

Blackhawk Technical College Student Handbook

2013-2014

Central Campus--(608) 758-6900

6004 South County Road G • Janesville, WI 53546-9458

Monroe Campus--(608) 328-1660

210 4th Avenue • Monroe, WI 53566-1033

Center for Transportation Studies--(608) 743-4470

1740 W. Highway 14 • Janesville, WI 53545-8810

Aviation Center

Southern WI Regional Airport--(608) 757-7743

4618 S. Columbia Dr. • Janesville, WI 53546-9120

Beloit Center--(608) 757-7669

50 Eclipse Center • Beloit, WI 53511-6270

The Blackhawk Technical College District Board Members can be found on our website at:

<http://www.blackhawk.edu/CollegeGovernance/DistrictBoardMembers.aspx>

A listing of full-time staff members at Blackhawk Technical College
can be found on our website at:

<http://www.blackhawk.edu/ContactUs.aspx> and click on "Staff Directory."

BTC is an equal opportunity/equal access educator/employer.

Revised August 14, 2013

The District Vision, Values, Mission and Philosophy

About Blackhawk Technical College

Founded in the 1912 and reorganized in the mid-1960s by the Wisconsin Legislature through section 38.001 of the Wisconsin Statutes, Blackhawk Technical College continues to serve the residents of Green and Rock counties by providing up-to-date, accredited courses and programs in vocational, technical, and adult education. BTC is accredited by the Higher Learning Commission, 30 N. LaSalle St., Suite 2400, Chicago, Illinois 60602, phone (800) 621-7440. The Central Campus of BTC, home for most of the college's services, is located midway between the cities of Beloit and Janesville on over 80 acres of partially-wooded, rolling prairie. Additional centers offering quality courses and programs also exist to meet the expanding and diverse needs of residents within the district. These additional centers include: the Aviation Center, the Beloit Center, the Monroe Center, and the Center for Transportation Studies.

Blackhawk Technical College offers a wealth of programs and services designed to improve and advance student skills and abilities in preparation for increased effectiveness in the world of work and the world at large. To assist students who desire to enter, advance in, or retrain for the world of work, approximately 50 Associate Degree, Technical Diploma, Certificate, and Apprenticeship programs in industrial, agriculture, service, and business occupations are available. Services to business and industry include customized training and technical assistance.

Numerous other courses are designed for those who wish to enrich their lives through personal or work-related training and upgrading. Many students attend classes at BTC to improve their basic skills, to become more effective citizens, or to explore new occupational areas. Each year, almost 13,000 students enroll at BTC.

The Student Services Division at BTC provides career counseling, financial aid, full- and part-time job placement, student activities, and a variety of other services. In addition, all BTC staff stands ready to assist you in achieving your goals or overcoming the unique challenges which confront the continuing or returning student.

Mission and Purpose

Our Mission

Empower our Students - Enrich our Communities

Our Vision

Blackhawk Technical College is a valued and integral partner in a prosperous and vital region.

Our Guiding Principles

These are the principles that will guide our actions, activities, and decisions as a college:

Community-Focus: We seek to understand and respond to the needs of our district's students, employers, and citizens.

Partnerships: We make the best use of our resources by working collaboratively with community business, education, economic, and nonprofit partners.

Transparent Communication: We communicate clearly and frequently so that information flows vertically and horizontally through the organization.

Accountability: We accept responsibility for our actions and we follow through on our agreements.

Campus Community: We create an inclusive college community where all students and employees feel welcome and supported in achieving their goals.

Interdependence: We recognize that we are interconnected both within our college and with the communities we serve and consider both intended and unintended consequences of our decisions and actions.

Data-Informed Decisions: We appropriately use both qualitative and quantitative data in making decisions.

Forward-Focused: We are focused on the future and ready to move in new and innovative ways.

Strategic Priorities

BTC as an Economic Driver - We want Blackhawk Technical College to be a key draw for business and industry thinking of relocating in our area. We want Blackhawk Technical College to be a primary catalyst for business and industry expansion in our area. We want to be recognized as the primary provider of highly trained and skilled workers in our area. Blackhawk will be a key player in all economic development efforts in both Rock and Green Counties.

Student Recruitment, Retention and Success - Our intention is to open up as many avenues to our learning opportunities as possible. We want to reach more people in our district both traditional and nontraditional. We want to reduce barriers to those who are not yet our students but need to be and those who are already enrolled. We want our retention rates to improve. We want high course completion rates, high graduation rates, and a consistently high percentage of our students finding life-supporting jobs in their field of study.

Diversity and Inclusiveness of the Environment - Our aim is to create an environment of inclusiveness, where students and employees are a mix of age, race, gender, religion, physical abilities, sexual orientation, and socioeconomic status reflective of the workplace and this district and country. We want all to feel valued and welcome. We seek to be a culturally competent organization.

Organizational Engagement and Effectiveness - We want greater input into decision making—a more inclusive governance structure. We want to improve our systems and processes to be as efficient and effective as possible. We want increased communication, flowing vertically and horizontally both internally and externally.

New Financial Resources - We need to develop new sources of funding to support the College. We want to grow the Foundation, increase the number of grants, and grow our partnerships with business and industry, putting into place systems that will allow us to do this on a continuing basis.

Academics

Registration for Courses

Current, admitted students are provided priority registration before other students. You will receive notification on the exact process. Newly admitted students are scheduled to register after current students and will receive notification on the process during New Student Orientation as well as a mailing regarding registration dates. Registering for classes can be done online or in person. You are encouraged to register using Banner Web (online system) as course availability is first come, first served.

COMPASS Retest Policy

Students complete an admission/placement test as part of the application process to the college. These scores are utilized to determine appropriate course placement. Retesting is appropriate if students believe their scores do not accurately reflect their abilities and skill levels.

Retest eligibility:

- After reviewing the admission test scores, students may retest in each area **ONCE** utilizing COMPASS prior to enrolling in the designated course(s).
- Students who have completed COMPASS as part of the admission process **MUST** wait 48 hours after their first COMPASS exam before retesting.
- Once the semester has begun and students are enrolled in courses appropriate to their placement scores, they will no longer be eligible to retest and must progress through all designated course levels.

Adding a Course

If you choose to add courses, you can do so up until the start of the semester for 1st 8-week and full semester courses and up until the course begins for 2nd 8-week courses. Exceptions to these deadlines require the appropriate Division Dean's written signature to register. You can add courses through the Web (until the semester starts) or by completing a Course Change form and submitting it to Express Services. If you add a course, all additional tuition and fees must be paid at that time or a payment plan must be established.

Should you chose, during the first week of the course, to switch sections of the same course, of either full-semester or 8-week courses, you would need written approval from the appropriate Division Dean. In most instances, if you make this change during the first week, you would not incur additional fee charges for changing sections of the same course.

If you are receiving financial aid, be aware that adding a course may affect your financial aid. If an agency or program is helping support your educational expenses, you may be required to have your schedule change approved by the agency or program staff

Dropping a Course

It is your responsibility to notify the College if you intend to drop a course. You may drop a course through the Web (before the first day of the semester) or by completing a Course Change form at Express Services. When dropping a course, you may be eligible for a refund consistent with the WTCS refund policy (see Refund Policy). Refunds will be directly deposited to accounts established in TouchNet or a check will be mailed to you within two weeks.

Dropping a course may affect your status in your program. Depending on the circumstance(s) for the drop, you are strongly encouraged to discuss your concerns with your instructor, appropriate dean, advisor/counselor and/or the Financial Aid Office. If you are receiving financial aid, be aware that dropping a course may affect your financial aid. If an agency or program is helping support your educational expenses, you may be required to have your schedule change approved by the agency or program staff.

Not attending a class does not constitute an official drop. You will be responsible for all course fees not paid. If you do not officially drop, you will receive a grade of "F" for the course(s). You may not drop a course if 20 percent or less of the class remains. In the case of extenuating circumstances, you may obtain written permission from the appropriate Dean. You may not drop a course if an academic misconduct issue is pending.

You may be administratively dropped from a course for which you have not met the course requirements (i.e. pre-requisites, co-requisites etc.)

Complete Withdrawal of Courses

If you are withdrawing or dropping from all courses, you are required to submit a Complete Withdrawal Form (available in Student Services) to the Counseling and Advising Office and schedule an appointment with an advisor prior to the withdrawal/drop being finalized.

Attendance

Attendance is critical to student academic progress at Blackhawk Technical College. Attendance expectations may differ from course to course; however, you are expected to be present, prepared, and an active participant in your classes throughout the entire course. You should discuss absences with your instructors. The attendance policy for a particular course will be shared in class and/or will be included on the course syllabus.

Non-Attendance (No Show) Policy

Blackhawk Technical College has implemented the following Non-Attendance policy:

Full-Semester Courses

If you fail to attend any course sessions during the first two weeks of the course, you will be considered as non-attending. The instructor for the course will report non-attendance and you will be notified of your removal from the course via your BTC Student email account. At this point, you will no longer be considered registered in that course and cannot start attending unless you receive written approval from the Dean and re-register.

8-Week and Accelerated Courses

If you fail to attend any course sessions during the first week of the course, you will be considered as non-attending. The instructor for the course will report non-attendance and you will be notified of your removal from the course via your BTC Student email account. At this point you will no longer be considered registered in that course and cannot start attending unless you receive written approval from the Dean and re-register.

If you have been removed from classes due to your non-attendance, you will not receive a grade for those courses.

*The student will be responsible for 20% of the tuition, which will remain on the student's account (see Refund Policy). It is the responsibility of the student to follow-up with Registration and to request (in writing) appropriate refunds—see Refund Policy (based on the date of the request, not the date of removal from the course).

If you are receiving financial aid, be aware that failure to attend classes may affect your financial aid.

Changes/Verifying Program of Record

If your goals and needs change and your program no longer meets your objective, you can change your program, in most instances, at any time during your admission process or even after you have begun your program. You will need to meet with a program advisor if you plan changing your program of study. During this meeting, a new academic

plan will be created and you will discuss program requirements. This must occur before a change will be processed.

Ensuring the accuracy of your program of record is an important issue. Not only can this possibly affect financial aid eligibility, but it could also affect graduation from your program and your permanent records at Blackhawk Technical College. If, at any time, you would like to verify your program of record, simply contact the Admissions Office.

Program Wait Lists

A program wait list may be established when there are more applicants than there are spaces available in a particular program. If your name is placed on a wait list, you will be notified by the Admissions Office; at that time you can choose to remain on the wait list or withdraw your application. When a spot in the program opens, the Admissions Office will contact you.

Auditing Classes

You may audit a credit class with the consent of the appropriate Dean. If a student repeats a course, it must be for credit and all course objectives must be met. A decision to audit must be made at the time of registration. A student taking a class for audit may not change to credit, nor may the student change from credit to audit after the class begins. You can register to audit a course one week prior to the start of each semester.

When you audit a class, you are expected to participate in the class work, complete assignments, and meet the instructor's attendance requirements. Students with disabilities are expected to have a special adaptation plan in place which may waive some of the course requirements. If you elect to audit, you will pay all of the regular tuition and fees. However, no credit will be granted for the course. Your transcript will show an "AU" as a grade. Tuition will be waived for senior citizens who are 60 years old and older. However, all other fees will be charged.

Transfer and Work Experience Credit

BTC seeks to provide students with opportunities to obtain credit toward the completion of their technical college educational programming by providing credit for prior learning that has occurred through several avenues of experiences as defined below. In all cases, final determinations of credits earned are reached by the appropriate Division Dean.

Students must complete at least 25% of the total program credits through coursework at BTC. This shall include 25% of occupational core credits associated with the program from which the student will graduate.

- 1. Transfer Credits (Credit for Prior Learning)** must be supported by official transcripts (in closed original envelopes and bearing the school seal). Transfer of credits can be evaluated from regionally accredited, post-secondary institutions (where a C or better was earned) and under certain circumstances, high school institutions (high school courses for which advanced standing was granted and a grade of B or better was earned). The College initiates this process upon your acceptance to the College. This process may take up to 8-weeks to complete. Once this process is complete, your BTC transcripts will reflect grades of "TR" for all approved coursework. If you feel that specific coursework was not evaluated for transferability, it is your responsibility to provide the Registration Office course descriptions from the appropriate college catalog along with a copy of the catalog's cover. Once this information is received, the course(s) will be reviewed by the appropriate Division Dean. You will be notified of credits granted by email sent to your BTC Student email account;
- 2. Experiential Learning**--supported by adequate documentation, students may request awarding of credits based upon work or other experiences. It is the student's responsibility to initiate this process with his/her counselor or advisor;
- 3. Credit by Exam**--when students have advanced high school courses, or other undocumented or unaccredited experiences, BTC offers them the opportunity to receive credit by examination. You must register for and schedule the exam with the appropriate Division within the first week of the class. It is your responsibility to initiate this process

with your counselor/advisor;

4. **Earned Associate, Bachelor or Master's Degree from a regionally accredited institution**--immediate transfer of four general education classes (totaling twelve credits) and two courses of electives (totaling six credits). Other courses can be reviewed individually.

If you register for a course which the College later grants credit, you may choose to drop/withdraw from the course. You will be held responsible for all appropriate fees incurred.

Distance Learning

BTC provides courses in alternative delivery formats. **Online:** 100% of the content is delivered online. Proctored testing/assessment may be required. Students need regular access to a computer with a high speed Internet connection. **Hybrid:** A hybrid course is a course in which the content is delivered in a blend of face-to-face and online. Between 40% and 60% of the content will be delivered online. Students need regular access to a computer with a high speed Internet connection. **Live Interactive Video (ITV):** Courses may be offered over the compressed video system. As an example the instructor and part of the class may be at Central campus and the rest of the class may be at the Monroe campus watching, hearing, and responding over the compressed video system. **Accelerated (ACCEL):** These courses cover the total course curriculum in fewer weeks. The courses are very intense since all work must be covered in a shorter period of time. Students should expect to spend a similar amount of total time on these courses as semester long courses.

Grading Procedures

Your GPA is computed by multiplying the point value of each grade by the credit value designated for each course. The sum of these figures is divided by the number of credits. A minimum 2.0 GPA is needed to maintain satisfactory academic standing and is required for graduation. Grade point averages (GPA) are figured on a 4.0 scale. The point equivalents are listed below. It is the student's responsibility to consult with his/her instructors as to his/her progress. (See charts for grading information)

Grade	4.0 Scale	Course Number	Course Name	Letter Grade	Credit Hours		Numeric Grade	=	Grade Points	
A	4.00	XXXXXX	English-First Year Compositlon	A	3	x	4.00	=	12.00	
A-	3.67	XXXXXX	Engllsh-Technlcal Writing	B	3	x	3.00	=	9.00	
B+	3.33	XXXXXX	Small Group Communicatlon	B+	3	x	3.33	=	9.99	
B	3.00	XXXXXX	Critical & Evaluative Reading 1	A-	3	x	3.67	=	11.01	
B-	2.67	XXXXXX	The Mathematics of Deslgn	A	3	x	4.00	=	12.00	
C+	2.33	XXXXXX	Economics in American Society	B-	3	x	2.67	=	8.01	
C	2.00	XXXXXX	Contemporary Art	A-	3	x	3.67	=	11.01	
C-	1.67	XXXXXX	General Biology (Non-Majors)	C+	4	x	2.33	=	9.32	
D+	1.33	(4.0 scale shown in example) TOTALS			25				82.34	
D	1.00								82.34 total points / 25 total credit hours = 3.29 G.P.A.	
D-	0.67									
F	0.00									

Pre-Requisites/Co-Requisites

Certain classes may require that you take particular courses prior to (pre-requisite), or in conjunction with (co-requisite), other classes. Students must successfully complete these courses in order to move forward in their selected program. In accordance to policy beginning in the summer of 2011, a grade of C or higher is required for a pre-requisite. Some classes have more stringent regulations and students should be aware of these requirements by discussing it with their academic advisors or instructors.

