s academic work.
5. The right to due process in the University’s appeal and disciplinary procedures.
6. The right to have the University maintain and protect the confidential status of the student’s academic conduct and counseling records. Except under legal compulsion, information contained in such records with the exception of directory information shall not be released to agencies outside the University without the student’s expressed consent. The student shall specify what categories, if any, of their records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to the student’s ability and character based on personal knowledge and the public reputation the student may have made for themselves in the University community.

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

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.
2. The personal responsibility for acting in such a manner as to promote and ensure for fellow students and members of the University family the rights outlined above.

3. Individual responsibility for the student’s actions with respect to University rules and regulations.

4. Individual responsibility for the student’s actions with respect to the provisions of local, state, and federal laws.

5. Responsibility for conducting themselves in a manner that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.

6. Responsibility to refrain from individual and group action that causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.

7. Students are expected to attend all class sessions or to actively participate in online classes, except in cases of significant circumstances (i.e. illness or death in the family). Notify faculty as soon as potential absences may occur.

8. Students are obligated to follow and be knowledgeable of the rules, regulations, processes, and requirements listed within the applicable catalog, and as provided in the Bellevue University website Terms and Conditions of use.

Personal Conduct Policy

In matters of personal conduct, the University expects students to act with a sense of discretion and a regard for the interests and dignity of others. Those who are unable or unwilling to participate in the University community in a mature, responsible manner reflecting the University’s mission, 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, and the student’s right to appeal are described in this section.

Discrimination and Harassment Policy

University policy PS 04 prohibits any act of discrimination or harassment against any individual associated with the University. In keeping with our educational mission, the University will foster open learning and working environments. To meet moral as well as legal obligations, the University has developed procedures to protect both students and employees from discrimination and harassment, as well as established an environment in which such unacceptable behavior will not be tolerated.

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

Campus Safety-Reporting a Crime

It is the goal of Bellevue University to provide a secure, safe campus and work place for its students and employees. Students, faculty, and staff at Bellevue University who observe or are involved in any crime or incident on campus should report the incident to the Safety Office as soon as possible by calling 402-557-5000, by using one of the blue phones in the parking lots located on campus, or by filling out the Incident Report form at bellevue.edu/contact-us/incident-report.aspx.

Student Complaint Procedures

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

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

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

If a satisfactory resolution is still not reached, the complaint may be submitted in writing to the appropriate University Vice President, whose decision will be final.

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.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 all disclosure information, please visit bellevue.edu/about/consumer-information.aspx.

Electronic Device Expectations

Electronic devices, other than those approved for class, are
not allowed during class time. All cell phones, pagers, music players, etc. need to be put on silent mode when in the classroom or library. If there are job related (on-call) or medical reasons (illness at home) to have the device active in the classroom/library, the instructor/librarian need to be informed. In those cases, if a student is contacted, they will be required to leave the classroom/library to have the conversation. Electronic devices are not allowed within the testing rooms of the test center at any time.

Student Email Regulations
All Bellevue University students receive a lifetime email address. This is a secure email account and the primary method of communication with instructors and other university departments. Email is an official means for communication within Bellevue University. Therefore, the University has the right to send the student communications via email and the right to expect that those communications are received and read in a timely fashion.

University email accounts are assigned to all registered students and alumni. All University communications will be sent to the student’s official University email address. The student is expected to check their University email account on a frequent and consistent basis to stay current with University-related communications.

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

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

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

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

Confidentiality regarding student records is protected under the Family 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. Those that engage in this type of behavior will be considered in violation of the policy and may result in disciplinary action; including termination of the student’s email account.

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

The Bellevue University data network is a private network and may only be used for authorized purposes by authorized individuals. Unauthorized use, access or modification of any information on this system may result in prosecution.

All data transmitted or stored on any location within this network is the sole property of Bellevue University that will be monitored and audited at the discretion of the University. All individuals gaining access to this system are hereby notified
that use of this system constitutes consent to such monitoring and auditing.

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

The use of Peer to Peer (P2P) software for downloading, copying, and sharing material such as music, movies, games, software or other copyrighted materials for which the copyright holder has not given rights, is both against the law and Bellevue University's Computer and Network Use Policy. Penalties for copyright infringement include civil and criminal penalties that may include both fines and imprisonment. For more information, please see the Bellevue University Copyright Center at http://libguides.bellevue.edu/copyright/.

Individuals accessing the Internet via a computer located within the University's network are warned that the University has no control over what quality content may be found through even the simplest search of the Internet and that many of the available pages may contain offensive, sexually explicit, or inappropriate material. The University does not condone intentionally accessing this information of this nature via the Internet connection.

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

For additional information, a complete copy of the policy statement is available online at bellevue.edu/about/consumer-information/computer-network-policy.aspx. The policy statement is also posted on the bulletin board in the student computer labs. The use of bellevue.edu and affiliated websites is further subject to the Bellevue University website Terms and Conditions of Use.

Bellevue Real-Time User Information Network (BRUIN)

BRUIN provides secure online access to account information and web services at the University. Upon completion of an application, the student's BRUIN account is created. As the student progresses through admissions, becomes a student, and graduates, BRUIN provides resources to meet their educational needs. See bellevue.edu for more information.

Cyberactive Blackboard Online Classroom

Blackboard™ is a course management system used campus-wide at Bellevue University. All currently-enrolled students have access to the Blackboard system and will be required to use the online classroom in every course. For resources on how to get acquainted with the functions of Blackboard, visit the Student Blackboard Training Library at buonline.bellevue.edu/Bbstudentlibrary.html. To log into course through Blackboard, visit cyberactive.bellevue.edu.

Online Education Disclaimer

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 the student may have; that such websites will operate error free or in an uninterrupted fashion; that any defects or errors in such websites will be corrected; or that such websites will be compatible with any particular platform. In the event data/documents that are loaded directly to an online classroom or as an attachment to the learning management system are lost or in some way altered, every attempt will be made to recover the original data. However, to the extent such recovery is impossible or not feasible; the student agrees to hold Bellevue University harmless. Students are advised to keep copies of all assignments.

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

Federal Disclosure Information

According to Federal Regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees. On the following page is a list of available disclosures, a brief description, contact, department, phone number, or where detailed information can be located.
Outreach Scholarship Initiatives

The University's South Omaha Outreach Scholarship Program has been successful in providing educational opportunities for underserved and underrepresented students in our community. This scholarship program is designed to enroll, retain, and educate residents of South Omaha, Bellevue, and the surrounding area. By participating in this scholarship program, students receive scholarship support and professional career development throughout the completion of their degree program.

The South Omaha Outreach Scholarship Program's focus is on providing support for traditional aged students who are financially underserved, with a strong preference for Latinos/Hispanics.

The DREAM and Mike and Lin Simmons Scholarships, born out of the success of the South Omaha Outreach Program, and at the behest of the scholarship donors and board members. These scholarships mainly target local students in the State of Nebraska and Pottawattamie County, Iowa who are non-traditional age, transfer students, single parents, first generation students, and those who have the most financial need. These scholarships also provide all the support and services that the South Omaha Outreach Scholarship Program provides, but are able to serve a larger body of students throughout the entire local area.

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

Financial need is 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 completion of the FAFSA each academic year.

• For The DREAM Scholarship: Student must be a Nebraska resident or resident of Pottawattamie County, Iowa.
• For the South Omaha Outreach Scholarship: Student must be a Nebraska resident residing within one of the following zip codes: 68105, 68106, 68107, 68108, and 68117 in Omaha; 68005, 68123, 68147, 68157, 68113 in Bellevue; 68127 in Ralston; 68133 in Papillion.

• For the Mike and Lin Simmonds Scholarship: Student must be a Nebraska resident residing within one of the following zip codes: 68104, 68110, 68111, 68112, 68131, 68132 in North Omaha.

• 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 receipt of the scholarship.

First priority is given to ethnic/racial minorities, single parents and first generation students.

Transfer Agreements – Post Secondary Institutions

Bellevue University has articulation agreements with over 150 U.S. colleges and institutions, and with universities abroad. These agreements may allow students with transfer courses or degrees in technical, career, or liberal arts fields to transfer directly to Bellevue University to complete a bachelor's degree program.

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

Students must complete the remaining specified coursework to obtain their degree.

Community Colleges with articulation agreements include, but are not limited to:

• Central Community College – Nebraska
• Des Moines Area Community College - Iowa
• 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

Visit bellevue.edu/community-college/transfers.aspx for a complete list of institutions.

If a transfer student has 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, the student may be admitted to Bellevue University under the same transfer arrangements.

Four-year colleges with articulation agreements include, but are not limited to:

• Buena Vista University – Iowa
• Concordia University – Nebraska
• Creighton University – Nebraska
• Grace University – Nebraska
• Grantham University - Kansas
• Nebraska Christian College – Nebraska

Visit bellevue.edu/undergraduate/earn-credit/transfer-agreements.aspx for a complete list of institutions.

Military Students

Active duty, Veterans (retired, and those having served), as well as spouses and dependents are an important part of the Bellevue University community. The Enrollment Department on the main campus or the Offutt Air Force Base Education Office can assist in continuing an education at Bellevue University. These representatives can assist with registration for classes offered on base, on campus, or online.

The representatives can help determine educational options, select courses, evaluate transfer credits, and counsel students on programs. Military Tuition Assistance information is available at the Base Education Office. At most installations, the registration process will be completed online.

Students can also use the GI Bill™ (either in-service or out-of-service), military tuition assistance, scholarships, grants, students loans, and military education benefits. Veteran Services representatives are available in the Student Accounts Office at Bellevue University main campus or via email at va@bellevue.edu. Students who are military or military-related, are welcome to use all student services available at Bellevue University, whether taking courses on base, on campus, or online. These services include, but are not limited to: library, recreation rooms, gym, student center, and University activities.

Military Education and Training

Credit is accepted for past military training. Bellevue University has a long-standing tradition of supporting military students. As a part of this tradition, Bellevue University has entered into numerous agreements and joined the following military educational initiatives to support students: GoArmy.edu, Servicemembers Opportunity College, DANTES, and Air University – Associate to Baccalaureate Cooperative Program (AUABC). Visit bellevue.edu/military 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.
Military Veteran Services Center

Military and Veteran Students attending Bellevue University can take advantage of the many services available at the Military Veteran Services Center. Located adjacent to the University’s main entrance, this beautiful 6,000-square-foot facility stands as yet another example of the University’s continued commitment to the men and women who don the uniform of our nation’s armed services and have served us all.

Services include tutoring, mentoring, housing assistance, counseling, military and veteran support group, and access to quiet study rooms, conference room, spacious lounge, internet café, and much more. Bellevue University continuously consults with the true experts—our military and veteran students—to bring meaningful services that aid in professional development, enhance the higher education experience, and help with the transition to a rewarding civilian career.

