

# BLACKHAWK TECHNICAL COLLEGE

## STUDENT HANDBOOK

### 2017-2018

**Central Campus – (608) 758-6900**

6004 South County Road G  
Janesville, WI 53546-9458

**Monroe Campus – (608) 328-1660**

210 Fourth Avenue  
Monroe, WI 53566-1033

**Advanced Manufacturing Training Center (AMTC) – (608) 757-7755**

15 Plumb Street  
Milton, WI

**Beloit Center – (608) 757-7741**

50 Eclipse Center  
Beloit, WI 53511-3550

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.”

This handbook was updated on October 2015. Students and employees may access this same information from the Student Handbook tab on <http://MyBTC.blackhawk.edu> including any additions or changes. All external links in this document are to websites and other informational resources that may be changed or removed without notice.

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

# About Blackhawk Technical College

Founded in 1912 and reorganized in the mid-1960's 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 North LaSalle Street, Suite 2400, Chicago, IL 60602, (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: Center for Transportation Studies, Beloit Center, and Advanced Manufacturing Training Center.

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, or retrain for 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.

## 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

**Community-Focused:** 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 welcomed 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 welcomed. 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

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Current admitted students are provided priority registration before other students. Students will receive notification on the exact process through their MyBTC student account. 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. Students are encouraged to register online using the MyBTC portal as course availability is first come, first served.

## Testing / Assessment Services

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Students complete an admission placement test as part of the application process to the college. These scores are utilized to determine appropriate course placement. BTC offers the Accuplacer assessment for **FREE**, unless students have earned either an Associate Degree's, Bachelor's Degree, or completed the ACT exam. If a re-test is necessary, a fee must be paid and a receipt must be presented prior to taking a test.

Accuplacer is an **untimed** assessment taken on computer that measures skills in reading, language usage, and numerical skills. Accommodations for the Accuplacer are available in the Student Success Center by calling (608) 743-4422, deaf/hh call Relay 711.

## Accuplacer Retest Policy

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Retesting is an option if students believe their scores do not accurately reflect their abilities and skill levels.

### Admission Retest:

- After reviewing the admission test scores, students may re-test in each area ONCE utilizing Accuplacer.
- Students who have completed Accuplacer as part of the admission process **MUST** wait 48 hours after their first Accuplacer exam before re-testing.
- There is a fee for re-testing. For more information contact the Testing Center at (608) 757-7666.

### Course Placement Re-test:

- Students re-testing for course placement may do so after successful completion of their current course.
- Further re-tests will require approval from the approved faculty and/or staff (i.e. dean, director).

\*\*\* Students with scores older than 3 years are strongly encouraged to re-test for accurate course placement.

## Health Science Assessments

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The programs listed below have additional assessment requirements for clinical readiness. Please see a program advisor for program/clinical-ready requirements.

- Diagnostic Medical Sonography
- Medical Assistant
- Nursing Assistant
- Nursing

- Physical Therapist Assistant
- Radiography

## Make-Up Testing

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Make-up testing is a service provided for students who have been absent and are being allowed to complete an exam per the course instructor. The following rules will be followed for all testing:

- A valid photo ID is required for all testing (i.e. state ID or driver's license, passport, student ID, or other IDs approved by Testing Staff)

## Adding a Course

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Students may add courses online or in-person up until the start of the semester. After the semester begins, courses can only be added in-person with an instructor's approval. After the first day of class, a course can only be added if the proper approval is obtained. When adding a course, all additional tuition and fees will be paid up front or a payment plan must be established.

**DROP/ADD:** During the first week of the semester, students can drop a course and add a different course (or choose a different section of the same course). When dropping and adding at the same time, tuition from the dropped class is used to pay for the new class. After the first week of the semester, switching sections or adding classes requires written approval from the appropriate Division Dean or appropriate Division Administrator. If there is a difference in cost, students are responsible for paying any additional fees at the time of registration.

Adding or switching sections of a course may affect financial aid. If an agency or program is funding educational expenses, students may be required to have their schedule change approved by the agency or program staff.

## Dropping a Course

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Dropping a course can impact program status the completion timeline. Students are responsible for notifying the College when dropping a course. Prior to dropping a course, students are required to discuss concerns with the instructor, appropriate Dean, Advisor, and/or the Financial Aid Office. Dropping a course may affect financial aid. If an agency or program is funding educational expenses, students may be required to have schedule changes approved by the agency or program staff. Students are responsible for all course fees not paid.

Students cannot withdraw (a grade of "W" is recorded and no tuition refund is available) from a course if 20 percent or less of the class remains. However, in the case of extenuating circumstances, students may obtain written permission from the appropriate Dean or Division Administrator. Courses cannot be dropped/withdrawn if an academic misconduct issue is pending. The college may drop a student from a course for which course requirements have not been met (i.e. pre-requisites, co-requisites, etc.).

Courses can be dropped through the MyBTC portal (before the first day of the course) or by completing a course change form at Express Services. When dropping a course, students may be eligible for a refund (see WTCS Refund Policy). Refunds are directly deposited to accounts established in TouchNet or a check is mailed within two weeks.

**Non-Attendance:** Not attending a class does NOT constitute an official drop (see Non-Attendance Policy).

## Complete Withdrawal of Courses

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Students are required to submit a complete withdrawal form (available in the Student Services Office) to the Advising Office and schedule an appointment with a Program Advisor prior to withdrawing or dropping from all courses. If receiving financial aid, students are required to see the Financial Aid Office prior to withdrawing.

# Attendance

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Attendance is critical to a students' academic progress. Attendance expectations may differ from course to course; however, students are expected to be present, prepared, and an active participant. Students should discuss absences with 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

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Failing to attend any course sessions during the *first 10% of a course's actual hours of instruction*, is considered non-attending. If an instructor reports a student as "non-attending" the student is removed from the course and notified of their removal via their BTC student email. At this point, students are no longer considered registered in that course and cannot start attending unless written approval from the Dean or Division Administrator is received. If permitted, the student must re-register. Removal from a course due to failure to attend may affect financial aid.

A student recorded as "non-attending," will not receive a grade for a course. This process does NOT refund a student's account (see Refund Policy). It is the responsibility of the student to follow up with Express Services and to request in writing appropriate refunds. The Refund Policy is based on the date of the request, not the date of removal from the course. Removal from a course due to failure to attend may affect financial aid.

## Changes/Verifying Program of Record, Course & Program Waitlists

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If students' goals and needs change and a program no longer meets their objective, students can change their program. Students are required to meet with a Program Advisor when selecting a different program. During this meeting, a new academic plan will be created and new program requirements are discussed. Students making more than two program changes are required to meet with a Program Advisor and complete a career assessment. Once the career assessment has been completed, the student will have a follow up appointment with a Program Advisor to discuss those results and a program change will be made as appropriate.

Accuracy of a student's program of record is important. Not only can this affect financial aid eligibility, but it could also affect program completion and permanent student records. Students can verify their program of record through MyBTC or by contacting the Enrollment Services Office within Student Services.

## Governing Catalog

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All of BTC's degree and certificate programs are described in full in the College Catalog. Students should read it carefully to learn the requirements and characteristics of each program. The most accurate, official and up-to-date version of the catalog can always be found at [www.blackhawk.edu](http://www.blackhawk.edu).

In order to respond to emerging needs and remain current with technology and workplace expectations, BTC's programs undergo changes. Generally, a student may graduate following the academic plan established based on the program in place at the time of the student's initial enrollment. However, because of frequent program changes and the length of time taken by students to meet graduation requirements, the following policies will govern which academic plan will be used to define a student's graduation requirements.

1. The college can, after one (1) year of non-continuous enrollment, require the student to follow the most recent program curriculum in order to graduate. A new academic plan will need to be created with a Program Advisor.
2. The college reserves the right to place a five (5) year limitation on accepting courses for graduation.
3. At any time, a student may elect to follow the most recent program curriculum, after meeting with a Program Advisor to develop a new academic plan. Doing so ensures the college is notified of the student's intention to follow the new program curriculum. Students may not change back to a previous academic plan.

4. It is the student's responsibility to track catalog changes, to follow the academic plan under the chosen program curriculum, and to ensure that all requirements for graduation will be met.
5. If a student changes his/her program at any time, the student will follow the governing catalog at the time of the change.
6. The college reserves the right to establish course substitutions when courses are inactivated to meet program curriculum requirements.

## Course Scheduling

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Students should refer to the academic plan that was created with a Program Advisor when creating a course schedule. Following an academic plan will help keep students on track for program completion.

Scheduling is an important key to 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. When registering for classes, students should take note of the times, location and method of delivery for the classes.

## Course Load Policy

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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. Students electing 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. The granting of this permission will depend on the student's scholastic record. Students considering enrolling in any classes at another college or university with concurrent registration at BTC should consult with his/her advisor.

## Auditing Classes

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Students may audit a credit class with the consent of the appropriate Dean or Division Administrator. The decision to audit must be made at the time of registration. Students taking a class for audit may not change to credit, nor may students change from credit to audit after the class begins. Students are only permitted to register to audit a course one week prior to the start of each semester. If a student repeats a course, it must be for credit and all course objectives must be met.

When auditing a class, students 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 students elect to audit, they will pay all of the regular tuition and fees. However, no credit will be granted for the course. An "AU" will appear on the student's transcript as a grade for the course. Tuition will be waived for students 60 and older. However, all other fees will be charged.

## Transfer and Credit for Prior Learning

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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. In all cases, final determinations of credits earned are reached by the appropriate Division Dean or Division Administrator.

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. Once this process is complete, your BTC transcripts will reflect grades of "TR" for all approved coursework. If students feel that specific coursework was not evaluated for



transferability, it is the student's 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. Students are notified of credits granted by email sent to the BTC student email account.