Should you fail to obtain a C or higher in a pre-requisite course, you will be administratively dropped from the course. An email will be sent to your BTC student email account regarding this change. Charges on your account for this/these course(s) will be reduced to zero.

Standards of Academic Progress Policy

What is Academic Progress?

You must maintain a term and cumulative grade point average (G.P.A.) of 2.0 to maintain satisfactory academic progress. If you do not meet these requirements, as listed below, you will be placed on academic warning or academic suspension.

1. Academic Early Alert

If you are enrolled in three or more credits and receive two or more unsatisfactory grades at mid-term, you will be at risk of receiving an Academic Warning. You will receive a letter regarding available resources. It is strongly recommended that students meet with a counselor /advisor.

2. Academic Warning

If you are enrolled in three or more credits and fail to earn a semester G.P.A. of 2.0, you will be placed on **Academic Warning**. You will receive an email explaining your change in status along with information on available resources and suggestions on how to improve your academic performance. You will have a hold placed on your account until you attend an academic success workshop. You will be given one semester to improve your academic performance and the designation "Academic Warning" will appear on your official transcript until you achieve satisfactory academic progress.

3. Academic Suspension Alert

If you are currently on Academic Warning and you receive *any* unsatisfactory grades at mid-term, you are at risk of **Academic Suspension**. You will receive a letter about available resources and options. It is strongly recommended that you meet with a counselor/advisor at this time.

4. Academic Suspension

If you are on Academic Warning and are enrolled in three or more credits and fail to earn a semester G.P.A. of 2.0 or higher, you will be placed on **Academic Suspension**. A hold will be placed on your account that will bar you from registering for courses. If you registered for the next semester prior to this hold being placed, you will be administratively dropped from all of your courses. If you are placed on Academic Suspension, you will be required to complete the appeal process in order to be considered for reinstatement to the College. If your appeal is denied, you will be required to wait at least one semester before you can re-appeal. Attending BTC academic workshops, receiving other assistance, etc. in an effort to resolve concerns is beneficial for the appeal process.

5. Reinstatement

If you are reinstated, you may be required to wait out a semester or take a reduced schedule until you attain satisfactory academic standing. Additionally, you will be placed on Academic Probation for the next semester and Academic Probation will appear on your transcripts.

Academic Probation

While on Academic Probation, if you enroll in one or more credits and fail to earn a semester G.P.A. of 2.0, you will be automatically dismissed from the College for a minimum of two full semesters (Fall & Spring) and a hold will be placed on your account.

6. Dismissal

If you have been dismissed, and wish to return, you must re-apply to the College and complete the Academic Appeal Process. Additionally, you will have to re-establish your program eligibility and go to the end of any program waitlists and be ineligible to petition. You will remain on Academic Probation and continue to have a hold on your account until your cumulative G.P.A. reaches 2.0.

Grade Appeal Process

Students are responsible for maintaining standards of academic progress and following procedures established and made known by their college instructors, as well as the policies and procedures of the College. The purpose of the grade appeal process is to protect each student against errors, prejudice, and arbitrary or capricious academic evaluation.

All appeals must occur within thirty (30) calendar days from the official end of the semester (as defined by the College Academic calendar) in which the course was offered.

It is the sole responsibility of the student appealing a grade to produce all the relevant examinations, papers, and other such materials that the instructor had evaluated and returned, as well as any other information pertinent to the appeal. Under no circumstances will the use of the Grade Appeal Process result in adverse action towards the student by the faculty involved, his/her division, or the College.

The steps that will occur in the process are:

Step 1

Discussion with Faculty - The student must first attempt to resolve the grade issue through discussion with the faculty member responsible for the final grade submission. It is strongly advised that the discussion occur as soon as possible after the grade submission, but must occur within the thirty (30) day time period allowed for appeals. If the student is unable to complete Step 1, then he/she can proceed to Step 2 but must include in writing to the Dean why Step 1 did not occur.

Step 2

Meeting with Dean/department head - If after discussion with the faculty member the student remains dissatisfied with the outcome, he/she may request a meeting with the Dean who supervises the academic area which offers the course by submitting the following to the Dean:

- Grade Appeal Form (*available from any Academic Division Office or the Office of Student Services*)
- A copy of the course syllabus
- Copies of all supporting documents (*such as relevant examinations, papers, etc.*)
- Any specific information relevant to the appeal

- Resolution sought
- Dates and times when the student would be available for a meeting

The submission must occur within the thirty (30) day period allowed for appeals. Within fifteen (15) calendar days from when the Appeal Form is submitted, the Dean will meet with the student to discuss the appeal and determine if the appeal has merit. If the appeal is considered to have no reasonable ground, the Dean will notify the student in writing within fifteen (15) calendar days of the meeting as to why, in his/her judgment, the grievance is without merit. If the Dean determines there is reasonable ground for the appeal, he/she will meet with the faculty member and/or the student and faculty member together in an effort to resolve the student's appeal. The Dean will respond to the student in writing within fifteen (15) calendar days of this meeting indicating the outcome. The Dean will send a copy of the response and the Grade Appeal Form to the student, the faculty member, and the Vice President of Learning.

Step 3

Vice President of Learning Review - If the student remains dissatisfied with the outcome of Step 2, he/she may request the appeal be forwarded to the Vice President of Learning for review. This request should be submitted by contacting, in writing, the Office of the Vice President of Learning within thirty (30) calendar days of the Dean submitting his/her written determination. The written request for review must include the following:

- Copy of the written appeal (i.e. Grade Appeal Form)
- Copies of all documents previously presented to the Dean in support of the appeal
- Rationale for the request of the Vice President of Learning review

The Vice President of Learning may or may not request to meet with the student, faculty member, and/or Dean. The Vice President of Learning will reach a final determination and respond to the student (with copies sent to the faculty member and Dean) within (30) thirty calendar days from the date of the student request for review.

The decision of the Vice President of Learning is final and no further appeal steps will be available.

Please note: Blackhawk Technical College is required to have all formal grievances available for review by accrediting agencies at their request.

Incomplete Course Work

A grade of "Incomplete" (I) may be assigned by your instructor when your course work is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause. Good cause may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situation of equal gravity. If these situations occur when 20 percent or more time remains in the class, you should consider withdrawing from the class. If you are failing a course, you cannot ask for an "Incomplete" to avoid receiving an "F."

It is your responsibility to maintain contact with the instructor and to turn in all required work within the designated time (not to exceed one semester, excluding summer, unless the Incomplete is granted due to activities related to military leave). This means if an Incomplete is granted at the end of the fall semester, you must complete it by the end of the spring semester. For spring or summer semesters, you must complete all requirements by the end of the following fall semester.

Any extensions beyond the maximum semester of allowed time must be initiated by you and will be considered by the instructor on an individual basis. The instructor will complete and file a Grade Change form when all required work is completed. If not completed in the designated timeframe, a grade of "F" will automatically be awarded.

Mid-Term Grades

Mid-term grades are issued in an effort to provide students with early feedback about academic progress. Mid-term grades are only available on www.blackhawk.edu (through Banner Web) after the eighth week of the semester, mid-term grades are not mailed to students. Letter grades of "S" and "U" are issued. An "S" indicates that you are currently performing at a "C" or higher in the course. A "U" indicates that you are currently performing at a "C-" or lower in the course. Should this occur, it is advised that the student speak with the instructor. These grades are not recorded on your transcript and are not used to compute grade point average.

Program Graduation and Persistence Rates

Blackhawk Technical College, along with all colleges and universities, is required by federal regulation to disclose information regarding program graduation and persistence rates. This information, as well as other informative materials about job opportunities and program placement rates, is available on BTC's website. It is also available in Student Services.

Graduation

In order to officially graduate, (whether participating in the graduation ceremony or not) you must:

- complete all necessary coursework;
- have a program GPA of 2.0 or higher
- completed at least 25% of all program required courses at BTC and;
- complete and submit the graduation application

Applications should be submitted by the posted deadline for each semester. If you do not meet the deadline, you will not be able to participate in the formal ceremony and receipt of your diploma will be delayed.

If you previously submitted a Graduation Application but did not graduate, you must submit an updated application to be considered for future graduation. No fee is required. If you are completing an additional program, you will need to complete another Graduation Application.

GED/HSED Completion Ceremony

Individuals who have earned either the GED or HSED credential have an opportunity to participate in a completion ceremony. This ceremony is held once a year. Family and friends are welcome to attend and celebrate this accomplishment.

Recognition Ceremony

This is available to any group that has completed a formalized training component.

Honor Cord

The Honor Cord program, sponsored by the Student Government Association, recognizes graduating students who have a cumulative program grade point average (GPA) of 3.75 or above at the end of the semester *prior* to completing their program requirements. If you qualify, you will receive a complimentary gold cord that can be worn on the graduation gown recognizing this achievement of academic excellence. Those who qualify will be notified through their BTC Student email or by mail. For further information regarding the Honor Cord, contact the Student Services Office.

President's Honor List

The President's Honor List is published each semester and includes the names of students maintaining a 3.5 grade point

average (GPA) and above with a course load of nine (9) credits or more.

Honors

Honor students with a cumulative GPA of 3.5 or better for the duration of their enrollment in a one- or two-year program have this indicated on their diplomas and transcripts. Persons achieving a 4.0 GPA are also recognized by a special "High Honors" notation on their diplomas and transcripts.

Transcripts

A transcript of your entire academic record at BTC may be obtained by making a written request to Express Services. This request may be made by letter or using a transcript request form, which is available at www.blackhawk.edu or from Student Services. When requesting a transcript, it is important that you include your student I.D. number or other identifying number, program, previously used last name(s) and dates of attendance.

After graduation, you will be mailed **one** complimentary transcript along with your diploma. Additional transcripts may be obtained as needed, but you will be assessed a charge per transcript to be paid before the transcript is sent to you. If you have a hold on your account, you may not be able to obtain transcripts until the hold is resolved.

Check Your BTC Email

Your BTC Student email account is BTC's official communication method. It is where you will receive emails specific to you along with important College-wide and campus specific announcements and communication with BTC staff. Instructors may email you regarding assignments, class cancellations and course updates. Check it often to stay informed.

Please Note: In order to assure that you receive your email, do not forward your student email to an alternate account as security measures may block receipt of emails.

Governing Catalog

All of BTC's degree and certificate programs are described in full in the college catalog. Read it carefully to learn the requirements and characteristics of each program. The most accurate, official and up-to-date version of your governing catalog can always be found at www.blackhawk.edu.

The college catalog that is in effect when you first enroll in your program at BTC will be your governing catalog. If you do not maintain enrollment for two consecutive semesters or more, your graduation requirements will be based on the requirements in the current catalog and a new academic plan will need to be created with your advisor. It is your responsibility to track catalog changes. Also be aware, that should you change your major at any time you may change your governing catalog.

Course Scheduling

When creating your course schedule, refer to the education plan that you created with your advisor/counselor. This will ensure that you select the correct courses that will keep you on track for completing your degree. If you follow your education plan, you should know your expected date of graduation.

Scheduling is an important key to your continued success at BTC. BTC offers online, hybrid and face-to-face classes at various locations and times in an effort to better meet students' needs. As you register for classes, be aware of the location and method of delivery for the classes you choose.

Course Load Policy

At Blackhawk Technical College, a full-time student carries between 12 and 18 credits. For enrollment verification purposes, 12 credits are considered full-time for students for fall and spring semesters. Six (6) credits are considered full-time for the summer session. A student wishing to carry more than 18 credits in a fall or spring semester and nine (9) credits during the summer must seek permission to do so from the appropriate advisor/counselor. The granting of this permission will depend on the student's scholastic record. A student considering enrolling in any classes at another college or university with concurrent registration at Blackhawk Technical College should consult with his or her advisor/counselor.

Repeating Courses

In certain instances, students may wish to repeat a course to gain additional knowledge or improve a previous performance. You may repeat BTC coursework. However, should you choose to repeat courses, only 12 credits of the original coursework will be excluded from your cumulative GPA (Grade Point Average). Please be aware that some exceptions may apply, specifically to health related programs. You are encouraged to get prior approval before repeating "core" courses in these programs. When a course is repeated, up to the twelve credits, the original grade points and units will be excluded from the GPA calculation. Only the repeated points and credits will be included in the GPA, regardless of the grade earned. As an exception, should a grade of "W" be earned for a repeated course, the previous grade earned will be calculated in your GPA. Regardless of whether the repeated grade is better or worse, the original grade will be excluded from GPA. Both grades will remain on the transcript. For repeated coursework beyond twelve credits, both the grade points and credits from original attempts and the repeated attempt(s) will be used in calculating the grade point average. You cannot graduate with less than a 2.0 GPA in your major. It is advisable to re-take courses that you received low grades for in order to meet the GPA standard.

BTC does not permit a single course to be taken more than three times. If after three attempts you fail to pass a course, you will be required to discontinue your BTC major and designate an alternate major with guidance from a counselor or advisor.

Additional policies exist regarding financial aid (see Financial Aid Standards of Academic Progress policy)

Academic Forgiveness

Academic Forgiveness is designed to allow students a second chance regarding their academic performance. This policy contains two options: Option I-forgiveness based upon past academic performance and Option II-forgiveness based upon a change of curriculum. You can request Academic Forgiveness only once; regardless of which option is relevant to your situation.

Option I: After two consecutive years of non-attendance, you may request Academic Forgiveness based upon past academic performance. The request will be reviewed after your return and the completion of at least one semester with a credit load of 9 credits or more and an earned GPA of 2.0 or higher. If your request is approved, grades of "F" and "D" for the courses from the prior attendance period will be removed from your GPA. However, the courses will remain on your official transcript, but will be designated with a special code for Academic Forgiveness.

Option II: You may request Academic forgiveness based upon a change in program at any time after matriculation and after credits have been attempted. If your request is approved, grades of "F" and "D" in courses that were required by your former program, but not required in your new program, will be removed from your GPA. However, the courses will remain on your official transcript designated with a special code for Academic Forgiveness. You are only allowed to use this option once and you will not be allowed to go back to your original program in which you received academic forgiveness except for special circumstances.