DANTES Distance Learning Program

Bellevue University’s online programs are approved DANTES distance learning programs. Prior to enrolling, students must receive counseling from their installation Education Counselor regarding service-specific policies. For more information, contact the office at Offutt AFB, DANTES at 850-452-1111, or visit www.dantes.doded.mil/index.html.

Servicemembers Opportunity Colleges

Bellevue University is a member of the Servicemembers Opportunity Colleges (SOC) consortium. SOC is made up of accredited colleges and universities with more than 1,900 institutional members and functions in cooperation with the Department of Defense (DoD) and the military services to meet the voluntary higher education needs of service members. As a SOC member, Bellevue University recognizes the educational needs of military students and has developed policies to ensure maximum transfer of credit. We also award credit for learning that occurs in institutional and non-instructional settings, and for specialized military training and occupational experiences.

Full details about the 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)

Students may participate in Air Force ROTC through cross-town enrollment with the University of Nebraska at Omaha or Army ROTC through cross-town enrollment with Creighton University. For further information, contact our Military Programs Department.

Military Tuition Assistance

Government Tuition Assistance may be pursued by submitting an approved Tuition Assistance Form to the Student Accounts Department. The form may be submitted to billing@bellevue.edu. Students are responsible for payment of books, fees, and tuition not covered by Tuition Assistance. If using Tuition Assistance, the student is responsible for turning in the Tuition Assistance Form prior to the class start date. For more information, please contact a Financial Counselor or the staff of the Student Financial Services Department, and consult the Student Financial Services section on page 19.

Yellow Ribbon Program

Bellevue University is a Yellow Ribbon Program participant. That means students 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 Veteran Affairs on an annual basis. The Yellow Ribbon Program helps pay for tuition and fees in excess of that amount. For more information, email VA@bellevue.edu.

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

Students may check with the Veteran Services Office if they are not sure of enrollment status. As a general rule for VA purposes, the following applies:

Undergraduate Students
Full-time = 8 credit hours
3/4 Time = 6 credit hours
1/2 Time = 4 credit hours

Flexxive Students
Full-time = 12 credit hours
3/4 Time = 9 credit hours
1/2 Time = 6 credit hours
Use of Military Tuition Assistance (TA), TA Top-Up (TATU) and the VA Educational Benefit (GI Bill"")

If a student is an active-duty military member, they have the option of using Tuition Assistance (TA), TA Top-Up (TATU), or GI Bill. They 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. Students are encouraged to directly follow the catalogs of professional schools to ensure that specific degree requirements are met. Enrollment Management counselors will assist in coordinating programs between institutions.

Admissions

Enrollment Management will be the initial point of contact for new students. 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.

Admission Requirements for Undergraduate Degrees

1. To apply for admission to Bellevue University, students 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 transcript, a GED certificate, a certificate demonstrating that the student has 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: Some payment options may require additional documentation.

Those transferring from another institution of higher education must also 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 required 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-.” Associates and bachelor’s degrees, however, are transferred in full.

6. Students suspended or dismissed from any post-secondary institution within the last five years, may be accepted under the Academic Probation status. If it has been less than one year from the date of suspension or dismissal, a student may be admitted with approval from the Vice President of Community and 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 students 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 the student-athlete 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.

Note: Both Bellevue University and the NAIA Eligibility Center require their own original copies of the student-athlete’s academic records for determination of admission and eligibility.

If the student-athlete is transferring from another institution of higher education, they also must satisfy the following requirements:

4. Submit an official transcript from each regionally accredited institution previously attended (the transcript must be mailed directly from the previous institution to the Bellevue University 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 the Bellevue University coaching staff for guidance.

Admission of International Students for Undergraduate Degrees

These guidelines and regulations apply to international students planning to study in the United States. If the student is an online international student studying from their home country, refer to the general undergraduate admission requirements. Students may not be residing in the U.S. while taking online classes if their 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 the student is an international student planning to attend Bellevue University classes in the U.S., they will need to apply for admission to Bellevue University as a full-time, transfer, or graduate student. The Immigration and Nationality Act requires full-time attendance for all international students.

Students may enter the English as a Second Language (ESL) Program if they 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 the student has no TOEFL (or other English Language Placement Exam) score, and declares an interest to study English as a Second Language, they will only be allowed to enroll in English as a Second Language courses. Again, an international student applying for admission to the University’s undergraduate degree programs, including the ESL program, should contact International Program Admissions. For specific information about admissions to graduate programs, please see the Admission Requirements for Master’s Degrees section on page 17.

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, 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...
Admission is considered when all of the above requirements are met.

Visit bellevue.edu/international for more information on International Programs.

**Foreign Credential Evaluation Process**

A prospective student with foreign academic documentation will need to have that documentation evaluated by World Education Services (WES) prior to being accepted and matriculated at Bellevue University. Students will need to order course-by-course evaluations by WES if they have foreign university credits to transfer to Bellevue. Those without foreign university credits to transfer to Bellevue 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.

WES evaluation/transcript can be ordered at wes.org. The website explains what must be provided as well as costs.

**Admission Requirements for Degree-Seeking Students**

After the applicant completes the admission requirements, applicants will be granted full acceptance as a degree-seeking student. Full acceptance is automatically granted when all necessary documents are received, unless the applicant is accepted on Academic Probation status.

**Admission Requirements for Non-Degree Seeking Students**

Students who do not intend to earn a degree with Bellevue University will be asked to provide documentation of high school completion. Please contact Enrollment Management for more information on the documentation that can be utilized to satisfy this requirement for non-degree seeking students. Students will be required to provide evidence that course prerequisites have been met in full upon registration.

In addition, it is important to note, if the student changes their intent and wishes to become a degree-seeking student, they will be required to submit a new application, declare the degree they wish to pursue, meet all of the admission requirements, and submit all official documents (described previously) to be fully accepted as a degree-seeking student.

**Admission Requirements for Master’s Degrees**

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

1. Possess a 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 Masters of Healthcare Administration only: must have two years of related work history or equivalent experience.
4. For the Master of Fine Arts in Creativity only: completion of 5 essay questions and submission of a 1,000 word proposal relating to the major is required.
5. Colleges may require letters of recommendation and essays in certain circumstances.
6. Submit all required official financial documentation prior to acceptance.

Admission is considered when the applicant has met all requirements, and the University has received official and verified documents. The Graduate Enrollment Director reviews all completed applications. In special circumstances, the college Dean may recommend a conditional admission if the student has not yet been able to complete or fully satisfy all requirements.

**Admission of International Students for Master’s Degrees**

To apply for admission into graduate programs, the applicant 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 the student meets 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. International students are required to be in full-time attendance during the academic year, which does not include the summer sessions.

6. For students transferring from another U.S. institution, a completed International Transfer Student Form is required. Visit bellevue.edu/international for more information on International Programs.

An international student who has been awarded a bachelor's degree from a regionally accredited U.S. institution of higher education may apply for direct admission into graduate degree programs. The applicant will need to follow general admissions requirements for the specific graduate program. 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 at 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. An international student with a bachelor's degree at a non-U.S. institution of higher education may 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. Applicants scoring less than 530 on the TOEFL paper based test, or 71 on the Internet-based TOEFL may enter the English as a Second Language (ESL) Program.

Admission Requirements for Doctorate Degrees

An applicant holding a master's degree with an interest in pursuing a Ph.D. through Bellevue University's Human Capital Management Program, may 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. A student can take Modules 1 and 2, which will be correlated to certificates of completion if they choose not to pursue their 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 1,000-word statement of interest describing their 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 Graduate Admissions 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 2014-2015 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 2014/2015

Undergraduate Tuition – Residential
  Tuition per credit hour ................................. $250
  International ........................................... $350
  ARCT/CIS/Cluster Tuition per credit hour .......... $250
  Audit Tuition per credit hour .............. 100% course tuition

Undergraduate Tuition – Online
  Tuition per credit hour ................................. $385

Flexxive Program

BEEMS & AMBE:
  9-12 Credit Hours per Term ...... $250 per Credit Hour
  13-30 Credit Hours per Term ....... Flat Rate of $3,000

All other Flexxive Programs:
  9-12 Credit Hours per Term ...... $325 per Credit Hour
  13-30 Credit Hours per Term ....... Flat Rate of $3,000

Military Exclusive (Active Duty Only)
Active duty members of the U.S. Military, National Guard, Reserve, and Coast Guard who declare one of the following Undergraduate majors are eligible for a tuition rate of $250 per credit hour for all courses in their Undergraduate Degree:
  Criminal Justice ........................................ $250
  Investigations .......................................... $250
  IT Operations Management....................... $250
  Leadership .............................................. $250
  Management ............................................. $250

MOOC Experiential Learning Portfolio Submission Fee $150 per submission

Graduate Tuition
  Tuition – Classroom & Online per credit hour ........ $515

Undergraduate Minor in Cohort Programs
Students who have completed or are near completion of their major are eligible.
  Tuition – Classroom & Online per credit hour ........ $385

Graduate Cohort-Based Programs
  Tuition – Classroom & Online per credit hour ........ $515

Ph.D. Tuition

Tuition – Classroom & Online
  700-level courses ...................................... $515
  800-level courses ...................................... $685
  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) ...................... $150
  International Student Fee, Residential Only (Per term) . $50

Additional Fees
  Reissue of Diploma ...................................... $35
  Academic Transcript .................................. $3 per transcript
  Returned Check Fee .................................. $30
  Late Payment Fee ..................................... $50

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).

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

If a student drops after the 60 percent point in the enrollment period, there is no tuition or fee refund; the student is
responsible for the full amount.

Example (Traditional Based Student in 12-Week Session):
Student A has total institutional charges of $2381, which include $2250 in tuition and fees and $131 in books and/or
supplies charged at the bookstore. The student enrolled in the Fall 12-Week session, but withdraws from all classes after
attending for 26 days.

The 12-Week session is 83 calendar days in length. The student will be charged for (has earned) 31.33 percent of
the tuition (26 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 $2,000. 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
Some circumstances may warrant an exception from Bellevue University's published refund policy. In such cases, the student
should send an appeal, including necessary documentation to:

Cathey Hanson, Senior Director, Student Financial Services
Bellevue University
1000 Galvin Road South
Bellevue, NE 68005-3098

Email: cathey.hanson@bellevue.edu

Refund Policy
Students eligible to receive a refund based on excess financial aid (for living expenses), corporate or military tuition
assistance, or withdrawal from class, will be issued a refund. For those who receive 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 the student is eligible to receive, the student is responsible for payment back to Bellevue University.

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

Registration
Students can register for classes when registration opens.

Cash – Self Pay
This option is for students who plan to pay all or a portion of their educational costs without alternative funding. Payment is
due 14 days prior to class/session start.

Organizational Tuition Assistance
There are two categories students can use under this option.
1. Employee Sponsored Option would be used if payment is made directly to Bellevue University by the student's
employer. This option may apply to students who are using:
   • Military Tuition Assistance
   • Corporate Billing Authorization
   • Letter of Credit (LOC)

2. Deferral Option would be used if payment is made directly to the student from the student's employer and in turn, the
student is responsible to pay Bellevue University directly. This option may apply to students who are using:
   • Corporate Reimbursement
   • 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, the student will be required to pay the remaining balance using another payment option.