2. **Military Credit:** As a member of the military, students may be eligible for college credit based on coursework that was completed throughout boot camp, basic training, officer training, school or other training. Acceptance of credit by any college is at the discretion of the receiving college. It is the student's responsibility to obtain necessary documentation for credits to be considered for transfer. Once the appropriate documentation is received, BTC personnel will review military training and experience documents of former and currently enlisted U.S. Military personnel for the awarding of possible credits.
3. **Experiential Learning:** When 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 Program Advisor.
4. **Challenge Exam:** When students have advanced high school courses, or other undocumented or unaccredited experiences, there is an opportunity to receive credit by examination. Students must meet with a Program Advisor to discuss this option.
5. **Earned Associate, Bachelor or Master's Degree from a regionally accredited institution:** Students are eligible for immediate transfer of four general education classes (totaling 12 credits) and two courses of electives (totaling six credits). Other courses can be reviewed individually. \*Other policies may impact the transfer of such courses.

If students register for a course for which the college later grants credit, students may choose to drop/withdraw from the course. Students are held responsible for all appropriate fees incurred.

## Distance Learning

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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 high speed internet connection.
- **Hybrid:** 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 high speed internet connection.
- **Live Interactive Video (ITV):** Courses are offered over the compressed video system in specially equipped classrooms.
- **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.
- **Hybrid/ITV:** A hybrid/ITV course is a course offered over the compressed video system in specially equipped classrooms 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 speed internet connection.

## Grading Procedures

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Students' grade point averages (GPA) are 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 of 2.0 GPA is needed to maintain satisfactory academic standing and is required for graduation. GPAs are figured on a 4.0 scale. The point equivalents are listed below. It is the student's responsibility to consult with faculty regarding academic progress (see Charts for Grading information).

### Grade Point Values

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
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4.00	3.67	3.33	3.0	2.67	2.33	2.00	1.67	1.33	1.0	0.67	0.00
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### Calculating a Grade Point Average

Course No. Example	Course Name	Letter Grade	Credit Hours	Multiplied by	Numeric Grade Value (Chart Above)	Grade Points
xxxxxx	English-First Year Composition	A	3	X	4.00 =	12.00
xxxxxx	English-Technical Writing	B	3	X	3.00 =	9.00
xxxxxx	Small Group Communication	B+	3	X	3.33 =	9.99
xxxxxx	Critical & Evaluative Reading 1	A-	3	X	3.67 =	11.01
xxxxxx	The Mathematics of Design	A	3	X	4.00 =	12.00
xxxxxx	Economics in American Society	B-	3	X	2.67 =	8.01
xxxxxx	Contemporary Art	A-	3	X	3.67 =	11.01
xxxxxx	General Biology (Non-majors)	C+	4	X	2.33 =	9.32
4.0 Scale Example	<b>TOTALS</b>		<b>25</b>			<b>82.34</b>

82.34 Total Points / 25 Total credit Hours = 3.29 GPA

## Pre-Requisites/Co-Requisites

Certain classes may require that students 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 requirements and students will be notified of these requirements through course syllabi and discussions them with their academic advisors or instructors.

Failure to obtain a "C" or higher in any pre-requisite courses, will result in students being administratively dropped by the college from the course(s) that requires the pre-requisite. Students are notified of this change through BTC student email. Charges on the student's BTC account for the course(s) being dropped will be reduced to zero.

## Standards of Academic Progress Policy

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### What is Academic Progress?

Students must maintain a term and cumulative grade point average of 2.0 in college credit (CR) courses to maintain satisfactory academic progress. If students do not meet these requirements, as listed below, students will be placed on academic warning or academic suspension. Pre-College (PC) and Basic Skills (BS) courses are not included as part of the GPA calculations in the Standards of Academic Progress policy.

#### 1. Academic Early Alert

Students who are enrolled in three or more CR credits and receive two or more unsatisfactory grades ("U") at mid-term, are at risk of being placed on Academic Warning. An email notification of their status and information about academic resources will be generated should this occur. It is strongly recommended that students meet with a Program Advisor if they are in danger of being placed on Academic Warning.

#### 2. Academic Warning

Students enrolled in three or more CR credits who fail to earn a semester GPA of 2.0 or higher, will be placed on Academic Warning. Should this occur, a notice will be sent out explaining the change in status along with information on available academic resources.

Once a student is placed on Academic Warning, a hold is placed on the student's account until they meet with a Program Advisor. Students are given one semester to improve academic performance and the designation "Academic Warning" is indicated for that semester, on the student's transcript.

#### 3. Academic Suspension Alert

A student on Academic Warning who receives *any* unsatisfactory grades at mid-term, is at risk of Academic Suspension. Should this occur, an email about available resources and options is issued. It is strongly recommended that students meet with a Program Advisor at this time.

#### 4. Academic Suspension

Students on Academic Warning who are enrolled in three or more CR credits and fail to earn a semester GPA of at least 2.0 or higher are placed on Academic Suspension. Students will receive a letter explaining the change in status along with information pertaining to the appeal process.

Students will have a hold placed on their account, which will prevent them from registering for future courses and the designation of "Academic Suspension" will be denoted on the student's transcript. Students registered for the next semester prior to the hold being placed will be administratively dropped from all courses. Students are required to wait one semester, excluding summer, before returning to school. Students should use this time to work to resolve issues that may have led to academic difficulties. Students wishing to return must complete the academic appeal process, which includes a committee review.

If an appeal is denied, students must wait at least one semester, excluding summer, before another appeal is considered. Completing BTC academic workshops and/or receiving other assistance in an effort to resolve concerns is beneficial for the appeal process.

## 5. Reinstatement

If reinstated, students may be required to take a reduced schedule until satisfactory academic standing is attained. Additionally, students are placed on Academic Probation for the next semester and "Academic Probation" will appear on student transcripts.

## 6. Academic Probation

Students enrolled in one or more CR credits and who earn a semester GPA of 2.0 or higher while on Academic Probation, will be returned to good standing. If at the end of the probation semester, fails to reach a GPA of 2.0, they will automatically be dismissed from the college for a minimum of two full semesters (Fall and Spring). Additionally, a registration "hold" will be placed on the student's account and "Expulsion" will be indicated for that semester on the student's transcript. Students are notified of the change in status by letter.

## 7. Expulsion

Students who have been expelled, must re-apply to the College and complete the Academic Appeal Process. Students must also re-establish program eligibility. Students will remain on Academic Probation and continue to meet each semester with their advisor. A registration "hold" will be placed on the student's account until their cumulative GPA reaches 2.0 or higher.

# Grade Appeal Process

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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 random or inconsistent academic evaluation.

All appeals must occur within five (5) business 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.

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 five (5) business-day period allowed for appeals. If the student is unable to complete Step 1, then s/he can proceed to Step 2 but must include in writing to the Dean or Division Administrator why Step 1 did not occur.

### Step 2

Meeting with the Dean/Division Administrator: If the student is not satisfied with the faculty response or has not heard from the instructor within an additional five (5) business days after communication with the faculty member, s/he may request a meeting with the Dean or Division Administrator who supervises the academic area which offers the course by submitting the following to the Dean or Division Administrator:

- Grade Appeal Form (available from any Academic Division Office or the Office of Student Services or on the Resources page within MyBTC)
- 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 five (5) business-day period allowed for appeals. Within fifteen (15) business days from when the Appeal Form is submitted, the Dean or Division Administrator 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 or Division Administrator will notify the student in writing within fifteen (15) business days of the meeting as to why the appeal is without merit. If the Dean determines there is reasonable ground for the appeal, s/he 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 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, s/he 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 five (5) business 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 to review

The Vice President of Learning may or may not request to meet 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 the Dean) within fifteen (15) business days from the date of the student's request for review. The decision of the Vice President of Learning is final and no further appeal steps will be available.

BTC is required to have all formal grievances available for review by accrediting agencies at their request.

## Incomplete Course Work

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A grade of "Incomplete" (I) may be assigned at the instructor's discretion when student 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. A 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, students should consider withdrawing from the class. Students failing a course will not be granted an "Incomplete" to avoid receiving a "F."

It is the student's 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). Both parties must discuss the need for an "Incomplete", the process for completion of course requirements, and sign the "Incomplete Form." The "Incomplete Form" serves as an agreement and will guide the course(s) completion. If an "Incomplete" is granted at the end of the fall semester, students must complete it by the end of the spring semester. For spring or summer semesters, students 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 the student and will be considered by the instructor. The instructor will complete and submit a Grade Change form to the Registrar's Office when all required work is complete. If not completed in the designated timeframe, a grade of "F" will automatically be awarded.

## Mid-Term Grades

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Mid-term grades are issued in an effort to provide students with early feedback about academic progress. Mid-term grades are only available on the MyBTC portal after the eighth week of the semester; mid-term grades are not mailed to students. Letter grades of "S" or "U" are issued. An "S" indicates that the student is currently performing at a "C" or higher in the course. A "U" indicates that the student is 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 student transcripts and are not used to compute grade point averages.

## Student Referral

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Students experiencing problems completing program or course requirements should seek help immediately. Faculty may refer students a Program Advisor for assistance. A Program Advisor will meet with the student to discuss steps necessary to improve academic performance. Students are also urged to communicate directly and promptly with a Program Advisor following notification that a referral has been submitted.