GED TESTING SERVICE®

A program of the American Council on Education

Blackhawk Technical College is an official testing center for GED Testing Service. Testing is offered at the Central Campus, Beloit Center, Monroe Campus, Rock County Job Center, and the Rock County Jail. Students seeking to test must be 18 1/2, excluding students whose senior class has graduated or those under an approved high school contract. Orientation and Testing schedules are updated regularly and may be obtained via the <http://www.blackhawk.edu/> or by contacting the Testing Services office at (608) 757-7666.

General Education Development (GED) and High School Equivalency (HSED) Credentials

The GED/HSED test batteries measures high school-level knowledge and skills. The tests are designed to measure the academic outcomes normally acquired by completing a typical high school program of study. The GED test battery consists of five tests: Language Arts-Writing (this test contains an essay portion), Language Arts-Reading, Mathematics, Science, and Social Studies. The HSED credential is earned by completing five GED tests and three additional competencies: Health, Civic Literacy, and Employability Skills. All students are required to complete a career assessment. Blackhawk Technical College offers classes to prepare for the GED/HSED test batteries throughout the Blackhawk Technical College district. Classes are flexible and can often be taken during the day or evenings.

Transfer of Credit From BTC

One of the primary purposes of BTC is to provide the knowledge and skills related to occupational preparation. BTC programs are not intended to be the first years of a baccalaureate program. However, credits earned in various BTC programs may be transferable to a number of colleges and universities offering baccalaureate degrees.

BTC has written transfer agreements with a number of private and public four-year colleges and universities. BTC advisor/counselor has information regarding institutions that accept BTC credits. In all cases, the granting of such credits is at the discretion of the accepting college or university. Therefore, it is essential that you consult with your advisor/counselor regarding credit transfer.

Selected Blackhawk Technical College courses will transfer to the following schools:

- Alverno College
- Bellin College of Nursing
- Capella University
- Cardinal Stritch College
- Concordia University
- Edgewood College
- Franklin University
- Lakeland College
- Marian College
- Marquette University
- Milwaukee Institute of Art and Design
- Milwaukee School of Engineering
- Mount Senario College
- MSOE Reader School of Business
- National-Louis University
- Rasmussen College
- Rockford College
- Saint Anthony College
- Silver Lake College
- University of Phoenix
- University of Wisconsin-Eau Claire
- University of Wisconsin-Green Bay
- University of Wisconsin-LaCrosse
- University of Wisconsin-Madison
- University of Wisconsin-Milwaukee
- University of Wisconsin-Oshkosh
- University of Wisconsin-Parkside
- University of Wisconsin-Platteville
- University of Wisconsin-Rock County
- University of Wisconsin-Stevens Point
- University of Wisconsin-Stout
- University of Wisconsin-Whitewater
- Upper Iowa University
- Viterbo

UW/WTCS Policy on Credit Transfer

Students enrolled in the Wisconsin Technical College System who wish to continue their education in the University of Wisconsin System may be eligible to transfer credits toward a bachelor's degree in the following ways:

UW institutions may accept in transfer up to fifteen (15) BTC general education credits. In cases where UW institutions find such course work not acceptable for transfer, BTC students should have an opportunity to earn credit by examination if the UW institution offers a course which is generally comparable in content and/or title.

Students who have successfully completed an Associate of Applied Arts/Science Degree may be eligible to transfer certain technical support and/or occupational credits when there is a direct relationship between BTC's Associate Degree program and a program offered at a UW System institution.

Students transferring from the WTCS may earn credits by receiving appropriate scores on national standardized

examinations (e.g., College Level Examination Program) or examinations developed by the UW System transfer institution.

For more information about transfer opportunities, you should consult with your advisor/counselor or contact the admissions office at the UW System institution or private college of your choice.

Religious Belief Accommodations

BTC will attempt to minimize conflict between your academic obligations and sincerely held religious beliefs. Reasonable accommodations will be made so that examinations and other academic requirements do not unnecessarily interfere with your observation of religious holidays.

Observation of a religious holiday does not exempt you from any course requirement, but allows you an opportunity to complete the assignment through an alternate means as arranged with your course instructor(s).

The following procedures will be used to set up reasonable accommodations for a religious holiday:

1. You will submit a written request to your course instructor(s) within the first ten (10) days of the class. The request will advise the instructor(s) of the specific date of the observation.
2. The instructor(s) will have ten (10) school days to respond to your request, in writing, outlining the accommodations that will be made.
3. You should remind the instructor(s), in writing, of the religious observation five (5) school days in advance of the anticipated absence.
4. The instructor(s) may provide you with a make-up assignment for the day absent. The instructor(s) are not obligated to schedule a make-up assignment before the regularly scheduled requirements are due.

Conflicts between your observation of a religious holiday and completion of academic requirements should be resolved informally between you and your instructor whenever possible. If the issue cannot be resolved informally, a formal grievance complaint may be filed.

Retraining Guarantee Policy

BTC is committed to educational excellence. The education and training offered at BTC is designed to enable you to acquire job entry occupational skills needed for full participation in the workforce. BTC stands behind the training provided and will guarantee to provide at least six (6) additional credits of retraining, at no cost to you, under the following conditions:

- Your employer certifies that you lack the target job competencies specified in the educational program normally expected of a job entry-level employee, or
- You have not secured employment within six months following graduation

To be eligible for the guaranteed retraining you must have successfully completed and graduated from a one-year technical diploma, two-year technical diploma, or associate degree program. In addition, you must have registered for services provided through BTC's Employment Development Service located in the Career Center and actively pursued employment in your occupational field or a related field. Other guidelines may also apply. For more information on BTC's Guaranteed Retraining Policy, contact the Student Services Office at (608) 757-7713.

Tuition and Fee Payment

You can pay your tuition and fees using one of the four methods below.

1. **Pay in Full:** Pay the full amount of tuition and fees by cash, check, MasterCard, VISA, or Discover at time of registration.

2. **Tuition Payment Plan Available Using TouchNet**

Payment plans are available at:

<http://www.blackhawk.edu/RegistrationRecordsOffice.aspx>

All payment plans require a non-refundable service charge. You will be billed for outstanding balances. In some cases, a hold will be placed on your account in an effort to alert you that your attention to a matter is required. Such holds can impact your ability to register, get official transcripts, diplomas, or access Library resources until they are resolved.

Failure to make the payments at the time that they are due may cause you to be dropped from all of your pre-college and credit courses for that semester. You may re-register for classes should this happen, however you may not be allowed to establish another payment plan for that semester.

3. **Financial Aid:** You must have completed your FAFSA (Free Application for Federal Student Aid). Once the application is completed and a valid student aid report (SAR) is released to BTC, you can defer payment of your tuition and fees until you receive your award letter and financial funds are received. You will be sent a monthly invoice until tuition is paid in full. Your outstanding balance will be paid as the financial aid is received. If financial aid does not cover the entire balance due, you will be responsible for payment of the balance due.
4. **Agency/Employer Funding:** If written authorization from an agency or employer is on file, you will be able to defer payment of tuition and fees. The sponsor will be billed for the authorized costs. If the sponsorship does not cover the entire amount of the tuition and fees, you will be responsible for paying the remaining balance.
5. **Collection Issues:** If you are late paying the outstanding balance, a hold will be placed on your account. You will not receive official transcripts or diplomas, and will not be allowed to register for additional classes until all balances are paid. Starting thirty-one (31) days into the semester, a 30-day notice and possibly a 60-day notice will be sent to remind you of an outstanding balance. Failure to make payment after receiving the notification(s) will result in a late charge of \$25.00 being assessed to your account. In addition to the late charge, your account may be referred to a collection agency or for legal action. In an effort to receive payment, the collection agency will be authorized to notify the State of Wisconsin's Tax Refund Intercept Program.

Refund Policy

You may have a portion of your tuition and fees refunded if you drop or withdraw from a course. Refunds will be issued in accordance with the following state guidelines:

100% Refund

If you drop any course before the first class meeting you are scheduled to attend, 100% of your fees shall be refunded--Excluding non-refundable fees.

If you drop a course before or at the time 10% of the course's potential hours of instruction have been completed, and add another course on the same day, you will receive a 100% credit for all applicable student tuition and fees for the dropped class.

80% Refund

80% of all applicable student tuition and fees are to be refunded if the application for refund is made before or at the time 10% of the course's potential hours of instruction have been completed--Excluding non-refundable fees.

60% Refund

60% of all applicable student tuition and fees are to be refunded if the application for refund is made after 10% but before more than 20% of the course's potential hours of instruction have been completed--Excluding non-refundable fees. (A grade of "W" will appear on your transcript.)

0% Refund

No refund is to be made if the application for refund is made after 20% of the course's potential hours of instruction have been completed. (A grade of "W" will appear on your transcript.)

In order to receive a refund, except in cases when BTC cancels or discontinues a course, you must request the refund. This also applies to drops due to non-attendance. BTC will issue the refund within two weeks of your request.

Exceptions to this policy may be made in the case of death, extended illness, or other extenuating circumstances. You must submit an Exception to the Refund form which may be obtained at Student Services. The completed form, including your documentation of extenuating circumstances may be returned to Student Services.

Financial Aid Information

For more details and the most current information please refer to the Blackhawk Technical College (BTC) website at www.blackhawk.edu/financialaid.aspx. It is also important to check your BTC student email account often.

Types of Financial Assistance

There are four basic types of financial aid available for Blackhawk Technical College students:

- Grants
- Part-time employment
- Scholarships
- Loans

The type of financial aid provided will differ for each student because the aid package is designed specifically for your individual needs and circumstances. A single type of financial aid rarely meets all educational expenses. Therefore, financial assistance generally must come in the form of a combination of financial aid.

Applying for Financial Aid

Applying for financial aid should be completed months before the start of the academic year by submitting a FAFSA (Free Application for Federal Student Aid) online at www.fafsa.gov. BTC has a priority deadline for applying and some types of aid are awarded quickly and may not be available if you submit your application late. Deadlines may be viewed on our website at: www.blackhawk.edu/financialaid.aspx

For information and assistance on how to apply for Financial Aid, you may go to: www.blackhawk.edu/financialaid.aspx or call the Financial Aid Office at (608) 757-7664 or toll free at (800) 498-1282 ext. 7664. (Financial aid assistance is also available at the Monroe Campus.)

Federal Assistance

(For current information and details on the federal aid programs go to www.studentaid.ed.gov)

Pell Grant

The Pell Grant is determined from the FAFSA application and does not have to be repaid. Assistance is given on the basis of need. Pell Grants may be available to students attending less than half time.

Supplemental Education Opportunity Grant (SEOG)

The SEOG program is available to students if they are enrolled in at least 6 credit hours and have financial need. The SEOG is awarded to the students determined to have the most need. Individuals must qualify for a Pell Grant to be eligible. Assistance ranges from \$200 to \$400 per year. Funds are limited.

Federal Work Study Program

Work study is based upon financial need and half time (six credits) enrollment. If eligible, a student may work a maximum of 20 hours per week on campus. Funds for Work Study will be paid directly to the student based on the number of hours they have worked. Job performance is a criterion for continuation. Summer work study may be available for those who qualify.

Federal Direct Stafford Loans

Direct Loans are low-interest loans for students to help pay for the cost of a student's education after high school. The lender is the US Department of Education. Students must be enrolled half time (six credits) to qualify. For information on how to apply for a Federal Direct loan at Blackhawk Technical College, please refer to our website at www.blackhawk.edu/financialaid.aspx

NOTE: First time borrowers are required by federal regulations to complete entrance loan counseling and sign a master promissory note (MPN). For more information please go to www.blackhawk.edu/financialaid.aspx and click on Student Loan under "How to Apply for Financial Assistance."

Students may be eligible for a subsidized and/or unsubsidized Direct Loans. A subsidized loan is based on need, whereas unsubsidized loans are not based on need. The PLUS Loan is a type of loan that provides additional funds for educational expenses and is mainly available to parents of dependent students.

State of Wisconsin Assistance

(For current information and more details on the Wisconsin state programs go to:

www.heab.state.wi.us/programs.html)

Wisconsin Higher Education Grants (WHEG)

The WHEG program can provide a grant to supplement the Pell grant program. To qualify, the person must be a Wisconsin resident for at least one year and have financial need. The Higher Educational Aids Board (HEAB) of Wisconsin determines eligibility based on the FAFSA application. Students must be enrolled at least half-time (six credits) in a degree or certificate program in order to be eligible.

Minority Undergraduate Retention Grant (MRG)

The Minority Undergraduate Retention Grant (MRG) is available to minority students who qualify through HEAB. Students must be enrolled in their second year of a two-year program, be a U.S. citizen (or eligible non-citizen), and show financial need. Application is made through the BTC Office of Multicultural Affairs and the Financial Aid Office on campus.

Talent Incentive Program (TIP)

A state grant used to supplement the WHEG Program, TIP is targeted for educationally disadvantaged, first-year Wisconsin resident BTC students.

Indian Student Assistance Grant

These grants are available to students who are at least 25 percent Native American and show financial need. Application is made through your FAFSA and the Indian Student Assistance Grant application which is available through the HEAB website.

Hearing and Visually Handicapped Student Grant

Provides funding for undergraduate WI residents who show need and have a severe or profound hearing or visual impairment.

Private Scholarships

Many private scholarships are available to BTC students. Information may be obtained through the BTC Financial Aid website, www.blackhawk.edu/financialaid.aspx or www.fastweb.com

Other Grants or Scholarships

There are a number of other grants and scholarships available through the Blackhawk Technical College Foundation, Inc., (www.blackhawk.edu/Alumni/BTCFoundation.aspx) and the Blackhawk Association for Career and Technical Education (BACTE). Individuals are encouraged to check with those offices located on the Central Campus for further information.

Veterans/Military Programs

Federal Department of Veteran Affairs

A variety of programs is available if you have served in the military or are in the Reserves or National Guard. Dependents of disabled or deceased veterans may be eligible for benefits also.

For the latest about Veteran education benefits through the Federal Department of Veteran Affairs (i.e. Montgomery GI Bill, Post 9/11 Bill) go to www.gibill.va.gov or call (888) 442-4551.

WI Department of Veteran Affairs

State programs in the form of tuition and fee reimbursement may be available for Wisconsin veterans. National Guard members may be eligible for the National Guard Tuition Grant.

For more information about Wisconsin Veteran Education Benefits go to <http://dva.state.wi.us> or call the Rock County Veteran Service office at (608) 757-5552 or the Green County Veteran Service office at (608) 328-9415.

Veteran Benefits at Blackhawk Technical College

Once you have determined you are eligible to receive veteran education benefits and you would like to use them at BTC, you must:

- Notify the BTC VA Certifying Official of the benefits you are eligible to receive and your intent to use them at BTC.
- Be accepted into and attending courses in a program approved for veteran benefits
- Be taking courses within your degree requirement
- Maintain academic progress within your program of study

For more information call (608) 757-7716.

Students' Rights and Responsibilities

For a complete list of your Rights and Responsibilities, please go to:

www.blackhawk.edu/financialaid.aspx under General Information, click on Students' Rights and Responsibilities.