Payment Plans
Although the student is not required to pay the entire balance upon registration, they must understand their financial
obligation for all tuition and fees at the time of registration. The University will divide the balance of tuition and fees into
three equal payments for traditional terms with the student's first payment due 14 days prior to class/session start and
then every 30 days thereafter. Students enrolled in Cohort and
Flexxive Programs, the number of payments are based on the number of classes in their program.

International Students
International students may use a payment plan; however, if they have an international draft drawn on a bank outside of the continental U.S. or wire transfer in excess of their cost, the draft will be posted to their student account. Any excess funds remaining once the account is paid in full will be refunded less any bank service charges once the check has been paid by the bank. If the draft is drawn on a bank inside the continental U.S. in excess of the student’s cost, the refund will be issued according to the University’s refund policy.

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 $50. The student may be administratively withdrawn from all classes if any amount becomes past due or delinquent. The student is responsible for informing the University of any change of address.

Military Tuition Assistance
Please see the Military Student section on page 13.

Corporate Tuition Assistance/Company Billing
Students using Corporate Tuition Assistance (where the company pays Bellevue University directly), may do so by providing Student Accounts with an official letter of credit from their employer on official letterhead. This letter should explain exactly what the employer is willing to pay (tuition, books, and fees). Payment is due 45 days from the end of class. If the company pays in full, the student is not responsible for any payment. The student is responsible to pay any portion not covered by their employer based upon the applicable payment schedule.

Deferral Payment Option
Students may use the Deferral Payment Option if they 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
A student’s account (refund/credit/obligation) may be impacted if they withdraw. The amount of credit to be refunded or obligation to be paid by the student will be determined by the tuition credit/refund policy in effect at the time of the drop or withdrawal action. See page 28 for withdrawal information.

Dropping or Withdrawal – Cohort/Flexxive-Based
If the student needs to interrupt their commitment (financial and academic) after the cohort/Flexxive program has begun, they may be able to recapture some of their investment through the Drop/Add Process. This allows the student to re-enroll with a later cohort/Flexxive group, continuing their studies at the point at which they were interrupted. The financial consequences will vary from student to student.

What are the consequences of non-payment? – If payment is not received by the due date, the student’s account will be considered past due. A hold will be placed on their account, preventing future registration as well as the release of transcripts and diplomas. The student 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, the student’s account will be turned over to a collection agency.

How can a student get re-enrolled after Non-Payment Withdrawal? – To be re-enrolled in a course(s), payment must be made immediately. 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 within 14 days of the start date. Once payment is made, it is critical for the student to contact their 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 the student into their future course(s).
Re-enrollment may only occur if the student’s next scheduled class has not started. Re-enrollment is also contingent on
the availability of course(s). For more information, contact an Account Resolution Specialist at 1-866-664-7008 or ar1@bellevue.edu.

Credit Balance Policy

If the student has a credit balance, they will automatically be refunded on a daily basis. If the student wishes to leave the credit balance on their account, they may do so by completing and turning in a Student Authorization Statement Form to Student Accounts via fax at 402-557-5410 or email to stuaacct@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, option 0, or OneStop@bellevue.edu.

Tax Credit Reporting

Educational institutions are required to file a Form 1098-T, Tuition Statement, with the IRS to provide 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 the student does not receive their refund check and they wish TouchNet to issue a new check, a stop payment fee (currently $25) will be deducted from their 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 the student is past due, they may be denied continuation of their classes/program and any future enrollment.

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Financial Aid

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

Federal Work-Study allows the student to work and earn money. Student loans and loans to parents for students must be repaid. In general, all U.S. citizens and eligible non-citizens enrolled in an approved degree program may apply for financial aid. Refer to the eligibility criteria listed on the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov (Bellevue University Code is 002538). Some scholarships are available if the student does not qualify for other forms of financial aid. The University uses the federal methodology formula to determine financial need. The student is encouraged to submit a FAFSA as early as possible after 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 the student full consideration for all types of assistance for which they may qualify. Determination of sources and amounts of the student’s financial assistance is made through calculation of:

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

The difference between student/family contribution and any other aid or educational expenses is the amount of unmet need. The financial aid package explains all sources of financial need.
assistance for which the student may be eligible including Title IV programs, grants, and University funded programs. Financial aid materials are contained on the Bellevue University website. Please begin the application process for financial aid eight to twelve weeks prior to the start date of the desired program. For additional information, please contact the OneStop Service Center at 1-800-756-7920, option 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 students with obtaining financial assistance sufficient to meet primary financial need (tuition, books, fees, and transportation). Secondary costs of education (room, board, and personal expenses) may be considered in financial aid packages based on the availability of funds.

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

Scholarships
The overall University scholarship program awards both needs- and merit-based scholarships. 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. Merit scholarship requirements vary by the source of funding; however awards are generally based on a combination of factors with scholastic achievement being the primary. Other considerations may include a student’s involvement in extracurricular activities, community service, personal recommendations and financial need. There are also special ability scholarships awarded in selected areas such as athletics, special programs of study and special projects. For scholarship consideration that requires financial need, students will need to process a FAFSA each academic year. These applications are available through the 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 and online in the Financial Services section of bellevue.edu under Scholarships. Bellevue University currently 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, students are evaluated using the following guidelines:

- Student needs to be entering as a first time freshman or transfer student. For special programs or project scholarships, students must meet the qualifying status in order to be considered.
- Student needs to meet the specific criteria (i.e. academic achievement, special ability, etc.) as established for the particular financial assistance program for which they may qualify.
- Student must plan on matriculating on a full-time basis throughout the duration of the scholarship.

In determining specific priorities for the award of Donor based/funded scholarships, students are evaluated using the following guidelines:

- Student can be a first time freshman, transfer or exceptional upper-class student already in attendance.
- Student must demonstrate financial need through the successful submission of the FAFSA each academic year.
- Student needs to meet the specific criteria (i.e. academic achievement, program enrollment, involvement in the community, etc.) as established for the particular scholarship for which they may qualify.
- First priority and preference is given to local, undergraduate, Nebraska residents.

Freshman Academic Achievement Scholarship
The Freshman Academic Achievement Scholarship is a University funded scholarship and recognizes outstanding academic achievement of incoming freshmen who have just graduated from high school. It is a 4-year renewable scholarship based on 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.

Scholarship award level distinctions are as follows:

- Bellevue Scholar
- Dean's Scholar
- Presidential Scholar
- Chancellor's Scholar

**BRUIN Community Scholarship**

The BRUIN Community Scholarship is a University funded, full tuition and fees scholarship (based on the in-class residential rate) and recognizes well rounded incoming freshmen who have just graduated from high school. These scholarships are based on a nomination process within specific local area high schools where students must display a commitment to academic success, strong community involvement and leadership. It is a 4-year renewable scholarship based on the following criteria:

- Student needs to be first-time freshman enrolling at the University directly after high school.
- Student needs to be nominated by a teacher or counselor at one of the qualifying area schools in order to apply
- 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 the student has attended and participated in an academically related activity in each of the classes in which they are enrolled. Federal regulations define academic related activities as physically attending a class with direct interaction between the instructor and students, submitting an academic assignment, taking an exam, an interactive tutorial, participating in an online discussion about academic matters, etc. If attendance cannot be verified, all Title IV funds (Pell Grants, student loans, and other grants or scholarships) will not be disbursed.

If the student receives financial aid and does not continue attending classes (family emergency, illness, etc.), the student needs to notify their Academic Advisor immediately. If the student fails to attend or the faculty member fails to provide attendance information to the Registrar’s Office, the Financial Aid office will place the student's financial aid on hold until attendance is verified. If attendance is not verified, Title IV funds will be cancelled and the student will not be eligible.

**Academic Transcripts**

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

**Overlapping Enrollment**

When a student receives financial aid at more than one 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 the student has an overlapping enrollment period (even one day), it can severely impact the student's financial aid eligibility. The student should contact their student financial services counselor with questions about overlapping enrollment periods.

**Degree Status**

To be eligible for financial aid at Bellevue University, the student must be degree-seeking.

**Enrollment Status**

**Undergraduate Students:**

- **12 Week Term, 11 Week Term, 10 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 (Flexsive 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 ELA/CLEP/DSST/NYU Foreign Language Proficiency credits do not count toward enrollment status for financial aid purposes. Enrollment status (full,
3/4, 1/2) determines eligibility for grant and loan money. Financial need is determined by subtracting expected family contribution plus other financial aid from cost of attendance. Cost of attendance is determined by enrollment status.

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

**Independent Student Full-time Example**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Fees, Books</td>
<td>$8,000</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$8,000</td>
</tr>
<tr>
<td>Total Cost of Attendance</td>
<td>$16,000</td>
</tr>
<tr>
<td>Expected Family Contributions (EFC)</td>
<td>$2000</td>
</tr>
<tr>
<td>Financial Aid (Pell Grant)</td>
<td>$4,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$9,000</td>
</tr>
</tbody>
</table>

*In this example, the student may have loan eligibility of $9,000*

**Independent Student Half-time Example**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Fees, Books</td>
<td>$4,000</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$4,000</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$8,000</td>
</tr>
<tr>
<td>Expected Family Contributions (EFC)</td>
<td>$0</td>
</tr>
<tr>
<td>Financial Aid (Pell Grant)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

*In this example, the student may have loan eligibility of $4,000*

**Dependent Student Full-time Example**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Fees, Books</td>
<td>$8,000</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$4,000</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$12,000</td>
</tr>
<tr>
<td>Expected Family Contributions (EFC)</td>
<td>$5,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

*In this example, the student may have loan eligibility of $5,000*

**Dependent Student Half-time Example**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, Fees, Books</td>
<td>$4,000</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$6,000</td>
</tr>
<tr>
<td>Expected Family Contributions (EFC)</td>
<td>$4,000</td>
</tr>
<tr>
<td>Financial Aid (Scholarship)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Financial Need</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

*In this example, the student may have loan eligibility of $1,000*

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

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

**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 the student at enrollment.

If the student’s program spans over two academic years/financial aid award years (July 1 to June 30), then they 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 the student, because of ineligibility or personal choice, decides not to use financial aid for a portion of their program, but then later become eligible or choose to accept aid they 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 the student cannot receive aid at more than one institution for any given period of enrollment (such as a quarter or semester). The student may receive financial aid at Bellevue University while also taking classes at another regionally accredited post-secondary school. Bellevue University must have a consortium agreement with the other school and the classes must count toward the student’s degree requirements at Bellevue University.