## Repeating Courses

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Students may choose to repeat a course to gain additional knowledge or improve a previous performance. Some exceptions may apply, specifically to health-related programs. Students may be required to obtain approval prior to repeating "core" courses in these programs from the Dean or Division Administrator. For repeated coursework up to 12 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 previous grades earned. As an exception, should a grade of "W" be earned for a repeated course, the previous grade earned will be calculated in the student's GPA. Both grades will remain on the transcript. For repeated coursework beyond 12 credits, both the grade points and credits from original attempts and the repeated attempt(s) will be used in calculating the grade point average. It is advisable to retake courses in which low grades were earned as students cannot graduate with less than a 2.0 GPA their program.

BTC does not permit a single college level course to be taken more than three (3) times. Students failing to pass a course after three (3) attempts are required to discontinue the program and designate an alternate program under the guidance of a Program Advisor. Additional policies exist regarding financial aid (see Financial Aid Standards of Academic Progress policy). Repeating courses may affect financial aid.

## Program Graduation and Persistence Rates

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BTC is required by federal regulation to disclose information regarding program graduation and persistence rates. This information, as well as other materials about job opportunities and program placement rates, is available on BTC's website and in Student Services.

## Graduation

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In order to graduate students 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.
- Complete the graduation application by the posted deadline for the academic year.
- Pay the required \$12 graduation fee (this is necessary, even if the student will not participate in the graduation ceremony).

Students who do not meet the criteria identified and/or deadlines will not be able to participate in the formal ceremony and receipt the diploma will be delayed.

Students who previously submitted graduation applications that did not meet the graduation criteria, must re-submit an updated application. No additional graduation fee is required in this instance. Students completing additional programs will need to complete a separate graduation application and pay applicable fee(s).

## Formal Graduation Ceremony

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The graduation ceremony is held in May for students who meet the following requirements:

- Are within six (6) credits of completing a program (certificate, diploma, or degree programs) which has twelve or more credits, and must complete the course (s) by the end of the summer semester.
- Apply for graduation within the application deadline.
- Pay the required \$12 graduation fee
- Wear caps and gowns for the graduation ceremony. Once a student applies to graduate and has acknowledged desire to participate in the ceremony, information regarding the purchase of the cap and gown will be provided in early spring
- If you are unsure at the time you apply to graduate whether you plan to attend the ceremony, we would encourage you to mark "yes" so that you will receive future communication pertaining to the ceremony via your BTC student email. If you find out later you can no longer participate, send notification via [graduation@blackhawk.edu](mailto:graduation@blackhawk.edu). If your selection is "undecided" or you do not make a selection by the application deadline, you will not be included in the ceremony or receive future communication regarding the ceremony.
- Participate in the required ceremony rehearsal
- Students and guests requiring special accommodations, must contact the Student Services Department at least two (2) weeks before the graduation ceremony

## Honor Cord

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

## President's Honor List

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The President's Honor List is published each semester and includes the names of students maintaining a grade point average of 3.5 or higher and enrolled in nine (9) credits or more.

## Honors

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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. Students achieving a 4.0 GPA are also recognized by a special "High Honors" notation on the diploma and transcripts.

## Transcripts

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There are two types of transcripts, official and unofficial. All "active" students have the ability to request an official transcript (Registrar's signature and school seal will appear) or to print an unofficial transcripts via the MyBTC portal. Students are considered "active" if registered for a minimum of one course within the last year. "Inactive" students may request official transcripts from the transcript link on the BTC webpage. Students are charged \$7 per copy or \$14 per copy for same day service for official transcript requests. BTC has retained Credentials Inc., to process all transcript orders. Students may order transcripts at [www.credentials-inc.com/tplus/?ALUMTRO005390](http://www.credentials-inc.com/tplus/?ALUMTRO005390) or by calling Credentials Inc., at 847-716-3005 to place a request. There is an additional charge for placing orders over the telephone.

After graduation, students are mailed one complimentary official transcript along with their diploma. Additional transcripts may be obtained with an assessed charge per transcript as identified above. Students with registration or account "holds" will not be able to obtain transcripts until the hold is resolved.

# Email - Official Communication

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

In order to ensure that emails are received, do not forward student email account to an alternate account as security measures may block receipt of emails.

# Academic Forgiveness

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Academic Forgiveness is designed to allow students a second chance regarding their academic performance.

This policy contains two options:

- Option 1: Forgiveness based upon past academic performance
- Option 2: Forgiveness based upon a change of curriculum

Students can request Academic Forgiveness only once; regardless of which option is relevant to their situation.

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

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

If a student is receiving financial aid, Satisfactory Academic Progress guidelines and policies may still apply.

# Transfer of Credit from BTC

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BTC provides knowledge and skills related to occupational preparation. 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 advisors have 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 students consult with their advisor regarding credit transfer.

In the summer of 2014, leaders of Wisconsin's two public higher education systems signed a historic agreement that identifies up to 48 core credits that students can [transfer within or between the two systems](#).

Select BTC courses will transfer to the following schools:

- Alverno College
- Ashford University
- Bryant & Stratton



- Capella University
- Cardinal Stritch College
- Chamberlain College
- Colorado State University
- Concordia University
- Edgewood College
- Franklin University
- George Williams College of Aurora University
- Grand Canyon University
- Herzing University
- Lakeland College
- Marian College
- Marquette University
- Milwaukee School of Engineering
- MSOE Reader School of Business College
- National – Louis University
- Northland College
- Ottawa University
- Rasmussen College
- Rockford College
- Rockford Valley 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 University

## UW / WTCS Policy on Credit Transfer

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

- UW institutions accept a wide range of 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, students should consult with their Program Advisors or contact the Enrollment Services Office at the UW System institution or the private college of their choice.

## Religious Belief Accommodations

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

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

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

1. The student will submit a written request to the appropriate course instructor(s) within the first ten (10) days of 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 the request, in writing, outlining the accommodations that will be made.
3. The student 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 the student 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 a student's observation of a religious holiday and completion of academic requirements should be resolved informally between the student and instructor whenever possible. If the issue cannot be resolved informally, a formal grievance or complaint may be filed.

## Retraining Guarantee Policy

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The education and training offered at BTC is designed to enable students 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 the student, under the following conditions:

- The student's employer certifies that target job competencies are lacking as specified in the educational program normally expected of a job entry-level employee, or
- The student has not secured employment within six months following graduation

To be eligible for the guaranteed retraining, a student must have successfully completed and graduated from a one-year technical diploma, two-year technical diploma, or associate degree program. In addition, a student must have registered for services provided through BTC's Career Services located in the Student Success Center and actively pursued employment in their 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

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Students can pay tuition and fees using one of the four (4) methods below:

1. **Pay in Full:** Pay the full amount of the tuition and fees by cash, check, MasterCard, VISA, or Discover at time of registration.
2. **Tuition Payment Plan Available using TouchNet:**

- a. [Payment Plans](#) are available on MyBTC Portal
  - b. All payment plans require a non-refundable service charge. Students will be billed for outstanding balances. In some cases, a hold will be placed on accounts in an effort to alert students to the matter. Such holds can affect a student's ability to register, get official transcripts, diplomas, or access Library resources until they are resolved.
  - c. Failure to make the payments at the time that they are due may cause you to be dropped from all of the pre-college and credit courses, in which the student is registered for that semester. Students can re-register for classes should this happen however they may not be allowed to establish another payment plan for that semester.
3. **Financial Aid:** Students must have completed a FAFSA (Free Application for Federal Student Aid). Once the application is completed and a valid student aid report (SAR) is released to BTC, a student can defer payment of their tuition and fees until they receive an award letter and financial funds are received. Monthly invoices will be sent until tuition is paid in full. Any outstanding balance will be paid as the financial aid is received. If financial aid does not cover the entire balance due, students will be responsible for the payment of the balance due.
  4. **Agency / Employer Funding:** If written authorization from an agency or employer is on file, a student 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, the student 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 these notification(s) will result in a late charge of \$2 being assessed to your account. In addition to the late charge, your account may be referred to a collection agency or 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

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

### ***100% Refund***

Dropping any course before the first class meets will result in a 100% refund, excluding non-refundable fees.

Drop a course before or at the time that 10% of the course's potential hours of instruction have been completed, and add another course on the same day, students 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 that 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 the transcript.)

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

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

## Student Records Information

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### Information

- [Enrollment Verification](#) for Insurance, Housing, etc.
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [FERPA Notification](#)
- [Final Grades and Transcripts](#)
- [Grade Appeal Process](#)
- [Mid-Term Grades](#)
- [President's Honor List](#)
- [Satisfactory Academic Progress \(SAP\)](#)

### Forms

- [Name & BTC Network Change](#)
- [Privacy Request](#)
- [Program Change](#)
- [Release of Student Records](#)

## Academic Calendar

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[Academic Year 2016 - 2017 Important Dates](#)

[Academic Year 2017 - 2018 Important Dates](#)

# Financial Assistance

## Types of Financial Assistance

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There are four (4) basic types of financial aid available for BTC 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 comes in the form of a combination of financial aid.

## Applying for Financial Aid

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Applying for financial aid can 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](http://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 the calendar of the [MyBTC home page](#). You may also call the Financial Aid Office at (608) 757-7664 or toll free at (800) 498-1282, ext. 7664.

## Financial Assistance

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Financial aid provides money to help meet college expenses. The Free Application for Federal Student Aid (FAFSA) process determines eligibility for assistance. Re-apply each year, as information does not carry over from year to year. Apply for federal financial aid at [www.fafsa.gov](http://www.fafsa.gov) and use the Blackhawk Technical College code #005390. The earlier the application is completed, the more opportunities there may be for certain types of financial aid. BTC recommends applying by December 31 each year. Deadlines are on the calendar within the MyBTC portal or call the Financial Aid Office at (608) 757-7664 or toll free at (800) 498-1282, ext. 7664. Financial Aid staff is available at the Central Campus and available periodically at all of the other BTC locations.