Student Consumer Information

Schools are required to provide a variety of Consumer Information to students. This includes information such as Campus Crime and Safety Disclosure, Drug and Alcohol Abuse Prevention Program, Placement/Employment statistics, Gainful Employment and Retention and Graduation Rates. The Student Consumer Information can be found on the BTC website under College Information, Student Consumer Information.

Disbursement of Financial Aid

All financial aid is disbursed through the Accounting Office. If the combination of grants and loans exceeds all costs to the college, a refund will be issued to you. For dates of refunds please go to www.blackhawk.edu/financialaid.aspx and click on Financial Aid Calendar.

Book Charge Information

Information regarding the use of excess financial aid to charge your books in the BTC bookstore is available on the BTC website.

Return of Title IV Financial Aid

Federal Law states that if you receive Federal Financial Aid and withdraw, drop-out, stop attending or receive failing grades in your classes before completing 60% of the semester, you may have to return some Federal Aid that you received. Failure to attend classes may require you to repay 100% of all the aid you received for the classes you did not attend. Please contact the Financial Aid Office for a copy of the Title IV Refund Policy or view the policy online at www.blackhawk.edu/financialaid.aspx

Satisfactory Academic Progress

Students receiving financial aid must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in an approved for aid certificate or degree. To view the SAP policy for Blackhawk Technical College, please go to www.blackhawk.edu/financialaid.aspx and under the General Information heading, and click on Satisfactory Academic Progress (SAP).

Helpful Websites

www.blackhawk.edu

www.studentaid.ed.gov

www.fafsa.gov

www.pin.ed.gov

www.finaid.org

www.nsls.ed.gov

www.dva.state.wi.us

www.gibill.va.gov

www.fastweb.com

Student Services

Activity Periods

Student Activity Periods are held every Thursday between 12:00 and 12:50 p.m. This gives students the opportunity to participate in club and organizational activities, entertainment, and special informational presentations. The activity period also gives you time to develop plans and programs in conjunction with your technical program.

Advising and Counseling Services

Counseling and advising services focus on the development of students. The purpose of counseling and advising is to assist students in achieving their academic, career, and personal goals while at the College.

You are encouraged to consult with a counselor or advisor about any academic or personal problem. A counselor can help you explore your aspirations, attitudes, and interests. Counseling services include vocational guidance, career information, assistance with academic and study problems, and personal counseling.

The staff is located in the Student Development Office directly behind the Welcome Center. You may seek out counseling and advising assistance on a walk-in basis, but it is highly recommended that you schedule an appointment. (A counselor is also available at the Monroe Campus.) Counseling and advising services are available at the outreach centers and in the evenings on a limited schedule. For more information about counseling and advising services, or to schedule an appointment, call **(608) 757-7668** or **(608) 328-1660** at the Monroe Campus.

Bookstore

Students are required to purchase their own textbooks and supplies. While it is not mandatory, students will usually find it convenient to purchase materials from the campus bookstore. The policy for a refund on book purchases is posted at the bookstore. The receipt of purchase is required for any refund. A full refund on books used for full-semester courses is available up to one week after the first day of class. Full refunds are available for all other courses within 48 hours of the 1st class. Approximately one week prior to the end of the semester the bookstore does have a book buyback program.

The bookstore has available a wide range of textbooks, educational materials, and school supplies available to you. The bookstore is open Monday and Tuesday from 8:00 a.m.-7:00 p.m., Wednesday and Thursday from 8:00 a.m.-6:00 p.m., and Friday from 8:00 a.m.-2:00 p.m. The bookstore is open additional hours, for your convenience, during the first week of classes. Call **(608) 757-7672** for more specific information or access their website www.efollett.com which is also linked to BTC's website. Services you can access via Follett's website include reserving and pre-paying online and then picking up in the store, buying online and having your books shipped, and purchasing software at student discount prices. You must have a credit card to have the books shipped, or to prepay.

Bulletin Boards and Notices

Notices, announcements, and posters are permitted only on bulletin boards. All must carry a dated approval stamp obtained in Student Services. It is strongly recommended that this approval be obtained prior to printing a supply of any posters or announcements, as some restrictions may apply. Only posters, flyers, etc. pertaining to campus activities, classes, or services of a direct nature to student interests will be approved.

Items "for sale" or "wanted" may only be posted on specially designated bulletin boards near the Commons. An expiration date for all notices will be indicated and it is the student's and/or organization's responsibility to remove the dated postings. Any

announcements not carrying the approval stamp or not on the appropriate form will be taken down.

Blackhawk Technical College does not permit advertising of alcoholic beverages on District facilities. Posted materials may not have alcoholic beverage logos or the words "beer, wine, mixed drinks, alcohol, etc." or promote "all you can drink." All posted materials must be in good taste and appropriate to an educational facility. Materials which are racist or sexist in nature will not be permitted.

Bus Transportation

Public transportation is offered between Janesville and Beloit. There are twelve stops each weekday at Central Campus between 6:00 a.m. (first stop at BTC is 6:15 a.m.) and 6:15 p.m. (last stop at BTC is 5:40 p.m.). The schedule has been coordinated with the transit companies so the stops coincide with class schedules to the degree possible. Bus schedules, fare information, routes, etc. are available at the information Desk at the Central Campus

Career & Professional Development Services

The Career and Professional Development Office helps students with career planning and employment needs. Individual career advising is available by appointment. The Career and Professional Development Office resources include Wisconsin TechConnect (the Wisconsin Technical College student and alumni employment website with current employment opportunities), printed materials on occupations, career planning and workshops, internship search strategies, resume writing, and interviewing skills. Other resources include self-assessments such as interest, trait, work values inventories, and personality indicators. Computers are available for resume preparation, and the Internet may be accessed in the Career and Professional Development Office to assist you with employment opportunities. Staff is available to assist you in your use of the Career and Professional Development Services. These services are also available at the Monroe Campus. The Career and Professional Development Office is open Monday through Friday (8:00am – 5:00pm). Evening hours are available by appointment. Call **(608) 757-6329** for more information or to schedule an individualized appointment.

Change of Name, Address and Phone Number

If you change your name, address, or phone number, it is important that you notify Express Services immediately. BTC needs to have up-to-date information on file in the event of an illness, an emergency, the mailing of grade reports, etc. The service is for your benefit and safety, and we would strongly encourage you to notify us of any changes in personal information. Forms are available in Student Services or on the BTC Registration and Records website.

Privacy and Access to Student Records

Blackhawk Technical College (BTC) policy on privacy of records and releasing of information follows the directives outlined in the Family Educational Rights and Privacy Act (FERPA), the federal law governing the protection of educational records. Registered students will be notified of this policy on an annual basis. Others can find the policy in the BTC catalog, on the BTC website or may obtain a copy of the policy upon request from the College.

Personally identifiable information will not be released from an education record without the prior, written consent of the student unless an exception has been granted by FERPA (see exception section below).

Rights under FERPA

FERPA affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

You should submit to the Director of Student Development (DSD) written requests that identify the record(s) you wish to inspect. The DSD will make arrangements for access and notify you of the time and place where the records may be inspected. At the time of viewing, the student will present some form of picture identification, such as a valid driver's license, before being allowed to view the record.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

You may ask BTC to amend a record that you believe is inaccurate or misleading. You should write to the V.P. of Student Services, clearly identifying the part of the record you want changed, and specify why it is inaccurate or misleading. If BTC decides not to amend the record as you requested, BTC will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see section on exceptions below).

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

Exceptions under FERPA

Under certain conditions, as authorized by FERPA, information can be released without student consent. They are:

Directory Information: The use of the term Directory Information does not imply that the College actually has a document containing Student Directory Information, or that the College has any obligation to produce such a document. The term Directory Information is a legal term applying to that information that the college can release, without student consent, to any third party.

The College has defined *Directory Information* as the following:

Student Name
Student Address and Phone Number
Date and Place of Birth
Full-time or Part-time Status

Major Field of Study
Dates of Attendance
Credits Earned Toward a Diploma

Degrees and Awards Received
Photos and Videos of Students for use in College Press Releases, Publications,
and WEB Sites
BTC Assigned Student Email Accounts

Students have the right to restrict the disclosure of *Directory Information* at any time. To restrict the disclosure of *Directory Information*, a student may file a *Privacy Request Form* to the Express Services or Registration Offices on the Central or Monroe Campuses. The request to restrict disclosure of *Directory Information* will be honored until such time as the student notifies the Express Services or Registration Offices, in writing, to the contrary.

U.S. Military: According to federal law, the College must release to the U.S. Armed Forces student name, address, phone number, date of birth, and field of study.

Authorized Federal, State, and Local Authorities: Student authorization is not required for disclosure to an authorized representative of the following individuals or entities:

- * The Comptroller General of the United States
- * The Secretary of the U.S. Department of Education
- * State educational authorities
- * Any party legitimately connected with a student's application for, or receipt of, financial aid
- * Accrediting organizations
- * Agencies involving an audit or evaluation of compliance with education programs
- * Organizations conducting studies for or on behalf of educational institutions

Other Institutions: Information can be released to other schools to which a student seeks or intends to enroll.

Emergency Situations: Information can be released to law enforcement personnel, emergency personnel, and College officials in an emergency in order to protect the health or safety of students or other persons.

Legitimate Educational Interest: Officials of the College who are determined by the College to have a legitimate educational interest may have access to student records without obtaining consent from the student. Officials of the College are defined as:

- * persons employed by the school in an administrative, supervisory, academic, research, or support staff position,
- * persons serving on school governing bodies, and
- * persons employed by or under contract to the College to perform a specific task, such as an attorney or auditor.

An official has a legitimate educational interest if they need to:

- * perform duties specified in their job description or under terms of contractual agreement,
- * provide campus services related to a student, such as advising, financial aid, and counseling, or
- * conduct tasks related to a student ' s education or campus discipline.

Judicial Order: Information must be released to comply with a judicial order or lawfully issued subpoena. However, the College will make a reasonable effort to notify the student of the order or subpoena in advance of compliance, so that the student may seek protective action. However, if the court (or other issuing agency) has ordered that the existence or the contents of the subpoena or judicial order not be disclosed, the College will comply and notification to the student will be withheld.

Grievance Hearing: Information about a student or students involved in a grievance investigation or grievance hearing may be released to members of the grievance committee, including any students assigned to that committee, if such information is germane to the investigation or hearing.

Disciplinary Hearing: The results of a disciplinary hearing may be released to an alleged victim of a crime of violence without the permission of the accused.

Blackhawk Technical College Foundation: Student names and addresses may be released to the Blackhawk Technical College Foundation for foundation-related activities. The Foundation is considered part of the College and will hold such information confidential, using the information only in specific activities intended to aid and support the College. Release of such information to the Foundation will be made only with the approval of the College President or his/her designee.

U.S. Patriot Act: The College must release, without consent or knowledge of the student, personally identifiable information from a student's education record to the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes specified in sections 233b (g)(5)(B) and 2331 of Title 18, U.S. Code.

Written Release: Personnel employed by the College who have consent in the form of a written release of information, signed by the student, may disclose student information to appropriate outside agencies or persons.

Note: A record of disclosure will be maintained within a student's file indicating when information has been released from that file and to whom.

Note: A fee of five dollars may be assessed for the copying of all or a portion of a student record.

Food Service

The Student Commons is the focal point for students on the Central Campus. The adjacent food service area (The Courtyard Grill) serves reasonably-priced breakfasts, lunches, and snacks with hours posted. A number of student lounges are available for gathering and studying in a relaxed, quiet setting. Several of the lounges have vending services for snacks. Food and beverages are only allowed in the Commons, Blackhawk Room, and two designated student lounge areas. Food and beverages are not allowed in classrooms, hallways, lobby areas, or restrooms. You are encouraged to follow this rule and help

keep the facilities clean and neat.

Formal Graduation Commencement

A moment of pride for any student is graduation day. Graduation is recognition that you have accomplished something of importance that will have meaning for years to come. A graduation ceremony is held in May for students who meet the following program requirements:

- Be within 6 credits of completing a program (certificate, diploma or degree programs) **which has twelve or more credits.**
- Applied for graduation and met the application deadline.

You are required to wear caps and gowns for the graduation ceremony. If you have applied to graduate and have acknowledged your desire to participate in the ceremony, you will receive information regarding the purchase of your cap and gown in early spring.

If you or your guests require a special accommodation, you should contact the Vice President of Student Services at least two (2) weeks before the graduation ceremony.

Health Insurance

Student insurance programs are available on an individual basis for interested students. Brochures describing the coverage are inserted in the registration materials, which each student receives prior to the beginning of the school term. Students desiring further information may contact the Student Services Office on the Central Campus.

Student Computing Resource Guide

Your network logon gives you access to BTC computer network services, such as the Internet, Microsoft Office products, a BTC student e-mail account, and your personal data storage space (your home directory or "H" drive). Every registered student is assigned an account. Protect your access and keep your password confidential by logging off the computer when you leave.

To Log On: When the computer is turned on, a "Welcome to Windows" message will display. Press CTRL + ALT + Delete to begin. You will be prompted for your username and password.

Your username is the first initial of your first name and your full last name (no spaces between). Some users will have digits added to ensure uniqueness. Your username can be found on your schedule/bill when you register for classes, and is also available in Banner.

Your default password is your nine digit student ID number, found on your schedule/bill from registration.

The "Logon To" field should be set, using the drop down box provided, to Instruction. Press OK to complete. You will be prompted for a password change the first time you log on.

Passwords: You will be prompted to change your password every 90 days. Passwords must be six or more characters in length and may include letters, numbers and special characters. Passwords are case-sensitive.

To change your password:

1. Press Ctrl + Alt + Delete
2. Select Change password
3. Enter your current password
4. Enter your new password twice
5. Press "OK"

Remember: Always log off the computer when you finish by clicking Start - Log Off.

Banner - Your Student Records

To Log On: Banner is accessed via the Internet. From a browser (located anywhere), navigate to <http://www.blackhawk.edu>. Click on **Online Services/Banner Web Login**. You will be required to enter your student ID number and PIN number. Your student ID can be found on your registration schedule/bill. Make sure that you enter all nine digits.

Your PIN is a six digit number. Your default PIN is your birth date in MMDDYY format (so a birth date of January 1, 1983 will be 010183).

Your PIN will need to be reset the first time you log in and every 90 days after that (you will be prompted when necessary). You will also be prompted for 2 security questions that will be used if you forget your PIN and need to reset it.

The Web for Student Menu appears containing two options: Student Services and Financial Aid and Personal Information.

The Student Services and Financial Aid menu includes options for admission, registration, student records (including grades and bills) and financial aid information.

The Personal Information menu includes options for viewing and changing your address, phone, and e-mail address. You will also find your network login information here.

Online Learning

All online classes utilize Blackboard, along with some traditional delivery method classes. Your instructor will provide that information.

To Log On: Open an Internet browser and navigate to <http://www.blackhawk.edu>. Click on the Blackboard link at the top right-hand corner of the page.

Your Blackboard username is the first initial of your first name and your full last name (no spaces between). Some users will have digits added to ensure uniqueness. Your username can be found on your schedule/bill when you register for classes, and is also available in Banner.