In order to complete this process the student will need to complete the Co-Enrollment/Consortium Forms: [bellevue.edu/financial-services/content/pdfs/consort-release.pdf](http://bellevue.edu/financial-services/content/pdfs/consort-release.pdf). The student will also need to complete the Certificate for Student to Enroll at Other Institution, Financial Aid Release Form, and submit an official copy of their registration/enrollment from the non-funding Institution. The student’s enrollment at Bellevue University and the non-funding
Institution are compiled together to determine the student’s enrollment status and financial aid eligibility. It is the student’s responsibility to resolve their balance at the both institutions. Bellevue University will not pay any of the student’s financial aid directly to the other Institution.

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

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

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

The fastest way to request Tax Transcripts is either by phone or online. Be sure to request a Tax Transcript. DO NOT request a Tax Account Transcript or Record of Account.

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

Ordering a Tax Transcript Online:
Go to www.irs.gov, then select the following:
> Click “Order a Tax Return or Account Transcript” located in the left-hand column
> Click “Order a Transcript” under Step 3
> The student should enter their SSN, Date of Birth, Street Address, and Zip Code (Be sure to use the address currently on file with the IRS (generally this is the address listed on the latest tax return filed; however, if an address change has been completed through the US Postal Service, the IRS may have updated the address on file).
> Click Continue
> In the TYPE OF TRANSCRIPT field, select “Return Transcript” and in the TAX YEAR field, select the appropriate year (i.e., 2013)
> Click Continue
If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request—within 5 to 10 days from the time the IRS received the request.

Book Waiver
A book waiver allows eligible students to purchase all or a portion of their books from the Bellevue University Bookstore using their excess financial aid funds. The amount spent is then added to the student’s tuition account to be paid for when their aid is disbursed to their student account.

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

The maximum total allowable waiver is $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, option 0, or OneStop@bellevue.edu.

Loans
Federal Subsidized Direct Loan – A low interest, need-based federal loan that is not credit-based. The federal government pays the interest on the loan while the student is enrolled in school and during the six-month grace period. Repayment on the loan begins six months after the date the student ceases at least half time enrollment. The loan may be paid back over the course of up to 10 years.

Federal Unsubsidized Direct Loan – A low interest, non-need based federal loan that is not credit-based. The student has
the option to defer payment on the loan and interest while enrolled in school; however, interest accrues while the student is in school. The loan may be paid back over the course of up to 10 years.

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

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

**Pell Grants**

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

The student may be eligible for a Pell Grant if:

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

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

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

Financial need for Pell Grants is calculated by comparing the students Expected Financial Contribution to the Cost of Attendance (tuition, fees, room and board, books, etc.) The Expected Family Contribution (EFC) is the amount that the U.S. Department of Education calculates that the student's family is able to pay toward the student's college expenses. The EFC is based on the information that the student reports about their family's financial resources and expenses.

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

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

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

Whether the student has used all of their Federal Pell Grant eligibility or only half, they should 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%.

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

**Tracking Lifetime Eligibility Used on NSLDS**

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

The National Student Loan Data System (NSLDS)
Step 1 – Obtain a Personal Identification Number (PIN) from the U.S. Department of Education. The student’s PIN serves as their electronic signature and provides access to their personal records with the U.S. Department of Education systems. The student can request a PIN via the U.S. Department of Education’s PIN Web site at www.pin.ed.gov.


Step 3 – Read the privacy statement. To agree, click Accept to find the Lifetime Eligibility Used. A security configuration question may or may not prompt depending on the student’s browser’s security configuration. If the student is comfortable with their browser’s current security configuration, they should click Accept to continue. The Confirming Your Identity screen will appear after the student clicks Accept.

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

Step 5 – View the Financial Aid Review screen listing the student’s total Lifetime Eligibility Used.

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

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

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

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

Entrance Counseling is available online at 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 the student is 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 Office or refer to BRUIN for more information on specific dates. The student will be notified in writing when student loan money arrives. In accordance with the Family Education Rights and Privacy Act (FERPA), information regarding arrival of loan proceeds are not discussed over the phone.

Withdrawing or Dropping Classes
The student may find it necessary to withdraw/drop from the University before the end of a term. If the student drops a class or totally withdraws, they may cease to be eligible for financial aid or for a refund. A portion of the financial aid may have to be recovered and refunded (sent back) to the appropriate federal program. Federal regulations may require the student to repay part or all of the grant money they were given under the return of Title IV funds rule. The student is encouraged to seek solutions to academic problems by utilizing the advising resources available through the Office of Student Affairs.

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

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

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

**Step 2** – Determine how much of the federal aid must be returned. The earned percentage is subtracted from 100 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 the student for education expenses that are paid to the University directly. The following education expenses are considered institutional costs: tuition, lab fees, and book charges. If the student drops after the 60 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. Bellevue University shall return the unearned amount of aid to all aid programs in a timely manner and in a specified order.

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

There are special rules for the return of money that the student has received:

- **Loan proceeds** – The student (or their parent, in the case of PLUS loan), 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. The student needs to repay these funds to Bellevue University within 45 days of notification, or make arrangements for repayment with the U.S. Department of Education. After 45 days, the student will be placed in overpayment status and will not be eligible for further Title IV funds until this situation is resolved. Once the returned amount is determined, the federal funds must be returned in an order specified by law.

This order is: Unsubsidized Federal Stafford loan, Subsidized Federal Stafford loan, Federal Perkins loan, Federal PLUS loan, Federal Pell Grant, and Federal SEOG, and other Title IV Programs. Federal Work-Study earnings are not affected. Below is an example of the Return of Federal Funds procedures if the student officially withdraws. Copies of this and other samples of Return of Title IV Funds calculations are available from the Financial Aid Office.

**Example (12-Week Session):**

Student A has total institutional charges of $1,900, which include $1,619 in tuition and lab fees and $281 in books and supplies charged at the bookstore. The student 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 is the aid amounts (Pell/SEOG) 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 $1121 ($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 the student graduates, transfers or stops attending Bellevue University at a less than half-time enrollment status. The exit counseling session explains the student’s loan repayment responsibilities and when repayment begins.

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

For questions on student loans contact the 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 cost of education rises and schools receive fewer financial aid dollars, it becomes imperative that those dollars go to students meeting the requirements of the financial aid standards of progress policy. The following financial aid satisfactory academic progress policy is in effect at Bellevue University.
The Federal Title IV Programs governed by this policy include: Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Stafford (Subsidized and Unsubsidized) Loans, and the PLUS loans. The State grant program governed by this policy is the Nebraska Opportunity Grant (NOG).

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

1. Qualitative Component
   The student must meet minimum standards for quality work (GPA). For example:
   - Undergraduate: A student must maintain a 2.0 GPA or better to meet minimum standards.
   - Graduate: A student in a graduate program must maintain a 3.0 GPA or better to meet minimum standards.

2. Pace Component
   The student must produce a sufficient quantity of credit hours to ensure completion within the maximum timeframe. On a cumulative basis, a student must successfully complete two-thirds of the credit hours attempted each 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 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 not applied for nor received. These standards must be met for the student to be eligible for any of the Federal Title IV Student Aid Programs. Students who do not meet minimum requirements will be suspended from receiving consideration for financial aid. The Financial Aid office uses warning, probation, and suspension statuses. While every student situation is unique, and appeal outcomes are determined on a case-by-case basis, the financial aid office uses the following guidelines when reviewing satisfactory academic progress. These guidelines are followed for both graduate and undergraduate students.

   First offense – Warning – Written notice
   A Financial Aid warning lasts one term, during which time the student can still receive Title IV funds.

   Second offense – Probation – Appeal needed
   If the student is 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 will be limited.

   Third offense – Suspension – Appeal needed
   If the student is already on probation and fails SAP, they will be placed on Financial Aid suspension. Once the student is placed on suspension, they will no longer be eligible for financial aid until their cumulative GPA meets standards, 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. The student should also provide any documentation that verifies why the student was not successful in his/her classes, and provide an explanation of how they plan to demonstrate SAP for their next period of enrollment. If the Financial Aid Appeal Committee determines that mitigating circumstances exist, they will reinstate the student's financial aid and inform the student of any restrictions via email.

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 prior to disbursement of each 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 the student to postpone loan repayment. The federal government pays the interest charges during the deferment period on subsidized loans. The student is responsible for the interest accrued during deferment on unsubsidized loans. The student may delay paying interest charges by capitalizing the interest, thereby increasing the loan amount. Most federal loan programs allow the student to defer loans while attending school a minimum of half time. Deferrals of principal and interest also are available for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service (deferment forms are available from the lender, servicer, guarantee agency, or the Student Financial Services Office). Deferment is not permitted for loans in default.

If the student wishes to defer their loans, contact the lender(s) on the steps to complete that process as each lender is different. If the student has in-school deferment loan paperwork to complete, send the request to the Registrar’s office to complete.

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

**Study Abroad**
Students should contact the Financial Aid Office if they intend to study abroad. The student will be required to provide the Financial Aid Office with documentation of their application for admission and acceptance to their choice of a study abroad school. This documentation will indicate class(es) to be taken, enrollment period, and relevant cost for the program. The student will provide written confirmation from the appropriate faculty/Dean that their study abroad classes will transfer to Bellevue University toward their degree completion. The student 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 the visiting institution for the purposes of eligibility for Title IV Federal Aid. The student will make arrangements with Student Accounts to have the financial aid applied to their account and any credit balances mailed to an address of their choice.
Bellevue University provides services to meet the many academic and nonacademic needs of its diverse student body. Whether the student is entering Bellevue University directly from high school, transferring, or as an adult student returning to earn their degree (in class or online), Bellevue University is focused on their success. Below are the functions and services we provide to support the student academically.

**Academic Advising**

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, coaching, 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 Academic Advisors, 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, the applicant’s BRUIN account is created. As the applicant progresses through the admissions process, becomes a student, and graduates with a degree, BRUIN provides resources and self-service tools to meet their 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 the student with their career-related questions. Whether the student is 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. In addition, the Career Services Center brings employers and students together through spring and fall career fairs, on-campus recruiting programs, and an online job posting system called the JobZone. Individual career coaching is available via in-person meetings, email, Skype and phone calls. The student will also find a wealth of information and resources on the Career Services Center at bellevue.edu/career-services.

**Disability Services**

Bellevue University is committed to ensuring equal access to all programs for people with disabilities. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Bellevue University prohibits disability discrimination, and assures equal opportunity to access the institution, to include participation in 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 and 548
Phone: 402-557-7422 or 402-557-7417
Fax: 402-557-5405
Email: disability@bellevue.edu

**Gordon Lozier Athletic Center**

The Gordon Lozier Athletic 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 with a student ID.

**Hollis and Helen Baright Bookstore**

Operated by Follett, the bookstore specializes in textbooks,
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. A freshman interested in participating in athletics must 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)

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

For more information, contact the Athletic Department at 402-557-7058.

**Baseball**

Bellevue University's baseball program began in 1968 and since has emerged as a national powerhouse. The Bruins have made the national tournament 16 of the past 19 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 14 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 first two seasons as a collegiate sport, Bellevue has won two MCAC Tournament titles, advancing to the NAIA National Tournament both seasons. Head coach Rob Brown has twice been named the MCAC Coach of the Year. Men's golf was ranked as high as No. 1 in the nation in 2012-13, finishing the season at No. 5 and producing two All-Americans.