There are several types of financial aid available for BTC students.

### **Pell Grant**

A Federal Pell Grant, unlike a loan, generally does not have to be repaid. Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Federal Pell Grants may be available to students attending school full-time, three-quarter time, half time and less than half time.

Amounts can change yearly. The amount will depend on:

- financial need
- cost of attendance
- status as a full-time or part-time student and
- plans to attend school for an academic year or less.

Federal Pell Grant funds are available at only one school at a time. The Pell Grant is for no more than 12 semesters or the equivalent (roughly six years). The Department of Education will send a notice to the student if the limit is approaching. Contact the BTC Financial Aid Office with questions.

### **Supplemental Education Opportunity Grant (SEOG)**

The SEOG program is available to students with financial need if enrolled in at least six (6) credit hours. Individuals must qualify for a Pell Grant to be eligible. Assistance ranges from \$200 to \$400 per year. Funds are limited. Registration for summer semester may be awarded at less than three credits if funds are available.

### **Federal Work Study**

Work-study provides part-time jobs for undergraduate students with financial need, enrolled in at least six (6) credits. If eligible, a student may work a maximum of 20 hours per week on campus or off campus. Funds for Work Study are paid directly to the student based on the number of hours they worked. Job performance is a factor in continuing work study positions. Summer work study may be available for those who qualify.

### **Federal Direct Stafford Loans**

Direct loans are low-interest loans for students to assist in paying for the cost of a student's education after high school. Students must be enrolled half-time (six credits) to qualify. For information on how to apply for a Federal Direct Loan at BTC, click [here](#).

NOTE: First time borrowers are required by federal regulations to complete entrance counseling and sign a master promissory note (MPN). For more information, click [here](#).

Students may be eligible for subsidized and/or unsubsidized loans. A subsidized loan is based on need, whereas unsubsidized loans are not based on need. A first-time borrower is limited to a period of time (measured in academic years) to receive subsidized loans. If this limit applies, eligibility for Direct Subsidized Loans is limited to 150 percent of the published length of the program of study.

PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses.

## State of Wisconsin Assistance

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For current information and more details on the Wisconsin state programs, go to [www.heab.state.wi.us/programs.html](http://www.heab.state.wi.us/programs.html).

### **Wisconsin Grant**

The Wisconsin grant program provides 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 MRG is available to minority students who qualify through the Higher Education Aids Board. 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. The Financial Aid Department will notify students of their eligibility and may request an additional application be submitted.

### **Technical Excellence Scholarship (TES)**

Technical Excellence Scholarships are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a school within the Wisconsin Technical College System (WTCS) located within the state. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Students wishing to be considered for the TES need to meet eligibility criteria set by the Wisconsin Higher Education Aids Board (HEAB) and will need to be nominated by their school.

### **Talent Incentive Program (TIP)**

A state grant used to supplement the Wisconsin Grant program, TIP is targeted for educationally disadvantaged, first-year Wisconsin resident BTC students. For more information, click [here](#).

### **Indian Student Assistance Grant**

These grants are available to students who are at least 25 percent Native American and show financial need. Applications are made through FAFSA and the Indian Student Assistance Grant application, which is available through the [Higher Education Aids Board](#).

### **Hearing and Visually Handicapped Student Grant**

This grant provides funding for undergraduate Wisconsin residents who show need and have a severe or profound hearing or visual impairment. Applications are made through FAFSA and the Hearing and Visually Handicapped Student application, which is available through the Higher Education Aids Board.

## Private Scholarships

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Many private scholarships are available to BTC students. Information may be obtained through the [BTC Financial Aid website](#)

## Other Grants or Scholarships

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There are a number of other grants and scholarships available through the Blackhawk Technical College Foundation, Inc. ([www.blackhawk.edu/alumni/BTCFoundation.aspx](http://www.blackhawk.edu/alumni/BTCFoundation.aspx)), the Blackhawk Association for Career and Technical Education (BACTE), and the Stateline Community Foundation. Students are encouraged to review these links or contact the Foundation office at (608) 757-7704 for further information.

## Veterans/Military Programs

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### **Federal Department of Veterans Affairs**

A variety of programs are 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. Military spouses may also be eligible for education benefits. For the latest information about Veterans education benefits through the Federal Department of Veteran Affairs (i.e. Montgomery GI Bill, Post 9/11 Bill), go to [www.gibill.va.gov](http://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 Rock County Veteran Service Office at (608) 757-5552 or Green County Veteran Service Office at (608) 328-9415.

### **Veterans Benefits at BTC**

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 veterans benefits.
- Be taking courses within your degree requirement.
- Maintain academic progress within your program of study.

For more information, call (608) 757-7716.

## Student Consumer Information

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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

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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, click [here](#), then go to the calendar and select "Due Dates" within the pull-down menu.

## Book Charge Information

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Information regarding the use of excess financial aid to charge your books in the BTC bookstore is available on the [Paying For College](#) page.

## Return of the Title IV Financial Aid

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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 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](http://www.blackhawk.edu/financialaid.aspx).

## Satisfactory Academic Progress (SAP)

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Students receiving financial aid must make satisfactory academic progress toward the completion of course requirements. To view the SAP policy for BTC click [here](#).

## Helpful Website

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- [www.blackhawk.edu](http://www.blackhawk.edu)
- [www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- [www.fafsa.gov](http://www.fafsa.gov)
- [www.finaid.org](http://www.finaid.org)
- [www.nsls.ed.gov](http://www.nsls.ed.gov)
- [www.fastweb.com](http://www.fastweb.com)



# Student Services

## Activity Period

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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 information presentations. The activity period also gives you time to develop plans and programs in conjunction with your technical program.

## Advising Services

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

Students are encouraged to consult with an advisor about any academic or personal problems. An advisor can help them explore their aspirations, attitudes, and interests. Services include vocational guidance, career information, and assistance with academic and study problems.

The staff is located within the Student Services Department at the Central Campus. An advisor is also available at the Monroe Campus (schedule permitting). Advising assistance is also available on a walk-in basis, but it is highly recommended to schedule an appointment. Services are also available at the outreach centers and in the evenings on a limited schedule. For more information or to schedule an appointment, call (608) 757-7668 or (608) 328-1660 at Monroe.

## Bookstore

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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 first class. The Bookstore does have a book buyback program approximately one week prior to the end of the semester.

The Bookstore has available a wide range of textbooks, educational materials, and school supplies. The Bookstore is open Monday and Tuesday from 8:00 am through 7:00 p.m., Wednesday and Thursday from 8:00 am through 6:00 p.m., and Friday from 8:00 a.m. through 2:00 p.m. The Bookstore is open additional hours during the first week of classes. Call (608) 757-7672 for more specific information or access their website, [www.efollett.com](http://www.efollett.com). 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 pre-pay or have the books shipped

## Bulletin Boards and Notices

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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 be posted on specifically 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.

BTC does not permit the 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 and Shuttle Transportation

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BTC operates two bus shuttles that connect all five sites. Service runs Monday through Friday from 5:30 a.m. to 10 p.m. Schedules are available at each site. The shuttle service is free-of-charge, but a current student ID must be provided at all times.

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 schedule to the degree possible. Bus schedules, fare information, routes, etc. are available within the Student Services Department on Central Campus.

## Career and Professional Development Services

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The Career and Professional Development Office helps students achieve their career goals. Individual career advising, resume review and mock interviews are available by appointment. The Career and Professional Development Office resources includes Wisconsin TechConnect, career planning and workshops, resume writing and interviewing skills. Computers are available in the Student Success Center for resume preparation and to access job search resources. These services are also available at all BTC sites. The Career and Professional Development Office is open, 8:00 a.m. to 5:00 p.m. Monday through Friday in the Student Success Center (Room 2200). To learn more about Career Services please stop by the Student Success Center or schedule an appointment by calling (608) 743-4423.

## Change of Name, Address and/or Phone Number

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It is important that students update their personal information (i.e. name, address, and/or phone number). BTC needs to have up-to-date information on file in the event of illness, emergency, the mailing of grade reports, etc. Students can change this information by selecting the "About Me" link located on the MyBTC homepage. [Forms are available in Student Services or on the BTC Records and Registration website.](#)

## Computer Use

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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 the 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 180 days to change 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 prohibited.

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.

# Family Educational Rights and Privacy ACT (FERPA)

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BTC policy on privacy of records and releasing information follows the directives outlined in 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:

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 Registrar written requests that identify the record(s) you wish to inspect. The Registrar will make arrange 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 should write to the Registrar, 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 requested, the college 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 exception section 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:

**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 may 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 Office on Central or Monroe Campuses. The request to restrict disclosure of Directory Information will be honored until the student notifies the Express Services or Registration Office 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 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 Education Interest:** Officials of the College who 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.
- Persons employed by or under contract to the College to perform a specific task, such as an attorney or an auditor.

An official has a legitimate educational interest if s/he 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 or financial aid.
- 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 of students involved in 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 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 designees.

**U.S. Patriot Act:** The College must release, without consent or knowledge of the students 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 or Title 18 U.S. Code.

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

**Note:** A record of disclose will be maintained within a student's file indicating when information has been released from that file and to whom. A fee of five dollars may be assessed for the copying of all or a portion of a student record.

## GED Testing Service® - A Program of the American Council on Education

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Blackhawk Technical College is an official testing center for GED Testing Service/Pearson Vue Testing. 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 years old, 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 [www.blackhawk.edu](http://www.blackhawk.edu) or by contacting the Testing Services office within Student Services at (608) 757-7666.

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

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The GED/HSED test batteries measure 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 four (4) tests: Language Arts (this contains an essay portion), Mathematics, Science, and Social Studies. The HSED credential is earned by completing the four (4) GED tests and three (3) additional competencies: Health and 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 evening.