Your default password is your nine digit student ID number, found on your schedule/bill from registration. Passwords can be changed within Blackboard and are independent of the network and Banner passwords.

Blackboard support documents can be found on the Blackhawk website:

<http://www.blackhawk.edu/OnlineServices/BlackboardSupport.aspx>

Remember: Always exit your account and close the browser when you finish.

E-mail

All students are assigned e-mail accounts.

Your e-mail address will be username@students.blackhawk.edu

Student e-mail accounts can be accessed via the BTC website at <http://www.blackhawk.edu> and **select Login Services at the top of the page, then Webmail Login in the drop down menu.** Your username and password are identical to your network username and password. Your username needs to be prefaced with instruction\ when accessing e-mail on the Web.

Need Help?

For help logging on to the network, contact your instructor, the help desk at (608) 757-7711, or visit <http://www.blackhawk.edu> and **click on Login Services at the top of the page, then Information Technology in the drop down menu.** Click on **IT Guides** on the left to review instructions for all systems.

For Blackboard log in assistance, contact OnLineLearning@blackhawk.edu or call (608) 757-7632. For all other Blackboard questions, contact your instructor.

Computer Use

Computers and computer systems owned by BTC are to be used only for academic/instructional activities, and other official college business. They are intended for use by BTC staff, students and customers.

Students will be provided logon identification and a temporary password at the time of initial student registration. Usernames and passwords are unique to individuals and must not be shared. Every student is responsible for any activity under his/her username and password. Therefore, students should always log off a computer after each use. Computer users will be prompted every 90 days to change their passwords.

Any use of college computer equipment and systems for illegal, unethical or fraudulent purposes is prohibited. Displaying on college equipment or systems, or transmitting or distributing any material that is demeaning to persons of a particular gender, race, creed, ethnicity, disability, sexual orientation or other protected class is considered harassment and is, therefore, prohibited.

Services for Students with Disabilities

BTC provides reasonable accommodations and support services to students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Students are required to provide documentation of their disability. Services that are available include, but are not limited to, testing accommodations, tutoring, note taking, texts in alternative format, interpreters, and assistive technology. If you have a disability for which you are requesting accommodations, please contact the Student Resource Learning Center at **(608)743-4422, Room 2209**, deaf/hh call Relay 711. Please request accommodations at least three weeks prior to the start of classes to ensure services are in place. BTC standards regarding course quality and academic progress must be maintained.

Transition Services are available to assist potential students with career exploration and developing of a plan that outlines the steps that lead to a successful transition into BTC. Transition Services can be coordinated by calling **(608)757-7796**, deaf/hh call Relay 711. Accommodations for the COMPASS and TABE tests are available in the Student Resource Learning Center.

BTC also provides accommodations for students and guests with disabilities participating in activities offered through BTC. If you require an accommodation, you should contact the Student Services office at **(608) 757-7713**. Please request accommodations at least two (2) weeks prior to the event; however, requests with shorter notice will be provided whenever possible.

Student Identification Numbers and FERPA

As of January 1, 2000, Wisconsin Act 128 limits the disclosure and release of student social security numbers. In order to comply with Act 128, BTC assigns a unique identification number to each student. This identification number does not incorporate the student's social security number. BTC may collect and report student social security numbers for state and federal reporting requirements. BTC procedures are designed to ensure that student social security numbers remain confidential.

Student Identification Cards

Identification cards are available to all BTC students who are enrolled in credit or basic skills courses. The cards include BTC logo and address and student picture, name and nine digit identification number. The card also includes a bar code that allows students to access resources at the BTC library.

Photos will be taken during new student orientations and at the beginning of each semester. After this time, students can have pictures taken and cards issued through the Student Engagement Office or the Welcome Center. For more information

contact the Welcome Center. In order for a BTC student ID to be issued all students must present a valid picture ID.

Learning Centers/Tutorial Services

Learning Centers are available at the Central Campus, Monroe Campus, the Rock County Job Center, and the Beloit Center. You may attend classes or receive lab tutoring to improve your basic academic and study skills, to prepare for the GED/HSED or high school diploma, or to learn the English language. Developmental and academic classes are intended to help you successfully complete your program/course requirements and assignments. The Central Campus Learning Center is open Monday from 9:00 a.m. to 4:00 p.m., Tuesday through Thursday from 9:00 a.m. to 7:30 p.m., and Friday from 9:00 a.m. to 1:00 p.m. For more information about class schedules, hours of operation and locations, contact Central Campus at (608)757-7676, Monroe Campus at (608)329-8204, the Rock County Job Center at (608)741-3566, and the Beloit Center at (608)757-7669.

Tutoring Services provides program tutoring, at no cost, to enrolled students. Tutoring is provided in cooperation with Blackhawk Technical College's academic departments. A variety of methods are used to assist student success (online, learning lab assistance, study leaders, and study groups). Tutoring services are available at all campuses and centers upon request. If you need a tutor or are interested in becoming a tutor, please contact the Tutoring Services Office at (608) 757-7666 or email: jbiermann@blackhawk.edu.

Library

BTC has libraries at the Central Campus, Monroe Campus, Aviation Center and the Center for Transportation Studies. During fall and spring semesters the Central Campus library is open on Monday through Thursday from 7:30 a.m. – 9:00 p.m. and on Friday from 7:30 a.m. – 4:00 p.m. It is open from 9:00 a.m. – 1:00 p.m. on Saturdays. Hours vary for the other libraries. For more complete information about resources and services, contact the staff or visit the library web page, <http://www.blackhawk.edu/Library.aspx>

Lockers

A limited number of lockers are available for student use. Lockers may be rented at the beginning of each semester in the Commons. Lockers may then be rented from the Student Services Office. If you want to rent a locker, the cost is \$3.00 per semester, \$5.00 per year, and \$2.00 per summer term. Students may rent lockers on a semester or yearly basis. Policies related to locker rental and use may be obtained from Student Services.

Lost and Found

The Lost and Found is located at the Welcome Center directly inside the main entrance. It is generally open from 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday. Anyone finding an item should turn it in to the Welcome Center. All items will be stored for 90 days and then sent for donation.

Multicultural/Diversity Services

Blackhawk Technical College provides supportive services designed to assist students with many aspects of their educational experience at BTC. Services include advisement of entry requirements; orientation to college activities; program resources and procedures; and administration of various scholarships and loans for ethnic minority students. The office responsible for assisting with providing multicultural services and activities is located in Student Services. The Student Network of Activities and Programming (SNAP) and the Diversity Action Committee also provide multicultural activities.

Parking

The Central Campus usually has adequate parking for everyone. Please observe parking restrictions as posted. Otherwise, you may park on a first-come, first-served basis. Parking for the disabled has been reserved at several locations. Only persons with a valid disabled license plate or handicapped sticker issued by the Wisconsin Motor Vehicle Department may park in those spaces. BTC cannot issue any kind of handicapped sticker.

Several designated areas have also been set aside for special purposes. There is short-term parking for parents dropping their children at the day care center. There is also a designated area for motorcycles. There is no parking in driveways (unless otherwise posted) or on the paved areas adjacent to the buildings. These areas need to be kept open for emergency vehicles. Anyone parking in a restricted area without an appropriate license may receive a parking citation issued by the Rock County Sheriff's Dept.

On-site parking is available at the Aviation Center, Beloit Center, and Center for Transportation Studies and the Monroe Campus. The rules noted above also apply to these locations.

Student Referral

When you experience problems completing program or course requirements, it is important that you seek help immediately. Sometimes an instructor may refer you to a counselor/advisor for assistance. A student referral form is used for this purpose. Once a referral form is received, the counselor/advisor will meet with you to discuss steps necessary to improve your academic performance. You are also urged to communicate directly and promptly with your counselor/advisor when you are notified that a referral has been submitted.

Student Printing Costs

The College has a student printing allocation program. This program limits the number of free print pages available to students, with additional services available for purchase online or in person.

The number of free pages is determined based upon student printing history and faculty feedback and are as follows:

- Fall & Spring semesters – \$15.00 (equivalent to 300 pages black & white)
- Summer semester – \$5.00 (equivalent to 100 pages black & white)
- Print charges are \$0.05 for black and white and \$0.20 for color printing

Students who violate computer use policies may lose privileges to the college equipment and systems, and/or may be subject to disciplinary action. BTC reserves the right to monitor the computer system and computer network use.

Telephones and Messages

Pay telephones are available for student use outside the Administration Building. You are encouraged to use this phone to conduct your business. Students are not allowed to use the school office phones. Deaf/hard of hearing, please call through relay. Red-colored emergency phones are located throughout the Central Campus which connects directly with the main switchboard. No dialing is necessary. Only messages of an emergency nature will be taken at the Welcome Center and every reasonable attempt will be made to locate the student. Non-emergency messages will not be accepted. Students should inform families, child care providers, etc. of the above limitations and develop alternate arrangements in the event they cannot be located.

Tutoring Services

Tutoring Services provides academic tutoring, at no cost, to enrolled students. Tutoring is provided in cooperation with Blackhawk Technical College's academic departments. A variety of methods are used to assist student success (peer tutors, lab assistance, study leaders and groups). Tutoring services are available at all campuses and centers upon request. If you need a tutor or are interested in becoming a tutor, please contact the Tutoring Services Coordinator at (608) 757-7734 or ttann@blackhawk.edu.

Campus Safety

Alcohol and Illegal Drug Policies

The possession, and sale, of alcoholic beverages on BTC premises is strictly prohibited. In addition, the possession, use, and sale of alcohol are further regulated in accordance with applicable state and federal laws and Wisconsin Administrative codes. BTC cooperates with local police agencies to enforce underage drinking laws and other violations related to the possession, use, and sale of alcohol. As a BTC student you are expected to comply with all laws and District policies regarding the use of alcoholic beverages. Depending on the nature of the violation, you may face legal prosecution and/or disciplinary action in accordance with applicable laws and BTC procedures.

Campus Safety

It is the intent of BTC to provide a safe, secure, and appropriate environment in which students can learn and employees can work. However, like all segments of society, situations may occur which threaten the security and safety of property and people.

If you feel threatened, see criminal actions, or observe behavior which jeopardizes the safety and security or property and persons at BTC, you should report the incident immediately to the Student Services Office or the designated center supervisor. BTC staff will assess the situation and determine if an emergency response is necessary. When, in the judgment of the BTC staff member on the scene, the situation warrants emergency intervention, local law enforcement will be contacted to resolve the problem and investigate the incident. Any non-emergency incident of property damage, theft, burglary, or other criminal actions should be reported to local law enforcement for investigation and disposition.

Behavior Intervention Team (B.I.T.)

The College has instituted a zero tolerance to violence policy. No act of violence, be it physical, verbal, or mental will be tolerated, and will be dealt with quickly, and in accordance to the level of violence.

As part of that policy, the College has also instituted the Behavior Intervention Team (BIT). The team is responsible for assisting students with behavior that is affecting their performance here.

The Vice President of Student Services is the point of contact for the team and may be reached by telephone (757-7713), or e-mail (erobinson@blackhawk.edu).

Safe Walk

SafeWalk is a service provided by BTC for night students and staff. The service provides those wishing to use it with an escort to your car by a SafeWalk representative. The hours of operation are Monday through Thursday, 6:00 P.M. to 10:15 P.M. From 8:00 P.M. until 10:15 P.M. SafeWalk personnel will be available every 15 minutes to walk you to your vehicle. The

meeting and departure point from the building will be the lounge area in the front lobby next to the information desk. SafeWalk personnel will be available prior to 8:00 P.M. by contacting the front desk at 757-7710. The SafeWalk person on duty will have an identification card, and will be dressed in uniform pants, a polo shirt with SafeWalk printed on the front and back, and when needed a jacket with SafeWalk printed on it. The SafeWalk Person will have a radio with them at all times, and can call for assistance from 911 directly if needed.

Security of and Access to BTC Facilities

Access to and use of BTC facilities is governed by institutional policies and local statutes. Access to facilities is limited to BTC students, faculty, and staff for work, education, or other related purposes. Outside groups may use the facilities with special permission in accordance with district policy. Loitering or wandering through the facilities for unapproved reasons is prohibited.

Security of BTC facilities is provided through a number of mechanisms, including establishing hours of operation, locked doors, keys limited only to those persons with a direct need to access certain areas, and the provision of lighting for security purposes. Other security mechanisms may vary by facility. BTC utilizes local law enforcement agencies to patrol parking lots and other areas around the facilities. When an incident occurs, BTC utilizes the services of local police authorities who have the statutory power to enforce applicable laws and who possess arrest powers. BTC will issue timely warnings when a reportable crime is known to the college and it poses an ongoing threat to personal safety.

Criminal Offense Statistics at BTC Facilities

Blackhawk Technical College prepares an Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as Wisconsin state statutes. A copy of this report may be found at the following website: http://blackhawk.edu/LinkClick.aspx?fileticket=yyl_9IVPi8E%3d&tabid=40&mid=422. A copy can also be obtained in Student Services.

Sex Offender Registry

Federal law requires BTC to provide Information where students can obtain Information about registered sex offenders in the state or community. The Wisconsin Sex Offender Registry is maintained by the Wisconsin Department of Corrections. Information is available on the department's website at <http://widocoffenders.org>.

Consensual Relations

Positive relationships between students and staff at BTC enrich the college environment and are encouraged. It is natural that interaction between individuals in an academic setting may lead to personal friendships. Personal friendships do not pose problems as long as they do not interfere with academic decisions. However, a consensual romantic or sexual relationship between a student and a staff member may be exploitative and create the appearance of a conflict of interest.

Therefore, students and staff are discouraged from entering into a consensual romantic or sexual relationship while the student is currently enrolled in the staff person's class or when the student is receiving guidance from the person.

As a student you are urged, for your own protection, to refrain from developing a relationship of a sexual or romantic nature with BTC staff. If you become involved in such a relationship, you are encouraged to contact the BTC Title IX Officer located on Central Campus. (See policy below for contact information)

Discrimination and Harassment Policies

BTC, through its commitment, will affirmatively attempt to provide an environment free of harassment for all employees and students. Harassment of students and employees of BTC is unacceptable and will not be tolerated. BTC deprecates such conduct as an abuse of authority.

BTC, in compliance with Title VI and VII of the 1964 Civil Rights Act as amended, Title IX of the 1972 Education Amendments Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008, prohibits harassment by supervisors, co-workers, students, and non-employees on the basis of sex, race, national origin, disability, or other protected status person.

BTC has no tolerance for discriminatory, harassing, or racist behaviors. Specifically, the Blackhawk Technical College District Board actively complies with all state and federal equal opportunity and affirmative action laws, rules, executive orders, and policies. It is the policy of BTC not to discriminate in employment on the basis of age, race, creed, color, religion, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, sexual orientation, or membership in the National Guard, state defense force, or any reserve component of the military forces of the United States or this state. BTC does not discriminate against students on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status. Discrimination means the difference in treatment in any service, program, course, or facility of BTC on the basis of these protected statuses.