**Women's Golf**

The Bellevue University women's golf team began competing in the 2011-12 academic year. The Bruins have won two MCAC Tournament titles in its first two seasons, advancing to the NAIA National Tournament in 2013. Shelly Liddick has twice been named the LPGA National Coach of the Year as well as the MCAC Coach of the Year. Bellevue finished 11th at the 2013 NAIA National Tournament with two All-Americans.

**Softball**

The Bruin softball program began in 1997, making its first of six 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 11 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 six times – 2005, 2006, 2007, 2008, 2009, and 2013. 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 it's 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 fourth-straight national tournament in 2013 and have won four-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 1990's. The program has won seven of the last eight conference tournament titles and four-consecutive regular-season conference titles (2007, 2008, 2009, and 2010). The volleyball team has made eight national tournament appearances, including seven 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 the student's 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. For more information, please visit bellevue.edu/
international or send an email to international@bellevue.edu.

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

Additional valuable services and resources
24/7 Librarian – Chat or email reference experts live and
around-the-clock.
BUILD IT (Bellevue University Information Literacy
Development Interactive Tutorial) – This online tutorial
was developed to introduce students to all the services and
resources available from the University library, and guide
students through the research process. The five modules each
focus on a different aspect of research, and it offers interactive
quizzes and database searching.

Copyright Center – The Copyright Center 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.

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

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

GCN Training Tutorials – 62 online tutorials to explore on
topics such as: Copyright, FERPA, HIPAA, Counseling, etc.

Journal Holdings – This list of the library’s electronic and print
periodical titles gives students a simple way to locate specific
journals from among all of the library's databases.

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

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

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

Personal Librarian – Bellevue University Reference Librarians
will personally work with current students to help answer
questions regarding database navigation, library resources,
citations, and more. If interested please call 402-557-7313 or
email PLP@bellevue.edu.

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

Virtual 3D Library – Explore the Bellevue University virtually
and visit the Reference Desk, Computer Pod, and Classroom.
Students may borrow library materials with their Bellevue
University ID card. A reciprocal borrowing agreement allows
students 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 with many aspects
of information retrieval. Reference librarians provide formal
instruction to classes and can help with research projects.
Materials not owned by the library may be borrowed for a
small fee through Interlibrary Loan.

Other valuable resources include: “More Than Books”
newsletter, Facebook fan page, “Facts From the Stacks” BLOG,
Pinterest, and Instagram. 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 the student’s
transition to Bellevue University by helping them 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 students acquire and relationships they begin to
form at NSO will help them achieve their educational goals. We
invite students to make the most of their Bellevue University
experience! Distance learners are encouraged to participate
in the online version at libguides.bellevue.edu/newstudentori-
tentation.

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
Professional Enrichment Program (PEP)

The Professional Enrichment Program (PEP) is a series of workshops designed to enhance the student's academic, professional and personal success. Whether they need information on how to study for a test, what to do the first days of a new job, or how to manage their finances, the PEP program has a workshop that can help. Workshops are available in-person or online. Students may register via the PEP website at bellevue.edu/pep or by email at pep@bellevue.edu.

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 post-traditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University GPA. This learning can be evaluated for credit through testing or Prior Learning Assessment.

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

Transfer Credits – applied through the Office of the Registrar

Testing – administered through the University Test Center

Experiential Learning Assessment – administered through successful completion of “Discovering Your Value: Turning Your Experience Into College Credit” MOOC (go to bellevue.edu/undergraduate/earn-credit/experiential-learning-assessment.aspx for more information).

Students may earn credit for college-level learning achieved through work, outside activities, and life experiences. Credit granted for post-traditional 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 awarded 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.

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 Experience team and Student Organizations. Facilities and offices located in the Student Center include the Cafeteria, Quiet Lounge, Game Room, Computer Lab, and Safety Office.

Student Activities and Organizations

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

Student Email Accounts

All Bellevue University students receive a lifetime email address. This is a secure email account and the primary method of communication with instructors and other university departments. University email account usage is subject to policies outlined in the policies section of this catalog on page 10.

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.
Tutoring and Study Skills Program
Bellevue University’s student tutors are here to assist students who have made an attempt to understand their academic subject through classroom attendance and personal effort. Tutors are trained to work with students one-on-one or in a group setting. Peer tutor assistance is available for many undergraduate subject areas including Accounting, Algebra, Business, CIS, Science, Statistics and Study Skills. Tutoring 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 https://bellevue.mywconline.com, stop by the Tutor Center, located in the Learning Commons, or call 1-800-756-7920, ext. 557-7430. All services are available to Bellevue University students free of charge. For more information please visit bellevue.edu/current-students/learning-labs/tutoring-and-study-skills.aspx.

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 scheduling an online appointment at bellevue.edu/writingcenter and then submitting work by email at writing@bellevue.edu. Writing Center consultants are not proofreaders; they focus on helping students 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.
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<td>Web Technologies</td>
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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. Students 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, students 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 students complete as many of the General Education Core courses as possible during their freshman and sophomore years. This will provide the student with the foundation needed to be successful in their upper-level courses.

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

Bachelor's Degree Requirements

To graduate, a student will need to:

1. Provide verification of high school completion or equivalent.
2. Complete a minimum of 127 credit hours (Bachelor of Science, Bachelor of Arts) and have an overall GPA 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 completion 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 GPA 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 the student's major.

Accounting Major – 21 upper-level credit hours must be completed in residence and in the student's major.

All other majors – 12 upper-level credit hours must be completed in residence and in the student's major.

Undergraduate Students Taking Graduate Courses

Undergraduate students in their senior year, with a 3.0 or better cumulative GPA, and a minimum of 30 hours in residence may be allowed to enroll in select graduate courses. This coursework may be used to satisfy undergraduate degree requirement. Contact Academic Advising for more information.

Non-Degree Status

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

To change status from a “non-degree seeking” to “degree-seeking,” complete a degree-seeking application with the Enrollment Management Department. The student will be subject to the requirements for graduation contained in the catalog in effect at the time the student became “degree-seeking.” If evaluation and review of the student’s credentials indicates that they have misrepresented themselves, the student’s admission, registration, and degree status may be invalidated.

Academic Credit Evaluation

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

Undergraduate Degree Residence Requirements

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

To earn a degree, a student is required to have at least 30 credit hours of in-residence courses at Bellevue University;
including a minimum of 12 hours in upper-level (300-400) courses in their major area (21 hours for Accounting and Business Administration Majors). Online and in class courses count toward residence hours; PLA credits, transfer hours, or credits earned through testing do not count toward residence.

**Second Bachelor’s Degree**

Those seeking a second bachelor’s degree 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 their 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. The student should officially declare a major field of concentration by the time they have completed 60 credit hours.

Majors are classified in two ways:

- **Single** – To major in a single area of study, the student is required to complete all the courses specified by that area in addition to the General Degree Requirements.
- **Multiple** – To earn a degree with a major field of concentration in more than one area of study, the student will need to fulfill the General Degree Requirements and the requirements of each major field selected. The student’s 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, the student needs to:

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

*Note: Specific majors may have additional requirements which can be found under the specific major’s requirements.*

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

**Minors**

A minor is a recognized group of courses in a specific discipline that enhances general learning, enriches educational focus, and complements the student’s major. Selection of a minor is not a requirement for graduation. Please consult with an Academic Advisor about minor selection.

A student may declare a minor any time after they have submitted the admission application. Minors typically require between 18 and 27 credit hours to complete. A minimum GPA of 2.5, 9 upper-division credit hours, and three courses (9 credit hours) in residence at Bellevue University (excluding the business minor) are required. Upper-level courses need to represent 6 of the residence credit hours.

**Emphases**

At the undergraduate level, emphases provide an area of focus and a choice of options for more in-depth study within 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 the student with choices in a disciplinary area of interest. The student should consult with their Academic Advisor to effectively design a degree plan that integrates one or more emphases in their degree program.

**Certificates of Completion**

Certificates of completion are awarded for a set of courses that define a specialization that is generally recognized in the workplace. A certificate of completion is not an academic award, but rather a recognition of the student’s learning in a content domain. A student may declare a certificate of completion any time after they submitted an application for admission. The courses will be included on their transcript, and upon request, on a printed certificate of completion.

*Note: Minors, Emphases, and Certificates of Completion may be completed after conferred degree.*
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 the student 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. This permits full understanding of the material presented in the 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 are no substitutions, PLA, or transfer courses for the Kirkpatrick Signature Series.
### Graduate Degree Offerings

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<tr>
<th>Majors</th>
<th>Degree</th>
<th>Accelerated</th>
<th>Cohort</th>
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<th>In-class</th>
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<td>Security Management</td>
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4. Attain an overall GPA of 3.0 or higher in their current program.

### 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 Healthcare Innovation (MHI)
- Master of Project Management (MPM)
- Master of Public Administration (MPA)
- Master of Fine Arts (MFA)
- Master of Professional Science (MPS)

All credit hours are stated in semester hours.

To receive a graduate degree, the student is required to:

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

### Master Degree Residence Requirements

To receive a graduate degree, the student is 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, the student must:

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 the student's 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 their graduate degree, the student is required to:
1. Meet all admission requirements.
2. Complete all curriculum requirements listed in the assigned University catalog.
3. Pass all degree-required graduate courses with a grade of “C” or better.
   • A maximum of six credits with a grade below a “B” and no grade below a “C”.
4. Attain an overall GPA of 3.0 or higher in the doctoral degree program.

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 the student is required to register for classes prior to the start of each term.

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

Accelerated – The accelerated programs are offered in the cohort-based format that emphasizes applied, active learning. Requirements allow flexibility in sources of learning and specific coursework. This allows the student to tailor their 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 skill. 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, and there are no extensions for incomplete courses.

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 and the Kirkpatrick Signature Series capstone courses 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 Instructional Faculty, Student Coach, and Reader:
Instructional Faculty will have the most contact with the student. They are there to answer any questions and closely monitor progress through a dashboard of indicators. Instructional Faculty will reach out to the student periodically to discuss their academic progress and help solve any issues the student might be facing.

The Student Coach serves as both Academic Advisor and Student Financial Counselor, and is responsible for all enrollment and registration matters, the student's financial plan and their overall academic plan. This person will also monitor progress and work closely with Instructional Faculty. The Student Coach will contact the student when specific milestones are reached. The Student Coach is the go-to person to get connected with campus services.

Assignments will be graded by a qualified Reader. The Reader is separate from the Instructional Faculty. The Reader will use a pre-determined set of expectations, known as rubrics, to evaluate student work; the same set of expectations the student receives when they enter the program. The Reader will submit feedback within 48 hours.

Course Delivery Format

The following are course delivery formats offered by Bellevue University:
Transfer of Undergraduate Credits or Degrees

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

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

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

- An associate’s or 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.
- A student will need to take those courses comprising the major concentration and any prerequisites to that concentration and meet all other degree completion requirements.