## GED/HSED Completion Ceremony

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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.

## Health Insurance

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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 Student Services Office on Central Campus.

## Lockers

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A limited number of lockers are available for student use. Lockers may be rented at the beginning of each semester from the Welcome Center. If you want to rent a locker, the cost is \$3.00 per semester, \$5.00 per year, and \$3.00 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 Office.

## Lost and Found

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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 10:00 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 unclaimed items will be sent for donation.

## Multicultural / Diversity Services

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Blackhawk Technical College is committed to the success of all students, through advocacy, mentoring, support, inclusion, intervention, advising, leadership and access to resources. The college strives to provide a place where all students are welcome, accepted, encouraged and empowered. We connect students to a variety of services including academic support, tutoring, mentoring, and employment opportunities. Other resources include a lending library containing text books (when available), videos, training materials and other items focusing on diversity and race. Students can stop in or contact the Student Success Center to get connected (608) 757-7734.

## Services for Students with Disabilities

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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, and texts in alternative format, interpreters, and assistive technology. If you have a disability for which you are requesting accommodations, please contact the Student Success Center at (608) 743-4422, deaf/hh call Relay 711. Please request accommodations at least three (3) weeks prior to the start of classes to ensure services are in place. Standards regarding course quality and academic progress must be maintained.

Transition Services are available to assist potential students with career exploration and developing 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 college entrance and TABE tests are available in the Student Success 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) 757-7796. Please request accommodations at least two (2) weeks prior to the event; however, requests with shorter notice will be provided whenever possible.

## Student Computing Resource Guide

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Your network account gives you access to BTC computer network services, such as the MyBTC portal, the internet, Microsoft Office products and your personal data storage space (*home directory "H" drive*).

When a BTC computer is turned on, a "Welcome to Windows" message displays. Press CTRL + ATL + Delete to begin. You will be prompted for your username and password.

Your username is the first initial of your first name and your last name (*no spaces between*). Some users will have numbers added to ensure uniqueness. Your username can be found on your acceptance letter or on your registration schedule/bill when you register for classes.

Your password is initially set to Blackhawk and your 9 digit student ID number (found on your acceptance letter or on your registration schedule/bill) and must be changed the first time you log in. **Example initial password:** Blackhawk000123456

### **Think Before You Print**

As a registered student, you will automatically receive the following FREE Printing Budget at the beginning of each semester: Fall & Spring \$15 - Summer \$5.

Printing prices are as follows:

Prices:

- 3¢-double-sided black ink
- 18¢-double-sided color
- 2¢-more each for single-sided

*Students may increase their budget by purchasing with PayPal or in-person at Express Services.*

### **MyBTC Portal**

The MyBTC portal is your connection to BTC resources. You can access the portal at blackhawk.edu in the Online Services menu, with your network username and password. In the portal you can access information and your student records, including:

- Email
- Blackboard
- Register for classes
- Financial Aid
- Grades
- Calendar of Important Dates

You will be prompted to enter your password again the first time you access systems within the portal and after a password change.

All new users must click the "First Time Users" link on the MyBTC login screen and follow the steps listed under "MyBTC First Time Users" in order to access systems within MyBTC.

Remember, always sign out, close the browser, and log off the computer when you finish.

### **BTC Email Accounts**

Every registered student is assigned an email account with his or her network account. Your email address will be username@students.blackhawk.edu.

Student email accounts can be accessed via the MyBTC portal and clicking on Webmail, or go directly to webmail.blackhawk.edu, using your network, username and password.

If you wish to access email before logging into the network on campus, you must first change your password. Go to the MyBTC portal on blackhawk.edu and select First Time Users at the login screen. You will find a direct link to webmail and will be prompted to change your password the first time you use webmail, or you can change it within the Options menu.

Students are encourage to check out their BTC email daily. This is the official email address used for college business.

### **Blackboard**

Blackboard is a learning management system. Courses offered in online and hybrid formats will utilize this tool to distribute and collect materials as well as to conduct discussions and assessments. Classes offered face to face may utilize this system to support in-class instruction. Your instructor's syllabus will indicate whether the class will be using Blackboard.

Blackboard can be accessed via the MyBTC portal, or go directly to the Blackboard website at [blackhawk.blackboard.com](https://blackhawk.blackboard.com), using your network username and password. Students taking online or hybrid courses have access to the Online Student Orientation in Blackboard. This is valuable resource for learning about Blackboard functions and online/hybrid procedures. It is listed in "MyCourses" in Blackboard.

## Passwords

You will be prompted to change your password every 180 days. Passwords must be complex, meaning that they come upper case, lower case, symbols, and numbers, or at least three of those four groups, and must be eight or more characters in length. Passwords are case sensitive. To change your network/MyBTC password:

- Log in to the network
- Press CTRL + ALT + Delete
- Select change password
- Enter your current password
- Enter your new password twice
- Click "OK"

All users must register their security questions promptly after the first log in. Go to the Password Reset link in the Online Services menu at [blackhawk.edu](https://blackhawk.edu). You need to know your current username and password to register your answers. By doing so, if you forgot your password you will be able to reset it by correctly answering your saved questions.

Forgotten passwords may be reset at the Password Reset link. You must have security questions registered in order to use the password reset tool. If you do not register your security questions you will be required to come in to the IT department in room 2409 at Central Campus with a photo ID in order to have your password reset.

***Do not share your password. BTC personnel will never ask for your password.***

Need help?

For login help in the BTC Systems, call the help desk at (608) 757-7711 or visit the ITS department (room 2409) at the Central Campus.

## Student Identification Numbers and FERPA

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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

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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 Success Center. For more information, contact the Student Success Center. In order for a BTC Student ID to be issued, all students must present a valid picture ID and their class schedule.



# Telephones and Messages

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Assistance phones are located throughout the hallways at Central, Milton and Beloit campuses. These phones can be used to report an emergency by following the posted instructions. A courtesy phone is available in the lobby/lounge at Monroe, Beloit, and CTS campuses for placing local calls only. Students are not allowed to use school office phones. Deaf/hh, please call through Relay 9-711. 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.

Student Services lobby phone is for emergency use only and a 5 minute limit is enforced.

The Welcome Center is not to be used for delivery purposes (such as key or lunch drop-off, or book pick-up).

# Weather-Related School Closings

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All students (new and existing) are automatically enrolled in the BTC SAFE Alert system. The SAFE Alert system is a state-of-the-art program designed to disseminate emergency messages to all BTC students, faculty, and staff. This service delivers messages by text, phone or email to you anytime there is an emergency that poses a safety concern for the BTC community. Initially, all student emails are entered into the SAFE Alert system; however if you would like to receive messages via text, phone or all three ways, you must login to the system and customize your communication preferences. If you have any problems with the Safe Alert System, contact the IT Help Desk in Room 2409.

In addition to the SAFE Alert system, BTC will notify area radio and TV stations by 5:00 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 1070 AM – Madison  
Z104 FM -- Madison  
WSJY 107 FM – Janesville/Fort Atkinson  
WJVL 99.9 FM – Janesville  
WEKZ 1260 AM- Monroe  
WZOK 97.5 Rockford  
WGEZ 1490 AM – Beloit  
WFAW 940 AM – Janesville/Fort Atkinson  
WTMJ 620 AM - Milwaukee  
WKTJ 94.5 FM - Milwaukee

## ***TELEVISION***

WISC Channel 3 – Madison  
WKOW Channel 27 – Madison  
WMTV Channel 15 – Madison  
WTVO Channel 17 – Rockford  
WREZ Channel 13 – Rockford  
WIFR Channel 23 – Rockford  
Fox 6 -- Milwaukee

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

# College Life

## Awards Program

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The honors recognition program culminates in late April at the annual Awards Reception sponsored by the Student Engagement Office. During the program, individuals are recognized for their academic achievements, participation in student organizations, and contributions within the college community.

## BTC Ambassadors

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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, 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.

## Student Organizations

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Student organizations provide valuable experience to students by fostering leadership, personal development, career opportunity, and community relations. They are considered an integral part of the total education experience at BTC. To learn more about student organizations, please visit the Student Success Center on the Central Campus.

## Fitness Center

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The BTC Fitness Center is located on the Central Campus and features over 16 pieces of fitness equipment. Credit students receive a free Fitness Center membership. All non-credit student memberships cost \$25 per year. BTC staff can use the facility for \$50 per year. The fee is non-refundable and is valid from September – August of each year. The Fitness Center hours are: 7:00 a.m. – 10:00 p.m. Monday through Thursday, 7:00 a.m. – 5:00 p.m. Friday, and 8:00 a.m. to 12:00 noon on Saturday.

## Food Service

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The Student Commons is the focal point for students on Central Campus. The adjacent food service area sells breakfast, lunch, 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. Students are encouraged to follow this rule and help keep the facilities clean and neat.

## Library

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BTC maintains a library at its Central Campus. Library materials may be requested and delivered to any of the following BTC locations:

- Advanced Manufacturing Training Center
- Beloit Campus

- Monroe Campus
- Center for Transportation Studies

The following links can be used from within MyBTC. The BTC library catalog can also be accessed from <https://bhtc-verso.auto-graphics.com/MVC/>

## [Catalog](#)[Find Articles](#)[Online Reference](#)[Materials](#)[My Account](#)[Films on Demand](#)[Ebrary](#)

### Parking

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The Central Campus usually has adequate parking for everyone. Please observe parking restrictions as posted. Otherwise, you may park on a first-come, first-serve 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.

There are some designated parking areas set aside for special purposes such as motorcycles and the Rock County Sheriff Office's personnel. 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 Department.