Inquiries regarding equal opportunity and possible discrimination may be directed to one of the following individuals. Their area of expertise, office location at the Central Campus, and telephone number are noted:

Brian Gohlke, Director, Human Resources
Affirmative Action Officer, Administration Center
Phone: (608) 757-7773

Stephanie Williams, Student Services, Title IX Officer
Phone: (608) 757-7702

Renea Ranguette, ADA Officer, Administration Center,
Phone: (608) 757-7700

Wanda Sloan, Human Resources, Diversity Specialist, Administration Center
Phone: (608) 757-7745

Your written concerns can be sent to any of these individuals at: Blackhawk Technical College, 6004 South County Road G • P.O. Box 5009 • Janesville, WI 53547-5009

Harassment is unwanted, deliberate, or repeated unsolicited comments, slurs, demeaning references, gestures, graphic materials, physical contacts, solicitation of favors, advances, or other adverse treatment based on a protected group status when:

- 1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, student status, or academic participation.
- 2 Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual.
- 3 The conduct has the purpose or effect of substantially creating an intimidating, hostile, or offensive environment which

tangibly affects or interferes with an individual's job performance or other employment or academic opportunities. Alleged acts of harassment and discrimination may be violations of equal employment or educational opportunity policies under which BTC operates. Discipline may be imposed for violations of this policy in accordance with the procedures outlined in The Student Disciplinary Procedure.

Accident or Illness Emergency Procedures

BTC uses the professional medical treatment system available in the community to respond. BTC will provide basic medical first aid but will not treat any illness or injury. Rather, you will be referred to an appropriate medical treatment facility. If you refuse to seek follow-up medical treatment after it has been recommended by a staff member, you will be asked to sign a waiver corroborating this decision.

You will be responsible for your own transportation to a medical facility. However, should the injury or illness be considered an emergency or life threatening in the opinion of the staff member on the scene, an ambulance may be requested at the discretion of that staff member. You will be responsible for the cost of the ambulance. Under no circumstances will BTC staff transport you for treatment. All accidents, regardless of the seriousness, should be reported to a staff member, so that first aid and follow-up treatment can be provided and an accident report prepared.

Clean-up after an accident or illness should be left to the BTC maintenance and custodial staff. You should not attempt to clean up blood, vomit, or other body fluids without proper safety equipment. If clean-up is necessary, you should go to the information desk at the main entrance and request maintenance/custodial staff to clean up the area.

In case of emergency, call 911. *(Depending on your campus location, you may need to dial "9" first or use the red-colored emergency phones located in the hallways at the Central Campus to reach the switchboard. They will contact 911 for you).*

Student Life

Awards Program

The honors recognition program culminates in late April at the annual Awards Banquet and Reception sponsored by the Student Government Association. During the program, individuals are recognized for their academic achievements, participation in clubs and student organizations, and contributions to the community as well as BTC.

BTC Ambassadors

Student Ambassadors are a select group of students who represent BTC, as well as their own programs, to our student body and local communities. They serve as orientation leaders, student mentors, tour guides, group facilitators at area schools and community organizations, and assist with the many events that take place on campus. Ambassadors develop leadership and teamwork skills that will benefit them in their careers. Candidates are selected through a screening and interview process during the spring semester.

Clubs and Organizations

Student organizations provide valuable experiences to students by fostering leadership, personal development, career opportunity, and community relations. They are considered an integral part of the total educational experience at BTC.

Students may choose from the following organizations:

Association of Information Technology Professionals (AITP)

The AITP is open to students enrolled in the Computer Information Systems programs. During the year, as a member, you will be involved in community service projects, social functions, field trips, and fund raising projects.

Aviation Club

The purpose of the Aviation Club is to promote aviation-related activities, both educationally and recreationally. Membership is open to any student, not just aviation students. As a member of the Aviation Club you will have opportunities to develop leadership skills while enjoying the excitement of aviation.

Business Professionals of America (BPA)

The mission of BPA is, *"To contribute to the preparation of a world-class workforce through the advancement of citizenship, academic, and technological skills."* This club is open to all students interested in business related fields. Students have the opportunity to compete at a local, state and national level in business competitions

Campus Crusade for Christ

The BTC Chapter for Campus Crusade for Christ is open to all students. Students involved will participate in community service, leadership events and be part of a community that shares the values of, faith, fruitfulness and growth.

Criminal Justice Association

This club is an organization of interested students and staff working together to enhance training and education in the Criminal Justice program, to develop interest in the many fields Police Science offers, and to have fun while attending BTC.

Early Childhood Education Club

The Early Childhood Education Club provides students interested in Early Childhood with opportunities to develop citizenship, leadership, and professional skills, become involved in career development programs, and participate in community service projects, while also offering students the opportunity to take part in professional growth activities. The club annually sponsors an educational seminar and thank you reception for early childhood educators.

Epicurean Club

The Epicurean Club enables Culinary Arts students to participate in educational activities which enhance their program. Students have the opportunity to show off their talents at various competitions throughout the year.

Health Occupations Students of America (HOSA)

The Health Occupations Students of America (HOSA) is available to all students interested in Health Occupations. The organization helps to develop leadership, citizenship, personal and professional responsibility, as well as promoting various service projects throughout the District. On-campus activities are also part of the organization's programming.

Industrial Occupations Club

The Industrial Occupations Club gives students the chance to acquire a sense of belonging to American industry and an enthusiasm for learning. As a member of this club, you will have numerous opportunities for leadership development, community and school service, educational experiences, and socialization programs. As an Industrial Occupations Club member, you will be able to help promote and sustain American industrial technology.

Phi Theta Kappa Honor Society

Phi Theta Kappa is the official honor society of two year institutions and community colleges. The purpose of Phi Theta Kappa is to promote scholarship, develop leadership, and provide service and fellowship for students qualifying for this organization. Membership is determined by academic achievement and through invitation only. For more information on membership please contact the office of Student Life.

Postsecondary Agriculture Student Organization (PAS)

The PAS organization meeting primarily at the Monroe campus, but is open to all BTC students. PAS works with students who are interested in agriculture, agribusiness and natural resources. The purpose of PAS is to provide opportunities of individual growth, leadership and career preparation.

Outdoors Club

The Outdoors Club is open to all BTC credit students. It was formed in January, 1997 to promote and provide students with an educational experience outside the classroom, teach students lifelong sports and recreational skills while promoting lifelong health and wellness. The club participates in SGA and promotes on- and off-campus activities.

BTC Chapter of Society of Human Resource Management (SHRM)

The purpose of SHRM is to engage, update and support students in the learning and education of human resource management and to enhance student activities and participation at Blackhawk Technical College.

Veterans Club

The BTC Veterans Club is an organization founded by veterans for veterans. The club is open to all veterans, alumni veterans and those serving in the National Guard and Reserves. We hope to aid in the transition from military life to college life. Through meetings, public service and social activities, we hope to give veterans a chance to meet, share problems, perform public service and get current, accurate information on veterans issues.

Fitness Center

The Blackhawk Technical College Fitness Center is located on the Central Campus and features over 16 pieces of modern fitness equipment. Credit students qualify to receive a free Fitness Center membership because of a generous donation by the Student Government Association. These funds came from segregated fees, which every BTC credit student pays in addition to regular tuition. All Non-Credit student memberships cost \$25 per year. Faculty, staff and administration of Blackhawk Technical College can use the facility for only \$50 per year. The fee is non-refundable and is valid from September-August of each year. The Fitness Center hours are: 6:00 a.m.-10 p.m. Monday through Thursday, Friday 6:00 a.m.-5:00 p.m. and on Saturdays 8:00 a.m.-Noon.

Recycling

Blackhawk Technical College is participating in a voluntary recycling program. Your assistance is needed to make BTC's recycling program a success. Located throughout the facilities you will find paper, trash, and aluminum containers. Please use them. In addition, please remember that classroom trash receptacles are for paper only. Do not place other types of items in those receptacles—use the containers in the hallway. Your help and cooperation is needed and appreciated as we all work together to protect our environment.

Student Activity Fee Allocation Committee (SAFAC)

The Student Activities Board was established to assist the District in developing an activities program which complements the curricular offerings of the college and provides a fair and efficient means for the distribution of funds. This board, comprised of students and staff, reviews applications for student clubs and organizations, prepares an annual budget which includes financial support for all activity groups, and evaluates the overall activity program to best meet the needs of the students.

Student Government Association

The purpose of the Student Government Association (SGA) is to promote citizenship and leadership among the student body, foster a spirit of democracy and unity in student activities, and encourage mutual understanding among students, administration, and staff. SGA is composed of representatives from each program and club who meet during activity period to discuss and act on issues of importance to the student body. Leadership in SGA is coordinated by an Executive Committee which consists of the President, a Vice President from each center, Treasurer, Secretary. The Wisconsin Student Government (WSG) of the Wisconsin Technical College System is a statewide organization comprised of elected representatives from each of the 16 technical colleges in Wisconsin. The Board of Governors of WSG is an advocacy group for technical college students at the local, state, and national levels.

Student Network of Activities and Programming

The club helps plan campus-wide social, recreational, and educational activities. They are also responsible for coordinating the activities calendar for all student groups. Members are involved in choosing entertainers for on-campus performances, arranging holiday programs, promoting health awareness programs, educational speakers, and organizing recreational sports events. Some of the activities sponsored by SNAP include live entertainment in the Commons, annual all school socials, off campus trips to sports events, shopping trips, etc.

Student Representative to the District Board

BTC was one of the first technical colleges in Wisconsin to formally have a student representative to the Board. Elected by the Student Government Association, the student representative serves in a non-voting position and acts as the liaison between the Board and the student body. The term of office is one year with elections held annually in the spring semester.

Smoke/Tobacco Free Campus

For the health and well-being of everyone using BTC's facilities, smoking and the use of any type of tobacco product is NOT PERMITTED in any of the buildings. Smoking outside of the buildings is allowed, but only in the areas designated for that purpose. Smokers are encouraged to use only the designated areas set aside for tobacco use and the receptacles located at those areas.

Unattended Children

Children may not be brought and left unattended, for any reason, in any of BTC's buildings or facilities (including parking lots and surrounding areas). Children will also not be allowed in classrooms and instructional areas during the scheduled classes. Children are defined as minors under the age of 18 who are not enrolled in BTC programs or courses. Children found unattended in BTC facilities will be turned over to authorities for appropriate action. Parents need to make adequate arrangements for the care of children while attending classes.

Volleyball Court

A sand-pit volleyball court is located west of the Commons on the Central Campus. Constructed with funds designated from the Student Government Association, the volleyball court provides recreational activities for students as time permits. Those interested may check out volleyballs from the Student Life Office with a Student ID or driver's license serving as the deposit to check out the ball.

Weather-Related School Closings

Weather-related school closings will be given to area radio and TV stations by 6:00 a.m. for daytime classes and by 3:00 p.m. for evening classes. Please tune to the following radio/TV stations:

RADIO

WTJK 1380 AM—Beloit WEKZ 93.7 FM—Monroe WKPO 105.9 FM—Janesville WCLO 1230 AM—
Janesville WTSO 104 FM—Madison
WSJY 107 FM—Janesville/Fort Atkinson
WJVL 99.9 FM—Janesville WEKZ 1260 AM—Monroe WZOK 97.5 FM—Rockford WGEZ 1490 AM—
Beloit
WFAW 940 AM—Janesville/Fort Atkinson

TELEVISION

WISC Channel 3—Madison WKOW Channel 27—Madison WMTV Channel 15—Madison WTOO
Channel 17—Rockford WREX Channel 13—Rockford WIFR Channel 23—Rockford

Please Note: BTC is listed as Blackhawk Technical College NOT Blackhawk Schools.

Student Code of Conduct

Blackhawk Technical College (BTC) is dedicated to providing technical and adult education to the residents of Rock and Green Counties. In support of its mission, the College seeks to provide the opportunities and protections which best serve the educational process. Students are entitled to the basic rights and protections as an individual enjoyed by all members of society. At the same time, they are also subject to obligations as a member of the College community. BTC has adopted a Student Code of Conduct that sets forth the standards of conduct expected of students who choose to enroll at BTC. It is intended to protect the welfare and safety of everyone and also assure that a valid learning environment exists. The BTC Student Code of Conduct is intended for the benefit and protection of everyone involved in education and other activities at BTC. Students are expected to know and willingly follow the code in their everyday activities – including BTC-sponsored activities held off campus. Conduct that violates the code is not acceptable and will not be tolerated. The student conduct regulations are intended to give students general notice of prohibited conduct. However, they are not meant to define misconduct in every circumstance.

I. STUDENT CODE AUTHORITY

The Judicial Affairs Officer shall determine the composition of the Student Conduct Board and will hear administrative hearings. All judicial proceedings will be initiated by the Judicial Affairs Officer. The Student Conduct Board is responsible for reviewing proposed changes to the Student Conduct Code; for assuring that such changes are consistent with the provisions of the code; and for assessment of the effectiveness of the Student Conduct Code. Only decisions resulting in suspension, expulsion or revocation of admission and/or Degrees may be appealed. Decisions made by a Student Conduct Board and/or Judicial Affairs Officer shall be final (there is no appeal), when sanctions (a) through (f) of Article XVI, Section 2 are imposed. When sanctions (a) through (f) are imposed, the student will have the opportunity to either have an Administrative Hearing (meeting with the Judicial Affairs Officer), or present the case to the Conduct Board. When sanctions (g) through (l) are imposed, the case will be automatically taken to the Conduct Board for consideration. A student may file an appeal by the process herein described. The sanction (s) imposed is in effect until the appeal process is concluded.

This Code of Conduct, arranged alphabetically by category, establishes standards of behavior for students and student organizations at the College. Students are required to be knowledgeable of all policies of the College. These are contained in the Student Handbook, College Catalog, and College website.

- Academic Honesty
- Alcohol Regulations
- Complicity
- Disruptive Conduct
- Drugs
- Endangering the Safety of Others
- Failure to Comply
- False Information
- Guests
- Hazing

- Misuse of College Materials, Services or Property
- Off-Campus Conduct
- Sexual Assault
- Sexual and Other Unlawful Harassment
- Student Conduct Code Procedures
- Student Grievance
- Student Organizations
- Theft
- Weapons, Dangerous Instruments, and Explosive Chemicals or Devices on Campus

Note: A violation of the Code of Conduct may also constitute a violation of city, state, or federal law and vice versa. If so, simultaneous prosecutions may result. Students should be aware that student status does not insulate them from awareness of and compliance with other laws.

II. ACADEMIC HONESTY

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation of this standard must be reported to the Judicial Affairs Officer and the Department Dean. The faculty member, in consultation with the Department Dean and the Judicial Affairs Officer, will decide whether the matter should be processed through the Student Conduct System or resolved without a formal hearing. In the latter case, the faculty member must have the agreement of all students directly affected.

1. Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

- The quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source
- The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

2. Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

- The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source
- The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work
- The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or
- The unauthorized submission of an academic work prepared totally or in part by another.

3. Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

- Copying of all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own
- Allowing another person to copy one's own academic work—whether intentionally or recklessly
- The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work
- The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise
- The unauthorized use of electronic instruments, such as cell phones, PDAs, or personal response systems (clickers) to access or share information
- The unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself, including through the use of personal response systems (clickers)

4. Academic Misconduct

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

- The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered
- Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work
- Entering any College building, facility, office, or other property, or accessing any computer file or other College record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade
- Continuing to work on an academic exercise after the specified allotted time has elapsed
- Bribing another person to obtain an academic exercise, including answers to questions of an academic exercise that is not administered

III. ALCOHOL REGULATIONS

All students must comply with applicable laws and these alcohol regulations.

1. Medical Reprieve

Student health and safety are of primary concern at Blackhawk Technical College. As such, in cases of intoxication and/or alcohol poisoning, the College encourages individuals to seek medical assistance for themselves or others. If an individual seeks medical attention due to his/her level of intoxication, the Judicial Affairs Officer may not pursue conduct sanctions against the student for alcohol violations. In lieu of student conduct sanctions, the intoxicated student will be required to meet with the Judicial Affairs Officer who may issue educational requirements such as alcohol education class and/or an alcohol and substance abuse assessment.

Please note: Medical Reprieve will not be granted to students who do not seek medical assistance. Students who are confronted by College staff will be referred to the Judicial Affairs Officer for alleged policy violations.

2. Prohibited Activities

The College prohibits alcohol intoxication by students (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically this offense includes, but is not limited to:

- The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under the legal age to do so;
- The possession, use, consumption, manufacture, sale, or distribution of alcohol in violation of any applicable law, including the laws of the State of Wisconsin
- The possession, use, consumption, manufacture, sale, or distribution of alcohol in any College building, facility, or property;
- The possession of any apparatus used to facilitate the rapid consumption of alcohol or drinking games;
- A violation of any College policy or procedure concerning the use of alcohol or enacted to monitor or control the use of alcohol.

3. Student Organizations

No student organization that hosts, organizes, conducts, or participates in an on-campus function or event sponsored or sanctioned by the College shall serve alcohol or permit the possession, use, consumption manufacture, sale, or distribution of alcohol.

4. Use of Alcohol On-Campus

As described above, the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is prohibited.

5. Use of Alcohol Off-Campus

The College accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by students off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the College may also impose sanctions upon the student for such behavior. Other restrictions can be imposed by student organization advisors, faculty, staff or other college administration as deemed necessary.

IV. COMPLICITY

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him or herself from the situation, and failure to do so may be the basis for a violation of the Code of Conduct.

V. DISRUPTIVE CONDUCT

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the College or any of its students, faculty members, College officials, or guests.

1. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Committing or threatening to commit any act of violence against self or other;
- Threatening the health, safety, or welfare of another or engaging in conduct that endangers the health, safety or welfare of another;
- Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health,

safety, or welfare of the student or anyone else;

- Interfering with the freedom of movement of another person
- Invading the privacy of another person
- Stalking (purposely and repeatedly engaging in behavior and/or communication directed at a specific person which reasonably causes that person alarm, distress, fear or a change of normal behavior)
- Interfering with the right of another to enter, use, or leave any College building, facility, property, service, resource, or activity
- Interfering with a faculty member or College official in the performance of his or her duty
- Interfering with the freedoms of speech, religion, or association of another
- Trespassing or the unauthorized entering or accessing of any College building, facility, property, service, resource, or activity
- Instigating or otherwise encouraging others to engage in a fight, riot or other disruption
- Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior
- Exhibiting public nudity or lewd behavior

VI. DRUGS

The College prohibits the possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. Any violations may be subject to sanctions by the Student Conduct System and may be reported to all appropriate law enforcement authorities.

1. Definitions

The term "Drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes.

2. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- The possession, use, consumption, manufacture, sale, or distribution of any drug or drug paraphernalia, prescription or prescription drug not prescribed to the student
- The delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia
- A violation of any applicable local, state, or federal law relating to drugs or drug paraphernalia
- The sale, delivery, or transfer of a prescription or prescription drug
- The possession of a prescription or prescription drug not issued to the student

VII. ENDANGERING THE SAFETY OF OTHERS

A student shall not endanger the lives or safety of others.

1. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Creating an unsafe condition or environment which could cause harm to others;

- Setting or causing a fire
- Tampering with, misusing or damaging fire or safety equipment, such as alarms, heat sensors, smoke detectors, hoses, and fire extinguishers
- Failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any College facility or building
- Disobeying a command by any College official or faculty member in connection with a fire, alarm, or other safety or security matter

VIII. FAILURE TO COMPLY

It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Conduct or any applicable rule.

1. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Failing to comply with the directive of any College official or faculty member, including any sanction imposed by the Judicial Affairs Officer upon a group or individual
- Failing to comply with the terms of any procedure or agreement,
- Failing to comply with any applicable federal, state, or local law

IX. FALSE INFORMATION

A student shall not provide false or misleading information.

1. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Making a false or misleading oral or written statement to any College official or faculty member when the student knew or should have known the statement was false
- Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another
- Falsely reporting the presence of an explosive or incendiary device, or fire or other safety hazard
- Falsely reporting a crime or a violation of this Code of Conduct
- Possessing or displaying any form of false identification or any identification not one's own

X. GUESTS

Students are responsible for the behavior of their guests and must ensure that guests comply with College regulations, including the standards in this Code of Conduct.

XI. MISUSE OF COLLEGE MATERIALS, SERVICES, OR PROPERTY

A student shall not misuse any College material, service or property.

1. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Destroying, damaging, misusing, or defacing any College building, facility, or property, or any private property on-campus or being used for a College-sponsored event
- Destroying, damaging, misusing, reproducing, or defacing any student identification card, College-provided key or other access card, laboratory equipment or any material issued or owned by the College
- Impairing or otherwise hindering another's use of a College material, service, or property

- Reading, duplicating, removing, photographing, forging, counterfeiting, or altering any College document or record without authorization
- Littering on or in any college property, facility, or building
- Engaging in conduct that may result in damage or destruction of any College building, facility or property, including without limitation skateboarding or rollerblading on steps, railings, banisters or curbing

XII. OFF-CAMPUS CONDUCT

Violations of local, state, or federal law are subject to College action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation (e.g. Probation before Judgment or no lo contendere) should be aware that the College may also sanction the student.

1. Temporary Suspension When Certain Criminal Charges are Pending

The College may temporarily suspend any student when certain charges are pending against that student, subject to the procedures set forth in this guide. Specifically, temporary suspension may be mandated where the crime involves an act of violence, the sale, manufacture or delivery of drugs or any other conduct that is egregiously offensive to the College's mission.

2. Emergency Suspension

The College may remove any student where the continued presence of the student on-campus poses a threat to safety or the rights, welfare, or property of another, subject to the procedures set forth in this Guide.

XIII. SEXUAL ASSAULT

The College will not tolerate sexual assault. Sexual assault occurs when a person is physically forced, is coerced, or is physically or mentally unable to give consent; and assault may be committed by an acquaintance or a stranger. Violations will be adjudicated by the College and may be reported to the appropriate law enforcement authorities.

1. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- Any uninvited, unwelcome advance, request for sexual favor, or touching or kissing of a sexual nature, where such conduct placed the victim in a position where he or she reasonably felt unable to avoid the uninvited conduct. Conduct includes, but is not limited to, rape, sodomy or oral copulation, sexual assault, or battery.

XIV. SEXUAL AND OTHER UNLAWFUL HARASSMENT

Blackhawk Technical College is committed to protecting the rights and dignity of all students, and seeks to maintain an environment that is free from all forms of unlawful harassment and discrimination. The College will not tolerate any form of unlawful harassment and discrimination. Unlawful harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious to unlawfully limit a student's ability to participate in or benefit from the activities of the College. Further, prohibited conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position, taking into account all of the circumstances involved in a particular matter.

1. Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of unlawfully interfering with an individual's work or academic performance or unlawfully creating an intimidating, hostile, or offensive working or academic environment. The

following types of actions may constitute sexual harassment, whether the harasser is a co-worker, supervisor, student or faculty member:

- demand for sexual favors accompanied by implied threats about the person's employment status, or implied promises of preferential treatment;
- persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature;
- unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body;
- repeated degrading or insulting comments that demean an individual's sexuality or sex
- unwarranted displays of sexually suggestive objects or pictures
- sexual assault

2. Other Unlawful Harassment

Other unlawful harassment includes any verbal or physical conduct toward another that is based on the other's race, color, sex, religion, national origin, disability, veteran status or any other characteristic protected by law, and that (1) unlawfully creates an intimidating, hostile, or offensive learning and/or working environment or (2) unlawfully interferes with an individual's work or academic performance. Threatening, intimidating or engaging in hostile acts that create an unlawful, hostile environment based on an individual's race, color, gender, religion, national origin, disability, veteran status or any other characteristic protected by law may constitute unlawful harassment, whether the harasser is a co-worker, supervisor, student or faculty member.

XV. STUDENT CONDUCT CODE PROCEDURES

1. Charges and Student Conduct Hearings

Any member of the College community may file an incident report that alleges student(s) violation of the Student Code of Conduct. The student(s) will be notified in writing of the alleged violation and directed to the Judicial Affairs Officer Judicial Affairs Officer who will determine the hearing process. An incident report should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours of the incident.

1. The Judicial Affairs Officer, as appropriate, reviews the referral to see if it appears there may have been a violation of the Code. If so, the student is notified and asked to meet with the Judicial Affairs Officer to discuss the incident. Most cases are resolved through this meeting, if the Judicial Affairs Officer and the student can reach an agreement about what happened, and if the student is willing to accept responsibility and any appropriate sanctions. In cases where the student chooses not to participate, or where an agreement is not reached, normal judicial proceedings will occur, including a hearing if necessary. If the allegations are admitted, then the matter may be resolved administratively by mutual consent of the parties involved. Such disposition shall be final with no subsequent proceedings. There is no appeal. If the allegation(s) is not admitted, then the Judicial Affairs Officer shall determine, based upon a review of the accused student's previous conduct history and the specific nature of the violation, whether to refer the case to the Student Conduct Board.
2. All allegations shall be presented to the accused student in written form. The Student Conduct Board Hearing shall convene not less than three, nor more than ten calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Judicial Affairs Officer.
3. The Judicial Affairs Officer may, at his/her discretion, conduct an administrative hearing of a case according to the procedures as outlined in Article I, section 3 above.
4. Student Conduct Hearings shall be conducted by a Student Conduct Board. The Board will consist of nine (9) members: Two (2) college administrators, Two (2) non-academic staff members, Two (2) faculty members, Two (2) students and the Judicial Affairs Officer. When student conduct hearings are conducted, only five (5) members will be present- one from each area (i.e. 1 college administrator, 1 faculty, etc.). Student Conduct

Hearings shall be conducted according to the following guidelines:

- a. Student Conduct Hearings are confidential and as such shall be conducted in private.
 - b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing shall be at the discretion of the Judicial Affairs Officer.
 - c. In Student Conduct Hearings involving more than one accused student, the Judicial Affairs Officer, at his/her discretion may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
 - d. The complainant and the accused student have the right to be assisted by an advisor of their choice and at their own expense. The advisor must be a member of the College community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his/her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. If an accused student is also the subject of a pending subsequent criminal matter arising out of the same circumstances, (s)he may be allowed to have an attorney serve as his/her advisor, at his/her own expense, to behave in the same manner as any other advisor.
 - e. The complainant, the accused student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
 - f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - h. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by simple majority vote) whether the accused student has violated each section of the Student Code of Conduct as alleged. If the vote results in a tie, then the Judicial Affairs Officer will have the tie-breaking vote.
 - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Board proceedings.
5. There shall be a single verbatim digital record of all questioning of witnesses and testimony in all Student Conduct Hearings before a Student Conduct Board. Deliberations of the board shall not be recorded. The record shall be the sole property of the College.

6. All recordings shall be held by the Judicial Affairs Officer in a locked cabinet. The recording will be destroyed after the period for filing an appeal has passed and or the final appeal has been adjudicated.
7. If an accused student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the accused student is not present. A finding may be filed in absentia.
8. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Judicial Affairs Officer to be appropriate.

2. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
 - a. Warning—A notice in writing to the student that the student is violating or has violated the Student Code of Conduct.
 - b. Probation—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
 - d. Fines—previously established and published fines may be imposed.
 - e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions—Work assignments, essays, service to the College, or other related discretionary assignments.
 - g. College Suspension—Separation of the student from the College for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. College Expulsion—Permanent separation of the student from the College with no opportunity to return.
 - i. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
2. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
3. Sanctions outlined in subsections (g) through (i) above may not be imposed by a Judicial Affairs Officer, even if the student admits violating institutional rules or such sanctions would be merited by the student's previous conduct record; such sanctions may be recommended to the Vice President of Student Services by the Student Conduct Board. The final determination will be made by the President of the College.
4. Any or all of the sanctions listed above may be imposed for any single violation.
5. Only disciplinary sanctions of expulsion, revocation or withholding of a degree for violation of the Student Code of Conduct shall be made part of the student's permanent academic record, all other sanctions shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than, College suspension, College expulsion, or revocation or withholding of a

degree, upon application to the Judicial Affairs Officer; otherwise these shall be expunged from the student's confidential record three (3) years after final disposition of the case.

6. The following sanctions may be imposed upon groups, organizations and/or members of groups or organizations acting on behalf of the group or organization:
 - a. Loss of selected rights and privileges for a specified period of time
 - b. Loss of all privileges, including College recognition, for a specified period of time.

In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Student Conduct Board as prescribed by the Student Code of Conduct. Following the hearing conducted by the Student Conduct Board or Judicial Affairs Officer, the Judicial Affairs Officer shall advise the student(s) member(s) of the group and/or organization and the complainant in writing of its determination and of the outcome of the hearing and sanctions, if any are imposed.

3. Interim Suspension

In certain circumstances, a campus interim suspension may be imposed prior to the Student Conduct Board Hearing. Interim suspension may be imposed by the Judicial Affairs Officer.

1. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. The student shall be notified in writing of this action at the time it is imposed. Notification will include the reasons for the interim suspension. The notice will include the place, date and time (within 24 hours of the notification) of an appeal hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat.
3. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Judicial Affairs Officer may determine to be appropriate. Any negative impact (including academic or financial) of interim suspension is borne by the student.
4. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, and if suspension is applied as a sanction, through the appeal process.

4. Appeals

Only decisions resulting in suspension, expulsion or revocation of admission and/or Degrees may be appealed.

1. A decision reached by the Student Conduct Board or a sanction imposed by the Judicial Affairs Officer may be appealed in writing by the accused student(s) to the Vice President of Student Services within three (3) class days of the decision.
2. An appeal may only be made if it is discovered that there was information in possession of the College that was not included in the previous hearing; the sanction(s) was beyond the scope of the Student Conduct Code; or notification and/or hearing procedures were not followed.
3. Except as required to explain new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents.
4. If an appeal is upheld by the Vice President of Student Services, he/she will reach a final determination. If a

new sanction is imposed, the finding of the Vice President of Student Services is final and may not be appealed.