Specific articulation requirements between the first and second degree include:

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

**Bachelor’s Degrees** – A student with a bachelor’s degree 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

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

Application of Transfer Credit and Credit for Post-traditional Learning

A student may earn academic credit for learning acquired through sources other than college classes and/or be granted credit for college-level learning acquired outside of a regionally accredited college setting. Assessment of such learning will be conducted or validated by Bellevue University based on the standards promulgated by nationally recognized educational agencies such as the American Council on Education (ACE), the 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, the student will be required to complete the Kirkpatrick Signature Series.

A student 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 43-44).
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 tests and DSST tests offer more than 80 testing opportunities to earn college credit. CLEP scores and DSST scores are Pass or Fail. These scores do not affect GPA. Please visit the Test Center for detailed information about CLEP tests and DSST tests such as the tests offered, the number of
credits that may be earned, the required score, and important links to the CLEP and DSST web sites. Contact Academic Advising, Enrollment Management, or the Test Center Team for information about these testing programs.

**Computer Proficiency Tests (CPT)**

There are 12 computer proficiency tests offered which include College Level 1, College Level 2, and College Level 3 tests for Access, Excel, PowerPoint, and Word. These tests require the student to demonstrate their skill level by completing tasks to assess their proficiency in Microsoft 2010 Office Suite applications. These tests fulfill lower level elective credit and one credit is awarded for each successfully passed test. These tests are computer based and scores are immediately available. CPT scores are Pass or Fail. These scores do not affect GPA.

**New York University (NYU) Foreign Language Proficiency Exams**

Bellevue University is an authorized test center for NYU Foreign Language Proficiency exams offering the opportunity to earn college credit for advanced learning in foreign languages. NYU Foreign Language Proficiency exams are ordered from NYU by the Test Center. The entire process of ordering, administering, and receiving results may take up to 16 weeks. NYU Foreign Language Proficiency exams are Pass or Fail. These scores do not affect GPA. Please visit the Test Center for a complete list of available languages and additional details about this test.

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

**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 post-traditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University GPA. This learning can be evaluated for credit through testing or 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 successful completion of “Discovering Your Value: Turning Your Experience Into College Credit” MOOC (go to: bellevue.edu/undergraduate/earn-credit/experiential-learning-assessment.aspx for more information).

Students may earn credit for college-level learning achieved through work, outside activities, and life experiences. Credit granted for post-traditional 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 awarded 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 normal matriculation usually will not be approved for Independent Study. Under the Independent Study option, the student 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 the student to contract (under certain circumstances) to take Bellevue University courses on an individual basis if approved. The student is required to register prior to the last day for late registration. The Dean of the sponsoring college must approve any deviation from this procedure.

**Topics Courses**

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

**Course Clusters**

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

Online Courses and Programs
The University has developed an award-winning online learning environment that:
• provides a highly interactive learning experience
• utilizes assessment technology with feedback from students and instructors
• integrates applied concepts in the learning process
• sets and monitors participation levels for the student and their instructors

Academic Information

Academic Classification
The number of semester credit hours earned determines a student’s academic classification.

<table>
<thead>
<tr>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</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.

Cross-listed Courses
Courses in which both graduate and undergraduate students attend the same course but receive credit under different course numbers are referred to as cross-listed. Cross-listed courses are required to have separate and distinct syllabi for each degree level specifying the differences in performance expectations. Ordinarily cross-listed courses occur at 400- and 600-level, however there may be instances in which 600- and 800-level courses are cross-listed. Cross-listed courses taken at one level may not be repeated at the cross-listed level for credit.

Class Load – Undergraduate Programs
The normal class load for undergraduate students is between 9-12 credit hours depending on length of course and delivery method. If you wish to carry more than the maximum at any given time, you must obtain the written permission of your Academic Advisor and the Dean of your college, or designated representative, prior to registration. Please keep in mind that most courses require two hours of study outside the classroom for every hour of class instruction.

Undergraduate Term: 12 Week 11 Week 10 Week

<table>
<thead>
<tr>
<th>Status</th>
<th>Full-time</th>
<th>¾ Time</th>
<th>½ Time</th>
<th>Normal</th>
<th>Max. w/out permission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>¾ Time</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>½ Time</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Normal Class</td>
<td>12</td>
<td>9</td>
<td>9</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Max. w/out permission</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Change of Schedule

Students 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 a schedule may impact an academic plan, contact Academic Advising. International students must ensure they maintain full-time status at all times.

Students may drop/add a class through the first week and the dropped course will not appear on the student’s academic transcript. For more information, please contact the OneStop Service Center at 1-800-756-7920, option 0, or OneStop@bellevue.edu.

An undergraduate student in an accelerated major or graduate student in a cohort program who wishes to drop/add must work with Academic Advising.

Changes of schedule may affect financial aid. Students must work closely with their Student Financial Counselor to minimize the impact of the rescheduling on financial aid and tuition payment schedules. Written authorization from Student Accounts indicating prior financial arrangements for tuition payment will be required for completion of the rescheduling process. Tuition for courses following the reschedule is assessed at the current tuition rate. Please see the Student Financial Services section on page 19.

Withdrawal/Dropping a Course

Students are encouraged to seek solutions to academic problems by utilizing Academic Advising resources. When considering withdrawal from the University, students should consult with their instructors and 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 the student’s F-1 visa status.

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

Responsibility for Withdrawal

Students are responsible for initiating and ensuring the withdrawal process is complete. Merely ceasing to attend classes does not constitute an official withdrawal. Any student who has not been withdrawn from a course will be assigned the grade earned as of the end of the course. If they have not received a confirmation of the withdrawal, please contact the OneStop Service Center at 1-800-756-7920, option 0, or OneStop@bellevue.edu. Students who wish to withdraw from a class after the “last day to withdraw or change to audit,” must obtain the Dean’s approval through their Academic Advisor.

### Undergraduate Term: 18 Week

<table>
<thead>
<tr>
<th>Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status*</td>
<td>12</td>
</tr>
<tr>
<td>¾ Time status</td>
<td>9</td>
</tr>
<tr>
<td>½ Time status</td>
<td>6</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>

*To be considered full-time status, you must be enrolled in at least the minimum full time credit hour amount. These credits may be comprised of day or evening courses, or a combination between the two. International students are allowed one online course per term.

If you are enrolled in a major offered in a Flexxive® format, you have the ability to register for 9 to 30 credit hours per term. However, if you elect to take more than 21 credit hours in a term, academic permission is required. Contact your Student Coach for more information and schedule recommendations.

### Class Load – Graduate (Master and Doctoral) Programs

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status</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>

During doctoral dissertation, students must take at least 3 credit hours to be active.

### Attendance

All academic programs require active participation. Students are encouraged to contact their instructor when they are absent from class. For more information please see the applicable course syllabus.

Documentation of the cause of excessive absences will be requested from the student. If a student is experiencing medical issues or family health issues, they should contact 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: Failure to meet participation expectations for two or more classes without the approval of the instructor could be grounds for an administrative withdrawal.
International students must secure an authorization from an Academic Advisor prior to any course load adjustment.

**Withdrawal from a Program**

Prior to withdrawing from a program, students are encouraged to meet with their professor and their Academic Advisor, to discuss alternatives. If the student must withdraw from an accelerated, cohort-based program, they will follow the withdrawal schedule as stipulated in their financial agreement. A student may initiate the withdrawal through their Academic Advisor; however, it is the student’s responsibility to ensure the proper withdrawal forms are provided to the Student Accounts Office.

The academic goals of a student experiencing dramatic changes in their work or life situations during the year may be affected. Students in this situation are encouraged to meet with their major professor, and with their Academic Advisor, to discuss alternatives.

A student experiencing medical or family health issues is encouraged to contact Disability Services. An international student, prior to contacting Disability Services, should confer with the Immigration Specialist to determine if they are eligible for a medical hardship or other exception available to F-1 visa students.

**Medical Hardship/Compassionate Withdrawal Policy**

A student may submit a request for a medical hardship withdrawal and/or a compassionate withdrawal in extraordinary cases in which serious illness or injury (medical hardship) or another significant personal situation, for example, care of a seriously ill child or spouse, or death of the student’s immediate family member* and/or a domestic partner** (compassionate) prevents a student from continuing his or her classes in a particular term. If arrangements with instructors for an extension or incomplete grade are not possible, a request may be made for a medical hardship or compassionate withdrawal. The medical hardship withdrawal policy is not intended to apply in situations of chronic or ongoing medical, emotional, or psychological distress. To the extent that University policy applies in compliance with the Americans with Disabilities Act, if a student has a chronic or ongoing medical, emotional, or psychological condition, they may apply to Disability Services.

*Family member is defined as parent, sister, brother, spouse, mother-in-law, father-in-law, grandparent, grandchild, son, daughter, stepchild, a child in custody of and residing in the home of a student.

**Domestic partners are defined as persons who reside in the same home who have reciprocal duties to and do provide financial and/or emotional support to one another.

The request for withdrawal from the term or a grade change (failing grade only) to “withdrawal” must be made within one year of the requested term. A student can secure more information about the University’s Medical Hardship and Compassionate Withdrawal Policy from their Academic Advisor. Prior to withdrawing, the student is strongly encouraged to visit with their Academic Advisor to discuss possible options in lieu of withdrawal and Financial Aid Counselor to identify and understand the financial assistance/monetary implications of processing this withdrawal.

**Administrative Withdrawals**

The University reserves the right to withdraw students who fail to meet financial or academic obligations including participation or who, because of misconduct, disrupt the academic process. Administrative Withdrawals are reflected on student’s transcript as appropriate. For more information on administrative withdrawals, please contact an Academic Advisor.

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**Grading Systems and Policies**

**Grading System**

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

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

- A 4.0 – Work of exceptional character
- A- 3.67
- B+ 3.33
- B 3.0 – Superior work and distinctly above average
- B- 2.67
- C+ 2.33
- C 2.0 – Work of average quality
- C- 1.67
- D+ 1.33
- D 1.00 – Work falls below average, but clearly above failure
- D- 0.67
- F 0.0 – Work fails to meet minimum requirements. No academic credit awarded
IF 0.0 – Incomplete that turns into an F
P Pass – Used on a limited basis for specified courses. It is not calculated in GPA
N/NP No Pass – Work fails to meet minimum requirements. No academic credit awarded. Not calculated in GPA
W Student Withdrawal – Student initiated withdrawal from the course. It is not calculated in GPA
WP Administrative Withdrawal for Non-Participation
WC Administrative Withdrawal for Cause
AU Audit – No academic credit awarded
I Incomplete – If a student is assigned a grade of “I” or Incomplete, this is not calculated in their GPA. It is a temporary grade the instructor gives at the end of the course to indicate that the student has not completed the required coursework. The instructor will provide a reasonable period of time to complete the required work—up to 12 weeks after the end of the class. If the student does not complete the work according to the time frame specified by the faculty member, they will officially receive the grade earned.