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

### Recycling

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BTC participates 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. 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.

### Smoke/Tobacco Free Campus

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For the health and well-being of everyone using BTC's facilities, smoking and the use of any type of tobacco product (including electronic cigarettes) is NOT PERMITTED in any of the buildings. Smoking outside is allowed in designated areas only.

### Children On Campus

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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 programs or courses at the college. 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.

# Student Code of Conduct

## Student Code of Conduct

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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.

The Judicial Affairs Officer shall determine the composition of the Student Conduct Board and will hear administrative hearings. The Judicial Affairs Officer will initiate all judicial proceedings. 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 suspensions, 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 (1) 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. The Student Conduct Code Procedures follow this list of behavioral standards.

- 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 Misconduct

- 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.**

## Academic Honesty

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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.

### A. 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 acknowledgement 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 acknowledgement of the source.

### B. Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the U.S. Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. For more information, see the website of U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### C. 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 acknowledgement 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.

### D. 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).

#### **E. 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 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

## Alcohol Regulations

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

#### **A. Medical Reprieve**

Student health and safety are of primary concern at BTC. 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 an 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.

#### **B. 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.

Students who display intoxicated behaviors or students who require staff assistance due to the consumption of alcohol or illegal drugs while attending classes or college functions are subject to disciplinary action.

Evidence of an intoxicated person may include, but is not limited to, a combination of the following indicators:

- Odor of intoxicants on the breath
- Bloodshot eyes
- Dilated pupils
- Stumbling or staggering
- Slurred speech
- Impairment of dexterity

Other restrictions can be imposed by college administration as deemed necessary.

### **C. 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.

### **D. Use of Alcohol On Campus**

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

### **E. 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 impose sanctions upon the student for such behavior. The student organization advisors, faculty, staff or other college administration as deemed necessary can impose other restrictions.

## Complicity

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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.

## Disruptive Conduct

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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.

### **A. 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 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 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, services, resources, or activity;
- Interfering with the freedoms of speech, religion, or association of another;
- Trespassing or the unauthorized entering or accessing of any College building, facility, property, services, 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

## Drugs

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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.

### A. 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.

### B. 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 is 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

## Endangering the Safety of Others

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

### A. 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

## Failure to Comply

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

### A. 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;

## False Information

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A student shall not provide false or misleading information.

### A. 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 violation of this Code of Conduct;
- Possessing or displaying any form of false identification or any identification not one's own

## Guests

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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.

## Misuse of College Materials, Services or Property

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

## A. 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.

# Off-Campus Conduct

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## A. 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.

## B. Emergency Suspension

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

# Sexual Misconduct

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Blackhawk Technical College (BTC) is bound by and supports all applicable laws related to sexual misconduct. The Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (VAWA) ensures that colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking.

BTC strives to provide a safe and welcoming campus environment. In order to attain this goal, the College seeks to provide safety, privacy, and confidentiality where possible, to support victims of sexual assault and violence at all BTC Campuses and Centers. BTC offers educational programming to promote the awareness and prevention of rape, acquaintance rape, sexual assault, sexual harassment, domestic violence, dating violence, and stalking.

Blackhawk prohibits all forms of sexual misconduct and violence including, but not limited to, rape, acquaintance rape, sexual assault, sexual harassment, dating violence, domestic violence, stalking, and hate crimes between or against members of its college community. This policy will apply regardless of whether a criminal proceeding has been initiated, the conduct occurred on campus, or involved a College-sponsored activity. The College will respond appropriately to address violations of this policy in a manner that is reasonable to prevent such conduct from recurring and to minimize the effects on victims and the BTC community. Retaliation for filing a report or complaint or for participating in a related investigation or disciplinary proceeding is also a violation of this policy.

The Title IX Coordinator position oversees all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the College, and was created to promote an environment that is free of gender bias and misconduct. The Title IX Coordinator is responsible for conducting an annual report and review of complaints to ensure compliance with Title IX, make improvements, and identify any patterns or systemic problems within the College community. The Title IX Coordinator serves as

a neutral administrator and resource to employees and students to answer questions, to coordinate reporting and handling of complaints, to review internal disciplinary proceedings and remedies, to provide education, training, and guidance to public safety, student development, human resources, and other personnel involved with investigations and disciplinary proceedings.

Title IX Coordinator:

Lynn Neitzel, Manager Teaching Support Services  
Central Campus, Room 200  
(608) 743-4508  
lneitzel@blackhawk.edu

BTC has designated Deputy Title IX Coordinators to assist the Title IX Coordinator. A Title IX Deputy Coordinator is responsible for assisting the Title IX Coordinator to conduct training, climate assessments, and facilitate communications on behalf of the College with the student or employee who reports a violation, the respondent, and with any administrators responsible for administering this policy.

Deputy Title IX Coordinator for Employees:

Brian Gohlke, Executive Director, Chief Human Resources Officer  
Central Campus, District Office  
(608) 757-7773  
bgohlke@blackhawk.edu

Deputy Title IX Coordinator for Students:

Alicia Acker, Student Engagement Specialist  
Central Campus, Room 2209  
(608) 743-4423  
kfroehlichmueller@blackhawk.edu

Please see BTC Gender Discrimination & Sexual Misconduct Addendum for information on procedures and detailed definitions related to sexual misconduct.

Alleged sexual misconduct violations will be investigated through the process & procedures outlined in the BTC Gender Discrimination & Sexual Misconduct Addendum. Any violations of sexual misconduct sanctioned by the Title IX Coordinator & through the Student Code of Conduct Procedures.

## Gender Discrimination and Sexual Misconduct Addendum

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### OVERVIEW OF EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals with unequal authority (such as an Instructor and student or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position has the authority. Each of the individuals, particularly in retrospect, also may view the relationship in different ways. Furthermore, circumstances may change, and conduct previously welcomed may become unwelcome and a consensual romantic or sexual relationship may no longer be consensual for both individuals. For the personal protection of all individuals associated with BTC, relationships in which there may be real or perceived authority (Instructor-student, staff-student, administrator-student) are prohibited.

A consensual romantic or sexual relationship in which there is a direct supervisory or evaluative role over another individual is in violation of the Code of Conduct. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the immediate attention of their supervisor so arrangements to remedy the supervisory or evaluative conflict can be implemented.

### DEFINITIONS

In addition to the following definitions, the Wisconsin statutory definitions of violent acts against women are included in the appendix of this policy.

### ***STUDENT***

Any person who is currently attending and/or enrolled for a course of study, including continuing education, adult and basic skills education, and credit programming with Blackhawk Technical College.

### **CONSENT**

Consent is informed, knowing and voluntary participation in any desired sexual activity. Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement to engage in sexual activity. Consent can be given by words or actions, as long as those words and actions create a clear and mutually understandable permission regarding the conditions of sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent. Lack of protest or resistance does not constitute consent, and silence alone cannot be interpreted as consent. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in sexual activity are responsible for obtaining consent—it should never be assumed. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts.

Consent must be present throughout the sexual activity—at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

A person who is incapacitated cannot give consent to engage in sexual activity. The issue is whether a reasonable unimpaired person would know that the other person was incapacitated. Incapacitation can result from alcohol or other drug use, unconsciousness, blackout, mental disability, sleep, involuntary physical restraint, or from being drugged. A respondent cannot defend a violation of this policy by claiming that he or she was impaired from alcohol or drug use and unable to tell whether the complainant was incapacitated.

Wisconsin law also states the following individuals are not able to provide consent:

- Individuals who are asleep or unconscious
- Individuals who are unable to communicate consent because of a mental or physical condition
- Generally minors under the age of 16

BTC may conclude that an instance of sexual contact was sexual assault, because it was without another person's consent, even if that conduct would not meet the standard of a criminal sexual assault. For example, it is possible the College would conclude under some circumstances that a person who was intoxicated on alcohol could not consent, and therefore, did not give consent to sexual contact, even though the criminal courts might not reach the same conclusion.

### ***COERCION***

Coercion is defined as compelling someone to act based on:

- an unreasonable amount of pressure
- harassment
- threats
- intimidation

When someone makes clear that he or she does not want to engage in sexual conduct, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

### ***RETALIATION***

Retaliating directly or indirectly against a person who has, in good faith, filed, supported, or participated in an investigation of a complaint of sexual misconduct, as defined above, is prohibited. Retaliation includes, but is not limited to, ostracizing the person, pressuring the person to drop or not support the complaint, or to provide false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Retaliation also includes similar conduct engaged in by a third party at the complainant's or respondent's request. Depending on the circumstances, retaliation may be unlawful and may constitute a violation of this policy, whether or not the Title IX complaint is ultimately found to have merit.

### ***HATE CRIME***

The victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

### ***BYSTANDER INTERVENTION***

Bystander intervention gives responsibility to all members of the college community to help ensure the safety of all members within the college. The intervention may be as simple as providing words of support to another student or a faculty or staff member. It may mean more involved behaviors to let people know that action will be taken. The goal of bystander intervention is to change passive bystanders into active bystanders who feel confident in their ability to "discourage, prevent, or interrupt" a sexual violence incident. Bystander intervention helps grant people the self-efficacy to stand up and speak up when a person is being harassed or assaulted.

### **SEXUAL MISCONDUCT**

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome.

- Sexual misconduct includes:
- sexual assault
- sexual exploitation
- sexual harassment
- stalking
- relationship violence (domestic and dating)
- hostile environment
- Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different gender and can occur while individuals are fully clothed.