5. In cases where a sanction of suspension, expulsion, or removal from the College is imposed according to the procedures outlined in this code, the sanction shall take affect according to the timeline established by the Judicial Affairs Officer or Student Conduct Board regardless of whether or not an appeal is pending. The College shall not be responsible for any hardships that an accused student may entail in the completion of duly imposed sanctions which are later reduced or overturned upon appeal.

5. Interpretation and Revision

A. Interpretation

Any question of interpretation of the Student Code shall be referred to the Judicial Affairs Officer

B. Revision

The Student Code shall be reviewed annually by the Student Conduct Board for compliance with Wisconsin and Federal Laws pertaining to areas covered by Student Codes of Conduct and for effectiveness.

XVI. STUDENT ORGANIZATIONS

1. Standard of Conduct

Student organizations are expected to adhere to the same standards of conduct applicable to individual students. Specific violations of this standard include, but are not limited to:

- Violating, or permitting its members or their guests to violate, or failing to prevent where such prevention was possible the violation of this Code of Conduct or any applicable city, state, or federal regulation;
- Violating, or permitting its members or their guests to violate, or failing to prevent where such prevention was possible the violation of any contract or other agreement between the student organization and the College;
- Committing any act in violation of any policy, procedure or agreement between a student organization and a College official and department, as well as rules promulgated by the appropriate College official and any other rules made applicable to student organizations.

2. Application of Policy

Each use of the term "Student" in this Code of Conduct shall refer to and include student organizations and their members. Any violation of this Code of Conduct by one or more members of a student organization may constitute a violation by the organization itself. Where those administering the Student Conduct System conclude that there is sufficient connection between the acts of individual students and an organization to which they belong, sanctions may be imposed on the organization as well as any offending member. Conversely, when an organization has been found guilty of a Code offense, those administering the Student Conduct System may impose sanctions on some or all members of that organization depending upon the degree of general participation in the offense.

3. Membership

Membership in a Registered Student Organization may not be restricted on the basis of race, creed, color, gender, age, religion, national origin, veteran status, handicap status, or sexual orientation. A student may not frustrate the College's suspension of a Student Organization by joining, becoming a member of, or in any way assisting or participating in a student organization that is currently on suspension from the College.

XVII. THEFT

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the College, its guests, and all members of the College community.

1. Prohibited Activities

Specific violations of this standard include, but are not limited to:

- The unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the College, another student, a person attending a College sponsored event, or any other person;
- The unauthorized taking or use of any College owned or contracted service.

XVII. POSSESSION OF LOST OR MISPLACED ITEMS

Any lost or misplaced item that is found should immediately be turned in to the proper College office. For instance, items found in the library should be taken to the library's circulation desk. Inquiries concerning lost books, articles of clothing, or identification cards should be directed to the Lost and Found located at the Information Center.

VIII. WEAPONS, DANGEROUS INSTRUMENTS, AND EXPLOSIVE CHEMICALS OR DEVICES ON CAMPUS

The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.

1. Prohibited Activities

A student shall not possess, use, or threaten to use any of the following items on campus:

- Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
- Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
- Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;
- Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area);
- Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

Note: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.

Interpretation

This does not prohibit any instrument or chemical expressly authorized for the pursuit of the academic mission of the College and used in an authorized manner consistent with that academic mission.

Mental Health Policy

Blackhawk Technical College (BTC) is committed to the success of all students, including those with mental health conditions, and will:

- Acknowledge but not stigmatize mental health issues;
- Make suicide prevention materials and seminars available;
- Encourage individuals to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education or employees their job as normally as possible by making reasonable accommodations;
- Refrain from discrimination against persons with mental illnesses; and
- Provide reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendment Acts (ADAAA).

When inappropriate student behavior is identified on campus and in the classroom, the goal is to assist students in accessing resources that will help them meet expected College behavioral standards and succeed academically, personally and socially. A student's status at the College will be reviewed if the student's behavior rises to an established standard of concern AND there is reason to believe that the actual or threatened behavior is caused by or derives from a psychological, emotional, or substance abuse issue.

The Mental Health Policy (MHP) addresses inappropriate student behavior on campus and in the classroom. Its goal is to assist students in accessing resources that will help them meet expected College behavioral standards and succeed academically, personally and socially. The MHP complements the College Student Code of Conduct and, when invoked, is not considered a sanction, but a supportive resource. A student's status at the College will be reviewed if the student's behavior meets one of the standards described below AND there is reason to believe that the actual or threatened behavior is caused by or derives from a psychological, emotional, or substance abuse issue. Specifically, the Mental Health Policy may be invoked when:

1. The student has engaged, or threatened to engage in behavior constituting a disciplinary offense as defined in the Student Handbook, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological, emotional, or substance abuse issue.
2. The student has engaged, or threatened to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological, emotional, or substance abuse issue.
3. The student has engaged, or threatened to engage, in behavior which poses a danger of causing physical harm to self or others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological, emotional, or substance abuse issue.
4. The student has engaged, or threatened to engage, in behavior which poses a danger of causing serious harm to self due to his/her lack of capacity to protect himself from harm or to provide for his basic human needs, and

there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological, emotional, or substance abuse issue.

When a student's behavior does meet one of the above standards, a Counselor will meet with the student to:

- Review the behavior(s) in question
- Clarify appropriate behavioral expectations with the student
- Discuss resources to assist the student in meeting behavioral expectations
- Develop a written action plan, which may include a behavioral contract to assist the student in meeting behavioral expectations.

As part of the action plan, the Counselor may, after consultation with the Blackhawk Early Alert Team, refer the student for a mandatory psychiatric, psychological or substance abuse evaluation as a condition of continued enrollment. The mandatory evaluation may be requested as part of the original action plan or at any time during which the student is subject to the procedures of this policy. For purposes of accessing student records under the Family Educational Rights and Privacy Act (FERPA), members of the Blackhawk Early Alert Team are school officials with a legitimate educational interest in information concerning students that fall under the standards of this policy. Pending the completion of the evaluation, or at any point during which the student is subject to the procedures of the Mental Health Policy, the VPSS may impose an interim suspension and bar the student from classes or College property. In those instances where the behavior in question involves a danger to self or others, the student's parents or significant other(s) may be contacted whether the student has dependent or independent status.

The Blackhawk Early Alert Team and the VPSS will then review the student's status at the College. The status review will result in one of the following:

- No action, or, if applicable, resumption of normal activities
- Continued enrollment provided that the student continues to comply with behavioral expectations
- Involuntary administrative withdrawal from the College. (Recommendation for this action is made to the President of the College.)

Further, invoking this policy does not mean that the student will necessarily be exempt from the regular disciplinary actions associated with the behavior in question according to the rules and procedures of the Student Code of Conduct.

After any determination of the student's status is completed and reported to the student via certified mail with delivery confirmation with a copy of this policy (or hand-delivered), the student will have 48 hours from the date of the delivery confirmation to request a review of the finding. The request must be made in writing/email to the Vice President of Student Services. The review will be conducted by the Vice President of Student Services. The review and determination by the Vice President (or designee) will be final and non-appealable.

Grievance Procedure

Grievance is a complaint by a student against a policy or practice of the College or College staff that is considered improper or unfair, or where there has been deviation, misinterpretation, or misapplication of a practice or policy.

- A. A student wishing to pursue a grievance must take the following steps to try to resolve the grievance prior to filling out an official complaint form:
 1. The student will first try to resolve the matter with the appropriate BTC staff member;
 2. If resolution is not achieved between the student and the BTC staff member, the student will ask the staff member's immediate supervisor to resolve the grievance;
 3. If resolution is not achieved at supervisory level, the student will ask the supervisor's Vice President to resolve the grievance;
 4. If resolution is not achieved at this point, the student may file a complaint using the appropriate complaint forms (An appointment must be made with the Vice President of Student Services or a designee to obtain the necessary forms and information).
- B. Notification of the problem/complaint must be filed with the Vice President of Student Services or a designee.
- C. Complaints must be filed within twenty school days of the date of the action causing the complaint. D. The Vice President of Student Services or a designee will monitor the grievance process.
- E. The student will receive acknowledgement of the filing of a formal, written complaint. The student may withdraw the complaint at any point during the formal procedure. The Vice President or a designee will notify the person(s) against whom the complaint has been filed (hereafter referred to as the staff member). The staff member will also receive a copy of the complaint.
- F. A grievance committee will be appointed annually by the President and will consist of five individuals representing the various College constituencies. The committee will be made up of one administrator, two faculty members, and two support staff members. The complainant may request student representation on the committee. If requested, the President may select two students to substitute for a like number of existing members of the committee. Members of the grievance committee will remove themselves from the process if they deem themselves biased or personally interested in the outcome of grievance.
- G. The Vice President of Student Services or a designee will serve as the investigating officer in the complaint.
- H. The investigating officer will:
 1. Meet with the student and the staff member.

2. Examine documentation and interview witnesses.
 3. Consult with the appropriate vice president, or equivalent unit head and/or other appropriate administrator.
 4. Prepare a written investigative report.
- I. The investigating officer may meet individually with the student and the staff member to discuss the report in the hope that a resolution can be reached. If a resolution is not achieved, copies of the investigative report will be forwarded to the grievance committee, the student, the staff member, and the appropriate administrator(s).
- J. The grievance committee will review the complaint and the findings of the investigating officer and determine whether the facts warrant a hearing. The committee's decision will be limited to one of the following statements:
1. Based on the evidence presented, the committee may find probable cause for believing that an improper or unfair practice or act has been committed; or
 2. Based on the evidence presented, the committee may find no probable cause for believing that an improper or unfair practice or act has been committed.

The committee will make its report in writing to the Vice President of Student Services or a designee after receipt of the report by the investigating officer. The deliberations of the committee will not be disclosed to anyone except the Vice President of Student Services or a designee who will hold them confidential.

- K. If no probable cause is found, the matter will be considered concluded. However, the student may submit a written appeal to the President within ten working days from the date the decision is made. The appeal must specify in detail what findings, recommendations, or other aspects of the report or decision were not acceptable. The appeal should also include what corrective action the student desires after consideration of the appeal by the President. The President may uphold the decision of the committee, and at that point no further appeals within the College will be considered. Or, the President may instruct the committee to go forward with the grievance hearing process.
- L. If probable cause is found, a hearing will be held.
1. The committee will select a chair. The chair of the committee will establish a date for the hearing. A notice establishing the date, time, and place of the hearing will be provided to all involved parties.
 2. The hearing will be held within thirty working days from the time of the hearing notice.
 3. The student and the staff member will each have the privilege to challenge one member of the committee without cause (stated reason). Unlimited challenges may be issued if it is felt that a member of the committee is biased. In the case of a challenge for bias, a majority of the

grievance committee members must be satisfied that a challenged member cannot hear the case impartially before the member can be disqualified. In the case of removal of a member through the challenge process, the President will restore the committee to full membership.

4. The hearing will be conducted as expeditiously as possible and on successive days if possible.
5. The student, staff member, and any others the committee deems necessary to participate in the proceedings will make themselves available to appear at the proceeding unless they can verify to the committee that their absence is unavoidable.
6. The student and the staff member will be permitted to have with him/her a party of his/her own choosing to act as advisor and counsel.
7. The hearing will be closed to all except those persons directly involved in the case as determined by the grievance committee. Statements, testimony, and all other evidence given at the hearing will be confidential and will not be released to anyone and may be used by the committee only for the purpose of making its findings and recommendations to the President.
8. The chair of the grievance committee will convene and regulate the proceeding. The student, the staff member, and the members of the hearing panel must be present during the proceeding unless excused by the chair for good cause. Repeated failure, without reasonable explanation, of either the student or the staff member to appear will be grounds for defaulting that party's case. The student will have the burden of presenting the case and the staff member will have the burden of challenging the evidence presented.
 - a. All parties will have the opportunity to present evidence, respond to evidence presented, and examine and cross examine witnesses.
 - b. The hearing panel will be empowered to: examine witnesses and receive evidence; exclude any person(s) felt to be unreasonably disruptive of the proceedings; hold conferences for the settlement of the issues involved; make decisions or proposals for decisions; and take any other actions authorized by the rule consistent with this procedure.
 - c. No individual will be compelled to divulge information in any form which she/he could not be compelled to divulge in, or in connection with, court proceedings.
9. Any legal opinion or interpretation given to the grievance committee by the parties may be shared with all parties to the case.
10. The grievance committee will file its findings and recommendations with the Vice President of Student Services, the student, and the staff member after the conclusion of the hearing. If the findings and recommendations of the grievance committee are acceptable to the student and the staff member, the President may direct implementation of the recommendations.

- M. If the student or staff member objects to the findings, recommendations, and wishes to appeal, a written appeal may be submitted to the President within ten working days from the date the finding is issued. The appeal must specify in detail the findings, recommendations, or other aspects of the report or decision that are not acceptable. The appeal should also include what corrective action the student or staff member desires after consideration of the appeal by the President.
- N. After considering an appeal, the President will issue a written decision to the parties involved. The decision of the President will be final and no further appeals within the College will be considered.

Student Complaint Submission and Resolution

There are multiple access points where students can submit ideas, formal concerns, and complaints. Complaints are divided into two categories including (a) informal – those concerns or complaints recommending improvements (e.g. parking, food service, sidewalk maintenance); and (b) formal – those requesting or requiring immediate action (e.g. policy or practice dispute, academic). Additional concerns may be received in the form of feedback from various surveys.

General Student Complaint Procedure

General student complaints are received by the Vice President of Student Services and may be written or verbal.

Written Complaints

Not all communications with discontented students will necessarily involve the creation of a complaint. For example, a student may have a concern that can be easily resolved without the need to make a formal complaint.

1. When a complaint is received in writing, it is acknowledged within seven working days.
2. An investigation into the complaint is conducted.
3. The complainant is advised of the decision taken as soon as possible.
4. Normally, this is completed within seven working days of the date of the acknowledgement letter.
5. However, if the investigation takes longer than seven days, the complainant is kept informed of the progress made in the investigation of the complaint.

Verbal Complaints

When a complaint is submitted verbally:

1. A letter of acknowledgement is provided to the complainant and includes a statement of what is understood to be the nature of the complaint.
2. The complainant is invited to confirm in writing the accuracy of the statement.
3. Additionally, when a verbal complaint is received, a complaint report is completed regarding the complaint in order to assist in any investigation required.
4. Complaints must be filed within twenty school days from the date of the alleged violation.

5. The College reviews the complaint only after the student attempts to resolve the matter through applicable College appeals or complaint processes.
6. By signing and submitting a complaint form, the complainant agrees to provide requested information and/or respond to questions about the complaint; failure to provide requested information or respond to questions about the complaint may result in the College dismissing the complaint.

The General Student Complaint Procedure can be found at the following location:

[General Student Complaint Procedure](#)

Students who attend a college that is part of the Wisconsin Technical College System (WTCS) can file complaints at the state level at the following WTCS link:

[WTCS Student Complaints](#)