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

Pass/No Pass Courses
A student may elect to take specified courses on a Pass/No Pass basis. A maximum of 15 hours of Pass/No Pass courses may count toward the credit hours required for graduation and toward the 30 credit hour residency requirement. However, Pass/No Pass courses do not count toward graduation honor calculations because no grade points are assigned.

Additional limitations on student elected Pass/No Pass courses are:
1. Courses elected on a Pass/No Pass basis are limited to those outside the General Education Core Curriculum (elective courses only) and to courses outside the student’s major and/or minor, with the exception of those courses offered only on a Pass/No Pass basis. In all Pass/No Pass courses, prerequisites must be met.
2. Some courses, beyond those discussed in item 1, will not be eligible for a Pass/No Pass basis. For specific exclusions, contact the appropriate Dean.
3. Approval to take a class as Pass/No Pass must be obtained from the appropriate College Dean no later than the last date to drop/add. Approval to change a course from a Pass/No Pass to regular grading must be made within the same time frame.
4. The Pass grade indicates performance at a “C” level or above in all Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.
5. Professional seminars and workshops offered for credit may be awarded a grade of Pass/No Pass. For additional information please contact an Academic Advisor.

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

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

A student wishing to audit a course must register for that course as an audit prior to the end of the add/drop period. Once the add/drop period has passed, no student may change from audit to credit or credit to audit. The change must be approved, in writing, by the instructor of the course and the Registrar.

International students, or students enrolled in cohort, 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. A student may repeat a course to raise a previously earned grade. Only the highest grade earned is computed in the Grade Point Average (GPA), and course credits are counted only once toward the required hours for graduation. A student may not retake an individual course after three failures (grade of “F” undergraduate-standing; “C-” or below graduate-standing).

The first failed grade per course is included in calculating GPA subsequent failed grades for course are excluded from GPA calculation.

Undergraduate courses taken at other institutions, for which a grade of “A” through “C-” has been earned, are eligible for transfer to Bellevue University. However, if the transfer is a repeat of a failed course at Bellevue University, the original grade of “F” will remain on the student’s record and GPA will not be adjusted.

Grade Appeals
The student has the responsibility and right to call to the attention of an instructor any grade which they believe to be in error. Before filing an official appeal to the administration, the student must first meet with the instructor. If the instructor is no longer with the University, the student must meet with the instructor’s director to seek clarification of the grade. If the grade is correctly recorded and the student wishes 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 the 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)**

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

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

**Dean’s List – Undergraduate Only**

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

*Note: Flexive students are not eligible for the Dean’s List.*

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

<table>
<thead>
<tr>
<th>Term Start</th>
<th>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 Standards of Progress**

To complete the requirements for degree conferral, a student will need to maintain a grade point average that meets or exceeds a minimum Standard of Progress. Academic Standard of Progress standing is based on cumulative GPA. The Standard of Progress stipulated in this catalog may remain in effect for seven years from the date of matriculation. If the Standard of Progress is amended during this period, the student is subject to the conditions of the prevailing practice effective at that time.

**Undergraduate Minimum Standard of Progress**

<table>
<thead>
<tr>
<th>Term with Cumulative GPA Below 2.0</th>
<th>Cumulative GPA</th>
<th>Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term with Cumulative GPA Below 2.0</td>
<td>&lt; 2.0 Warning</td>
<td>&gt; 2.0 Good Standing</td>
</tr>
<tr>
<td>2nd Consecutive Term with Cumulative GPA Below 2.0</td>
<td>&lt; 2.0 Probation</td>
<td>&gt; 2.0 Good Standing</td>
</tr>
<tr>
<td>3rd Consecutive Term with Cumulative GPA Below 2.0</td>
<td>&lt; 2.0 Suspension</td>
<td>&gt; 2.0 Good Standing</td>
</tr>
</tbody>
</table>

**Academic Warning** is an action reminding a student that graduation is impossible unless the academic record is improved. If an academic session is completed with a cumulative grade point average (GPA) less than the 2.0 required for graduation, but more than the applicable minimum Standard of Progress, they will be placed on Academic Warning. As long as the GPA remains in this range, Academic Warning will continue.

**Academic Probation** occurs if a student completes an academic session with a cumulative GPA less than the applicable minimum Standard of Progress.
Students must contact their Academic Advisor to determine the exact number of hours and GPA needed to return to Good Standing before enrollment in the next session.

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

**Academic Suspension** is an action that occurs if a student does not meet the cumulative 2.0 GPA three consecutive terms.

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

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

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

**Academic Standing – Graduate**

Students meeting academic standard of progress are considered in Good Standing. If they are not meeting the minimum standard of progress in a Master’s program, they will be placed on Academic Warning, Probation, or Suspension. See the corresponding table to determine academic standing.

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>Academic Standings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term with Cumulative GPA Below 3.0</td>
<td>&lt; 3.0 Warning</td>
</tr>
<tr>
<td>2nd Consecutive Term with Cumulative GPA Below 3.0</td>
<td>&lt; 3.0 Probation</td>
</tr>
<tr>
<td>3rd Consecutive Term with Cumulative GPA Below 3.0</td>
<td>&lt; 3.0 Suspension</td>
</tr>
</tbody>
</table>

**Academic Warning** is an early intervention status action reminding a student that graduation is not possible unless they are meeting master’s academic standard of progress and academic record is improved. Academic Probation is an action taken when a student must raise their cumulative GPA to 3.0 to qualify for graduation. While on Academic Probation, they may not register for more than the minimum number of hours recognized by the University as constituting full-time status for a term.

**Academic Suspension** is an action taken when cumulative GPA falls below the Graduate Minimum Standard of Progress.

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

**Academic Standing – Doctoral Graduate**

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

**Graduate Minimum Standard of Progress (Doctoral)**

<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>

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

**Academic Suspension** is an action that occurs if a student does not meet the cumulative 3.0 GPA required for graduation after taking 9 additional hours of coursework while on Academic Probation.

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

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### Graduation

#### Degree Conferral

Degree conferral is the official awarding of academic degrees, which is reflected on academic transcripts. Degrees are conferred on the last day of each month upon verification that all graduation requirements have been met. For more information regarding degree requirements, please see the Courses, Degrees and Programs section, pages 37-45.

#### Diplomas

Once the Registrar's Office has verified that all degree requirements have been satisfied, Bellevue University will notify the student. Students are encouraged to order their diploma online at that time. The diploma will arrive approximately four weeks after the diploma order form is received. All financial and academic obligations to the University must be satisfied prior to receiving the diploma.

*Note: Bachelor and Master level participants in the commencement ceremony receive diploma covers, not the diploma, at the time of ceremony.*

#### Commencement Ceremony

Students are allowed to participate in only one commencement ceremony per degree. Bachelor or master's degree students do not need to be conferred prior to participating. Degree conferral is required for doctoral graduates. Students are required to register by specific deadlines to participate in a commencement ceremony.

For more information, please visit [bellevue.edu/thebigday](http://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 have a formal hooding during the ceremony. Graduates receiving master's degrees wear a master's hood during the ceremony. Undergraduate participants meeting the criteria wear 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 as part of their commencement regalia. Students who wish to wear items other than the approved regalia, will need to submit a written request to the Chief Academic Officer 60 days prior to the commencement ceremony. Failure to comply with standards for regalia will result in being barred from participation in commencement exercises.

#### Commencement Dates

All ceremonies begin at 9:30 a.m. (*All dates subject to change*)

- 2015 Spring Commencement – Sat., June 6, 2015
- 2016 Spring Commencement – Sat., June 4, 2016
- 2017 Spring Commencement – Sat., June 3, 2017
- 2018 Winter Commencement – Sat., Jan. 27, 2018
- 2018 Spring Commencement – Sat., June 2, 2018
Graduation Honors for Undergraduate Students

To be eligible for graduation honors, students 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 to 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 1-800-756-7920, ext. 557-7293, or email alumni@bellevue.edu.

Academic Calendar

**Fall 2014/2015**

**Fall Session I**
May 5 – Aug. 24, 2014 ................................ Registration
Aug. 25, 2014 ........................................... Classes Begin
Aug. 31, 2014 ...... Last Day for Late Registration/Adding Class
Last Day to Withdraw from Class
Nov. 15, 2014 ........................................ Fall Session Ends

**Fall Session II**
May 5 – Sept. 21, 2014................................. Registration
Sept. 22, 2014 ........................................... Classes Begin
Sept. 28, 2014 ...... Last Day for Late Registration/Adding Class
Nov. 11, 2014 ................. Last Day to Withdraw from Class
Nov. 27-28, 2014 .............. Thanksgiving – University Closed
Dec. 12, 2014 ........................................ Fall Session Ends

**Winter 2014/2015**

**Winter Session**
Nov. 24, 2014 .......................................... Classes Begin
Nov. 27-28, 2014 ............... Thanksgiving – University Closed
Nov. 30, 2014 ...................... Last Day to Add/Drop a Class
Dec. 19, 2014 ...................... Holiday Break Begins at 8:00 a.m.
Jan. 2, 2015 ................................. Classes Resume
Jan. 27, 2015 ...................... Last Day to Withdraw from Class
Jan. 31, 2015 ...................... Winter Commencement Ceremony
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 to Add/Drop a Class

Graduation conferrals occur monthly throughout the year.
Graduation conferrals occur monthly throughout the year.

Summer 2014/2015

Summer Session I
June 8, 2015 ..................... Classes Begin
June 14, 2015 ..................... Last Day to Add/Drop a Class
July 4, 2015 ..................... Independence Day – University Closed
July 20, 2015 ..................... Last Day to Withdraw from Class
Aug. 15, 2015 .................... Summer Session Ends

Graduation conferrals occur monthly throughout the year.

Summer Session II
June 8, 2015 ..................... Classes Begin
June 14, 2015 ..................... Last Day to Add/Drop a Class
July 4, 2015 ..................... Independence Day – University Closed
July 24, 2015 ..................... Last Day to Withdraw from Class
Aug. 22, 2015 .................... Summer Session Ends

Graduation conferrals occur monthly throughout the year.

Fall 2015-2016

Fall Session I
Aug. 31, 2015 ..................... Classes Begin
Sept. 6, 2015 ..................... Last Day for Late Registration/Adding Class
Sept. 7, 2015 ..................... Labor Day – University Closed
Oct. 20, 2015 ..................... Last Day to Withdraw from Class
Nov. 21, 2015 .................... Fall Session Ends

Fall Session II
Sept. 28, 2015 ..................... Classes Begin
Oct. 4, 2015 ..................... Last Day for Late Registration/Adding Class
Nov. 17, 2015 ..................... Last Day to Withdraw from Class
Nov. 26-27, 2015 ................ Thanksgiving – University Closed
Dec. 19, 2015 .................... Fall Session Ends

Graduation conferrals occur monthly throughout the year.