### **SEXUAL ASSAULT**

Sexual assault is defined very broadly by criminal law. It includes a wide variety of conduct from sexual intercourse to sexual contact, without the consent of the other person. Criminal sexual contact can be as limited as a single instance of touching a woman's breast, buttocks, or genital area, or touching a man's buttocks or genital area, without that person's consent, even if the person touched is fully clothed. Other examples of sexual assault include:

- Rape
- acquaintance rape
- forcible fondling
- sodomy (oral or anal intercourse)
- sexual penetration with an object

### **SEXUAL EXPLOITATION**

Sexual exploitation involves taking non-consensual sexual advantage of another person, even though the behavior might not constitute one of the other sexual misconduct offenses. Examples can include, but are not limited to the following behaviors:

- Distribution or publication of sexual or intimate information about another person without consent, including by means of social media
- Electronic recording, photographing, or transmitting sexual or intimate utterances, sounds, or images without knowledge and consent of all parties
- Engaging in indecent exposure
- Voyeurism - Voyeurism involves both secretive observation of another's sexual activity and secretive observation of another for personal sexual pleasure
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)

### **SEXUAL HARASSMENT**

Sexual Harassment is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that has the effect of unreasonably interfering with, denying or limiting someone's ability to participate in, or benefit from the College's educational program and/or activities and is based on power differentials. This policy prohibits conduct that would violate Federal and State laws. Sexual harassment includes:

- Unwelcome sexual advances or requests for sexual favors
- Unwelcome verbal or physical conduct of a sexual nature

- Making submission to, or rejection of, such conduct a factor in academic or employment decisions affecting the student or employee
- Permitting such conduct to unreasonably interfere with a student's academic performance or an employee's work performance
- Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature or submission to or rejection of such conduct results in adverse educational or employment action (Quid pro quo)
- Adverse educational or employment action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct (retaliatory harassment)

Examples of Sexual Harassment:

- An instructor insists that a student have sex with him or her in exchange for a good grade. This is harassment regardless of whether or not the student submits to the request
- A student repeatedly sends sexually oriented jokes through social media, even when asked to stop, causing one recipient to avoid the sender
- Explicit sexual pictures are displayed in an instructor's office, on a bulletin board in a lab or on a computer monitor in a public space
- An instructor engages students in discussions about their past sexual experiences, yet the conversation is not in any way relevant to the subject matter of the class. An instructor probes for explicit details and demands that students answer although they are clearly uncomfortable and hesitant
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend turning him into a social outcast on campus

### **STALKING**

Stalking involves harassment, intimidation, surveillance or a similar course of repeated conduct that is intended to cause a reasonable person to fear for his or her safety or suffer substantial emotional distress, serious physical injury, or death. Stalking includes conduct directed at the victim's immediate family, a spouse, or intimate partner. Stalking can also be a form of sexual harassment and/or it can involve a total stranger.

### **RELATIONSHIP VIOLENCE**

Relationship violence is conduct in which the parties involved know each other or had a prior relationship and may include acquaintance rape, dating violence and domestic violence.

- Domestic Violence refers to violence committed by a:
  - current or former spouse or intimate partner
  - current or former cohabitant
  - person with whom a victim shares a child in common
  - person similarly situated to a spouse under domestic or family violence law
  - anyone else protected under domestic or family violence law

### **DATING RELATIONSHIP**

Dating violence is inappropriate conduct when the parties involved are, or have been, in a romantic or intimate relationship and does not include a causal relationship between two individuals in a business or social context. Whether a relationship exists will depend on the length, type, and frequency of interaction.

### **HOSTILE ENVIRONMENT**

Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, persistent or pervasive such that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

- The determination of whether an environment is "hostile" must be based on all of the circumstances listed here. These circumstances may include, but are not limited to:
  - The frequency of the conduct
  - The nature and severity of the conduct
  - Whether the conduct was physically threatening
  - Whether the conduct was humiliating
  - The effect of the conduct on the alleged victim's mental or emotional state
  - Whether the conduct was directed at more than one person

- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance

#### **OTHER MISCONDUCT OFFENSES (WHEN GENDER BASED)**

Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

#### **TITLE IX COORDINATOR**

The Title IX Coordinator position has been established to oversee all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the College, and to promote an environment that is free of gender bias and misconduct. The Title IX Coordinator is responsible for conducting an annual report and review of complaints to ensure compliance with Title IX, make improvements, and identify any patterns or systemic problems within the College Community. The Title IX Coordinator serves as a neutral administrator and resource to students and employees to answer questions, to coordinate reporting and handling of complaints, to review internal disciplinary proceedings and remedies, to provide education, training, and guidance to public safety, student development, human resources and other personnel involved with investigations and disciplinary proceedings.

Title IX Coordinator:

Lynn Neitzel  
 Manager -- Teaching Support Services  
 Central Campus  
 (608) 743-4508  
[lneitzel@blackhawk.edu](mailto:lneitzel@blackhawk.edu)

Title IX Deputy Coordinators

The College has designated Deputy Title IX Coordinators to assist the Title IX Coordinator. A Title IX Deputy Coordinator is responsible for assisting the Title IX Coordinator to conduct training, climate assessments, and facilitate communications on behalf of the College with the student or employee who reports a violation, the respondent, and with any administrators responsible for administering this policy.

BTC has two (2) Title IX Deputy Coordinators:

Deputy Coordinator for Employees:

Brian Gohlke, Executive Director, Human Resources  
 Central Campus  
 (608) 757-7773  
[bgohlke@blackhawk.edu](mailto:bgohlke@blackhawk.edu)

Deputy Coordinator for Students:

Alicia Acker, Student Engagement Specialist  
 Central Campus  
 (608) 743-4423  
[aacker@blackhawk.edu](mailto:aacker@blackhawk.edu)

#### **NON-CONFIDENTIAL REPORTERS**

All College employees have an obligation to report to a Title IX Coordinator, information regarding sexual misconduct incidents made known to them, or that they have reasonable cause to suspect that such conduct might have occurred. Employees are required to caution students about confidentiality issues and to advise students that the employee is required to report potential or alleged violations of this policy. Even if a student refuses to file a complaint with the College or the police or participate in a disciplinary proceeding, the College may need to further investigate reports of sexual misconduct. To the extent possible, student privacy will be maintained and information will only be shared with individuals on a "need to know" basis.

If you are unsure of someone's responsibilities and duties for maintaining your privacy, ask them BEFORE you talk to them. They should be able to tell you and help you make decisions about who can best help you while maintaining your privacy.

## **TRAINING**

Sexual misconduct awareness and prevention training takes place during New Student Orientation for new students. Additional trainings and offerings are available online and through Student Engagement activities and programming. Resources and training materials can be found on the BTC web site, student portal and in other publications. In accordance with BTC's mission and vision, as well as Federal guidelines, training about the policy and procedures regarding sexual assault and relationship violence is required for all students, instructors, and staff. Best practices identified through the United States Department of Education and Violence Against Women Act (VAWA) are used to develop awareness programming.

Bystander Intervention training will provide resources to assist students when faced with a situation and to safely intervene if someone is at risk of being assaulted. In addition, the College will periodically conduct a campus climate survey to gain a stronger understanding of social issues impacting students, and the effectiveness of College prevention efforts, policies, and resources that address them.

## **BTC POLICY APPLICATION**

BTC's policy to address cases of alleged sexual misconduct is designed to:

- Consider the rights of the complainant, the rights of the respondent, the safety of the community, and compliance with applicable laws and College policies
- Conduct a timely, fair, impartial, and equitable investigation and adjudication process with thoroughness and respect for all involved parties
- Protect the privacy of all parties to the extent practical, while balancing the need to perform an investigation, follow the procedures outlined below, comply with applicable law, and maintain campus safety
- Provide appropriate remedies and sanctions to address the discriminatory effects of sexual misconduct on the complainant and others
- Support the needs of the complainant and respondent in the areas of emotional and mental health, physical well-being, and safety from future violence or retaliation

BTC specifically prohibits all forms of sexual misconduct and violence including, but not limited to, rape, acquaintance rape, sexual assault, sexual harassment, dating violence, domestic violence, stalking, and hate crimes between or against members of its college community. This policy will apply regardless of whether a criminal proceeding has been initiated, the conduct occurred on campus, or involved a College sponsored activity. The College will respond appropriately to address violations of this policy in a manner that is reasonable to prevent such conduct from recurring and to minimize the effects on victims and the BTC community. Retaliation for filing a report or complaint or for participating in a related investigation or disciplinary proceeding is also a violation of this policy.

In instances where a complaining party insists on confidentiality, it may limit the College's ability to respond. Depending upon the circumstances, the College may not be able to ensure confidentiality because of its obligation to provide a safe and non-discriminatory environment for all students. Factors that may impact the request include the seriousness of the alleged conduct and whether there have been other complaints about the same individual. Confidential resources available to consult with students are listed in this policy.

Once a BTC employee (non-confidential reporter) either has been told or should have known about an incident(s) of sexual harassment or sexual misconduct, BTC will:

- Take immediate and appropriate steps to investigate what occurred
- Take prompt and effective action to:
- Stop the harassment
- Remedy the effects of the behavior
- Prevent the recurrence of said behavior

## **STUDENT COMPLAINT PROCEDURE NOTICE**

Any student who believes he/she or another student has been the victim of any form of sexual misconduct is encouraged to file a complaint identifying the alleged individual and describing the conduct, incident(s) or occurrence(s) that form the basis for the complaint. Students may file complaints with any BTC College employee, who will then notify the Title IX Coordinator/Deputy



Title IX Coordinator for students. If the Title IX Coordinator or Deputy Title IX Coordinator for Students is alleged to be the person who engaged in discrimination or sexual misconduct, the Deputy Title IX Coordinator for Employees will investigate the incident.