Winter 2015-2016

Winter Session
Nov. 30, 2015 ..................... Classes Begin
Dec 6, 2015 ..................... Last Day for Late Registration/Adding Class
Dec. 21, 2015 ..................... Holiday Break Begins at 8 a.m.
Jan. 4, 2016 ..................... Classes Resume

Spring 2015-2016

Spring Session
Mar. 14, 2016 ..................... Classes Begin
Mar. 20, 2016 ..................... Last Day to Add/Drop a Class
May 3, 2016 ..................... Last Day to Withdraw from Class
May 30, 2016 ..................... Memorial Day – University Closed
June 4, 2016 ..................... Spring Session Ends
June 4, 2016 ..................... Spring Commencement Ceremony

Graduation conferrals occur monthly throughout the year.

Summer 2015-2016

Summer Session I
June 6, 2016 ..................... Classes Begin
June 12, 2016 ..................... Last Day to Add/Drop a Class
July 4, 2016 ..................... Independence Day – University Closed
July 18, 2016 ..................... Last Day to Withdraw from Class
Aug. 13, 2016 .................... Summer Session Ends

Graduation conferrals occur monthly throughout the year.

Summer Session II
June 6, 2016 ..................... Classes Begin
June 12, 2016 ..................... Last Day to Add/Drop a Class
July 4, 2016 ..................... Independence Day – University Closed
July 22, 2016 ..................... Last Day to Withdraw from Class
Aug. 20, 2016 .................... Summer Session Ends

Graduation conferrals occur monthly throughout the year.
Full-Time Faculty and Faculty Status

A

Kevin Allemagne  
Assnt. Professor, Clinical Counseling & Marriage and Family Therapy  
College of Arts and Sciences  
B.S. Iowa State University, 1994  
M.F.C.S. Iowa State University, 1996  
Ph.D. Capella University, 2004

Gregory C. Allen, Sr.  
Assoc. Professor, Security Management  
College of Arts and Sciences  
B.S. University of Nebraska-Omaha, 1971  
M.S. University of Nebraska-Omaha, 1976

Patrick J. Artz  
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College of Arts and Sciences  
B.A. University of Sioux Falls, 1981  
M.A. Creighton University, 1989  
M.S. Bellevue University, 2004  
M.B.A. Bellevue University, 2009

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

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

Douglas L. Brown  
Asst. Professor, Marketing  
College of Business  
A.A. Montgomery College, 1965  
B.S. University of Maryland, 1967  
M.B.A. University of Maryland, 1969  
D.B.A. California Western University, 1978

Michael T. Butera  
Assoc. Professor, Investigations and Criminal Justice  
College of Arts and Sciences  
B.S. University of Nebraska-Lincoln, 1982  
M.S. University of Nebraska-Omaha, 1989

David T. Byers  
Assoc. Professor, Leadership  
College of Arts and Sciences  
B.S. University of Colorado-Denver, 1985  
M.A. University of Phoenix, 1995  
Ph.D. Capella University, 2005

B

Michelle R. Bahr  
Asst. Professor, Customer Care Center Management  
College of Professional Studies  
B.A. Wichita State University, 1995  
M.A. University of Nebraska-Omaha, 1997

Myra Jo Bates  
Asst. Professor, Marketing  
College of Business  
A.A. Central Florida Community College, 1972  
B.S. Northern Illinois University, 1987  
M.B.A. University of New Mexico, 1991

Charles E. Benish  
Asst. Professor, Business  
College of Business  
B.S.B.A. University of Nebraska-Omaha, 1997  
M.B.A. University of Nebraska-Omaha, 2000  
J.D. Creighton University, 2000

C

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

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

Charles A. Collins  
Assoc. Professor, Computer Information Systems  
College of Science and Technology  
B.S. College of William and Mary, 1989  
Ph.D. Massachusetts Institute of Technology, 1996

Julia M. Cronin-Gilmore  
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College of Business  
B.S. Bellevue University, 2000  
M.A. Bellevue University, 2004  
Ph.D. Northcentral University, 2009
Matthew D. Crosston  
Assoc. Professor, Intl. Security and Intelligence Studies  
College of Arts and Sciences  
B.A. Colgate University, 1993  
M.A. University of London, 1994  
Ph.D. Brown University, 2003

Barbara J. Daubenspeck  
Assoc. Professor, Clinical Counseling/Human Services  
College of Arts and Sciences  
B.S. University of Wisconsin-Superior, 1993  
M.S. University of Wyoming, 1996  
Ph.D. University of Wyoming, 2002

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

Mary K. Dobransky  
Assoc. Professor, Computer Information Systems  
College of Science and Technology  
A.A. Broome Community College, 1981  
B.A. State University of New York-Binghamton, 1985  
M.S. State University of New York-Binghamton, 1988  
Ph.D. State University of New York-Binghamton (in progress)

Frederick M. Donovan  
Asst. Professor, CyberSecurity  
College of Science and Technology  
B.S. University of Missouri-Columbia, 1996  
M.A. American Military University, 2012

Michelle K. Eppler  
College of Arts and Sciences  
B.A. Drake University, 1992  
M.S. University of Nebraska-Omaha, 2001  
Ed.D. University of Missouri-Columbia, 2012

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

Steven L. Farner, Jr.  
Assoc. Professor, Management  
College of Business  
B.A. Iowa State University, 1988  
M.B.A. Creighton University, 1992  
Ph.D. University of Nebraska-Lincoln, 1999

Jason W. Ferguson  
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College of Science and Technology  
B.S. Friends University, 1999  
M.M.I.S. Friends University, 2001  
Ph.D. Nova Southwestern University, 2010

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

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

Michael Freel  
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College of Arts and Sciences  
B.A. University of Nebraska – Lincoln, 1991  
M.A. University of Nebraska –Lincoln, 1998  
Ph.D. University of Nebraska-Lincoln, 2009

Richard R. Galusha  
Assoc. Professor, American Visions and Values  
College of Arts and Sciences  
B.S. University of Nebraska-Omaha, 1983  
M.B.A. Bellevue University, 2009  
Ph.D. University of South Dakota (in progress)

Renea B. Gernant  
Institute for Advanced Professional Programs  
B.S. Concordia University, 1988  
M.A. University of Nebraska-Lincoln, 1991  
Ph.D. University of Nebraska-Lincoln, 1998

Zergun Gonlubol  
Asst. Professor, Mathematics  
College of Science and Technology  
B.S. Middle East Technical University, 1984  
M.S. University of Nebraska-Omaha, 1997
Robert E. Gregory  
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B.S. University of Northern Colorado, 1983  
M.B.A. Bellevue University, 2000  
Ph.D. Capella University (in progress)

Robert B. Hankin  
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A.A.S. Metropolitan Community College, 1990  
B.G.S. University of Nebraska-Omaha, 1993  
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Victor O. Harms  
Assoc. Professor, Clinical Counseling  
College of Arts and Sciences  
B.S. Grace Bible Institute, 1971  
M.A. University of Nebraska-Omaha, 1988  
Ph.D. University of Nebraska-Lincoln, 1994

Mary B. Hawkins  
Professor, Business College of Business  
B.S. University of Arizona, 1980  
M.S. University of California-Davis, 1982  
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Ph.D. Creighton University School of Medicine, 1997

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B.S. Belmont University, 1987  
M.A. Middle Tennessee State University, 1997  
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B.S. Emmanuel College-Boston, 1984  
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Antoni T. Jasnowski  
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B.A. University of Dallas-Irving, 1976  
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M.S. University of New Orleans, 2006
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M.B.A. Drake University, 2000

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H.E. All-Russian State University, 1990
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B.S.N. University of Nebraska Medical Center, 1999  
M.S.N. Nebraska Wesleyan University, 2007  
M.S. Creighton University, 2011  
D.N.P. Creighton University, 2013  

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College of Business  
B.Tech. Peru State College, 2001  
M.A. Webster University, 2003  
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A.B. Boston College, 1969  
M.A. Brandeis University, 1970  
M.B.A. University of Chicago, 1975  
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Assnt. Professor  
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B.A. Wayne State College 1981  
M.B.A. University of Sioux Falls, 2001  

Alexander F. Myers  
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B.F.A. University of Nebraska-Omaha, 2007  
M.F.A. The Frank Mohr Institute, 2009  

Majid Nabavi  
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College of Business  
B.S./M.S. University of Tehran, 1992  
M.B.A. University of Nebraska-Lincoln, 2002  
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Cynthia L. Nye  
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B.S. University of Arizona, 1978  
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Sheryl M. Okash  
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B.S. University of Wisconsin-Superior, 1977  
M.B.A. Creighton University, 1984  
Ed.D. Creighton University (in progress)  

Gail G. Ortegren  
Assnt. Professor, Retail Management  
College of Professional Studies  
B.S. University of Nebraska-Kearney, 1992  
M.S. University of Nebraska-Kearney, 1997  

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

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

Darrell L. Payne  
Assoc. Professor, Computer Information Systems  
College of Science and Technology  
B.S. Bellevue University, 2000  
M.S. Bellevue University, 2005  

Raffaela Peter  
Assoc. Professor, Clinical Counseling/Human Services  
College of Arts and Sciences  
B.S. Florida Atlantic University, 2004  
M.Ed. Florida Atlantic University, 2007  
Ph.D. Florida Atlantic University, 2012  

Adrian S. Petrescu  
Assoc. Professor, Public Administration  
College of Business  
M.S. University Politehnica of Bucharest, 1989  
M.A. Natl. School of Political and Administrative Studies, Bucharest Romania, 1993  
Ph.D. University of Pittsburgh, 2003  

Nikki L. Pierce  
Assoc. Professor, Business Management  
College of Business  
B.S. Wayne State College, 2001  
M.B.A. Wayne State College, 2002  
Ed.D. College of St. Mary, 2012
T. Scott Pinkerton  
Assnt. Professor, Chemistry  
College of Science and Technology  
B.S. University of Nebraska-Lincoln, 1997  
Ph.D. Texas A&M University, 2004

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

James A. Smith  
College of Business  
B.S. Bellevue University, 1995  
M.A. Bellevue University, 1999  
Ed.D. University of South Dakota (in progress)

Dara J. Spivack  
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B.A. Indiana University, 1971  
M.A. University of Nebraska-Omaha, 1973  
B.S. University of Nebraska-Omaha, 1987  
M.P.A. University of Nebraska-Omaha, 1995

John M. Spivack  
Professor, History College of Arts and Sciences  
B.A. Columbia University, 1964  
J.D. University of Florida, 1967  
L.L.M. New York University, 1968  
M.A.T. University of Florida, 1973  
Ph.D. University of Florida, 1978

Karen L. Robinson  
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College of Arts and Sciences  
B.A. Miami University, 1991  
M.A. Miami University, 1994  
Ph.D. University of Pittsburgh, 1998

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KVI Associates, Inc.

Gordon T. Watanabe
President, Nobbies, Inc.
Bellevue University Maps

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
A Parking Lot A-G

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