Any BTC staff member can help with filling out the incident report. It is preferred that the complaint be submitted via an electronic incident report. Incident reports can be found at: <http://www.blackhawk.edu/>

If, due to a disability, accommodations are needed to assist the student with filing a complaint, please contact: Accommodation Services at (608) 757-7796. The complainant is encouraged to file the complaint as soon as possible after the incident to ensure a prompt and effective due process for all the parties involved in the situation.

If the complainant requests confidentiality or requests that the complaint not be pursued, the Deputy Title IX Coordinator for Students (or other trained investigator) will take all reasonable steps to investigate the complaint and respond consistently with the complainant's request. If the College determines that an investigation needs to continue, the alleged respondent will be told that the complainant requested the College to not proceed. Information will only be shared with individuals responsible for addressing incidents of sexual violence. Prior to disclosing information, the complainant will be notified of the information to be disclosed, whom it will be disclosed to, and why the information needs to be disclosed. Honoring a request for confidentiality may limit the College's ability to respond to the allegation, including pursuing sanctions and remedies against the respondent(s). In addition, the College will need to determine if the confidentiality request can be honored while providing a safe and non-discriminatory environment.

The College will take steps to maintain confidentiality of persons reporting incidents of sexual misconduct and relationship violence in records available for public inspection by using alternative means of identification and not including personally identifiable information in the annual campus security report, campus crime log, and emergency warning notices required under the Clery Act. Requests for confidentiality will be evaluated in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all students.

A complainant has the option to file a criminal report with a local law enforcement agency. The BTC Title IX Investigator/Security Department will offer to provide assistance if the individual elects to contact the police. Declining to speak with an investigator or the police at the time of the initial report does not prevent the individual from filing a criminal report or a Title IX complaint later. The BTC Security Department may seek the assistance of local law enforcement agencies in the investigation.

The College will not condone false reporting. Any person who makes a report that is later found to have been intentionally given falsely or made maliciously without respect for the truth may be subject to suspension or expulsion.

#### **INITIAL REMEDIES**

Prior to initiating an investigation, the Title IX Coordinator/Deputy Title IX Coordinator will meet with the complainant to explain the investigation process and the eventual resolution process to the student. The College Title IX Coordinator/Deputy Title IX Coordinator will encourage him/her to participate fully in the investigation and hearing processes as well as provide a list of resources. Students will also be notified of their rights and the process to file a complaint with local law enforcement.

If necessary, initial remedial actions will be discussed such as:

- No contact agreement between complainant and respondent
- Change in academic and office assignment situations if requested by complainant or respondent and reasonably available, for the complainant and respondent
- Absence and assignment requirements
- Request for leave of absence or withdrawal
- Plan to address safety concerns

#### **PRELIMINARY INVESTIGATION**

Throughout the investigation, appropriate support for the complainant and respondent will be provided. Complainants and respondents will be informed of campus and community resources, including counseling and other health services. These options will be made available to the individual regardless of whether he or she proceeds with a formal complaint under BTC College policy or files a criminal report or complaint with the police. In compliance with guidelines distributed by Office of Civil Rights (OCR), in their 2011 Dear Colleague Letter, BTC uses a "preponderance of the evidence" (more likely than not) standard for determining responsibility. This is different from the standard used in a criminal investigation.

A preliminary investigation will be conducted to determine if there is reasonable cause to believe a policy was violated. If no reasonable grounds for the complaint are found, the Title IX Coordinator will dismiss the case. The complainant will be informed why the act does not constitute sexual misconduct and voluntary, informal methods may be used to resolve the complaint. If it is determined by the College Title IX Coordinator that there may be some validity to the allegation, a formal investigation will begin immediately.

### **SANCTION STATEMENT**

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct to protect students' rights and personal safety. Such measures include, but are not limited to, class schedule modifications, interim suspension from campus pending a hearing, and reporting the matter to the local police.

Not all forms of sexual misconduct will be deemed equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. Previous conduct code violations will be considered in determining the appropriate sanction. The College will consider the concerns and rights of both the complainant and the respondent of sexual misconduct.

The Title IX Coordinator has the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The initial investigative team, appeals body, or designee may not deviate from the range of recommended sanctions unless there is compelling justification to support a deviation.

### **FORMAL INVESTIGATION PROCESS**

The following process will be used to further investigate allegations:

Upon receiving a complaint, the Deputy Title IX Coordinator for Students will facilitate a fact-finding investigation which will include assigning a trained Title IX investigator to review the complaint. The Deputy Title IX Coordinator for Students and/or Staff and/or a trained Title IX investigator will conduct interviews with the complainant, respondent, and other appropriate individuals. The investigation will be prompt, thorough and impartial.

The intent of the interview with the complainant, respondent and potential witnesses is to determine a true and complete account of the complaint. The following information will be sought during the interview process:

- The severity of the conduct
- The number and frequency of acts of alleged harassment
- The apparent intent of the person alleged to have engaged in sexual misconduct
- The relationship of the parties
- The response of the complainant at the time of the incident(s)
- The relevant educational/work environment

Periodic updates to the complainant and the respondent will be provided during the entire process.

All persons involved in a sexual misconduct investigation will be reminded that the incident is not to be discussed and that retaliatory action against the complainant, respondent or witnesses will not be tolerated.

The Deputy Title IX Coordinator for Students will submit a report to the College Title IX Coordinator detailing the allegations, evidence collected, and statements from the complainant, respondent and any relevant witnesses to the conduct. The report will include the Deputy Title IX Coordinator for Students finding as well as any recommendations for sanctions, if warranted.

A written record of the investigation will be made, including all notes made of interviews, conversations, or verbal responses to questions posed by the Title IX Investigator(s) to the complainant, witnesses or respondent, and any other aspects of the investigation.

The College Title IX Coordinator will review the investigative report, evidence and all known circumstances from the Deputy Title IX Coordinator for Students and make a final determination. The preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred) will be used to investigate allegations of sexual harassment or violence.

Potential sanctions for students who are found responsible for acts of sexual misconduct could be, but are not limited to, the following:

- Disciplinary action, up to and including, expulsion of a person found responsible for violating these policies
- Referral to law enforcement when there is danger or threat to community and/or when requested by victim
- Referral to counseling, mental health, and student services both on campus and in the community

Communication from the Title IX Coordinator regarding the outcome is communicated to the complainant and the respondent.

A student who disagrees with the findings of responsibility or the sanctions levied may choose to request an appeal to the Vice President, Student Services. The request for an appeal must be made in writing to the Title IX Coordinator and the Vice President, Student Services within ten academic days of the Title IX Coordinator's decision.

### **APPEAL PROCESS**

All students have the right to appeal disciplinary decisions. Appeal requests must be made in writing to the Student Services Department within five (5) academic days after verbal or written notification of the decision or sanction. A student may appeal for two reasons which include:

- Procedural error/ failure to uphold the student's rights that may substantially alter the outcome of the decision
- New evidence that was unknown or unknowable at the time of the investigation and decision

An appeal must include the following information:

- The name, address and telephone number of the party
- A clear statement explaining the nature and circumstances of the appeal, citing the new evidence and/or the explanation with specifics of the alleged lack of fairness in the prior hearing.

The Student Services Department will render and cause a decision to be sent to the student within three (3) academic days after receipt of the appeal. The appeal decision shall be considered final.

Appeals will be conducted in accordance with the following guidelines:

- The student will be provided a full and fair opportunity to present evidence relevant to the issues raised by the student relating to the subject matter of the appeal
- The Student Services Department will issue a decision on the hearing within ten (10) days of the conclusion of the hearing.
- All parties have the right to be assisted by legal counsel at any time during the process

The decision will be:

- Provided in writing
- Based solely on the evidence presented in the appeal notice and will include a summary of the evidence and the reasons for the decision

### **RIGHTS**

The preponderance of evidence standard (more likely than not) is used to evaluate complaints.

The complainant and the respondent are entitled to the same opportunities to have others present during a campus disciplinary proceeding. All parties are permitted to have representatives in all stages of the process. Notice of representation should be made to the Title IX Coordinator. Both the complainant and the respondent will be informed of the outcome of any campus disciplinary proceeding alleging sexual misconduct.

A trained Title IX investigator and/or the Title IX Coordinator or Deputy Coordinator will investigate complaints. BTC will respond promptly, equitably and thoroughly to all incident reports following the written receipt of the complaint, barring any unusual circumstances.

The decision of the Title IX Coordinator may be appealed to the Student Services Department, whose decision is final. If the complaint is against the key decision maker within the Student Services Department, the decision may be appealed to the President. If the complaint is against the President, the decision may be appealed to the Board of Trustees, whose decision is final. Complaints against one of the Title IX Coordinators will be investigated and decided by a person appointed within the Student Services Department. The appeal must be made, in writing, within ten (10) business days after the decision has been made.

The College recognizes the right of all parties involved in a complaint to a fair and equitable resolution of complaints. Falsification, distortion or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action.

#### **DISCLOSURES – FERPA EXEMPTIONS:**

The final results of a disciplinary proceeding will be disclosed to the alleged victim. This includes the charges, the finding, the sanction(s) related to the victim and the rationale for the decision. BTC may not disclose the name of any other student, including the complainant or witness, without prior written consent of the student. More information on disclosure and re-disclosure limitations can be found in the student handbook.

The results of a disciplinary proceeding can be disclosed to anyone if BTC determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and with respect to the allegations made against him or her, the student has committed a violation of the institution's rules or policies.

However, BTC may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student. This disclosure is not subject to the re-disclosure limitation and notice requirements otherwise identified in FERPA.

#### **THE ACT**

The Campus SaVE Act (the "SaVE Act" or "Act") applies to almost all institutions of higher education since it is directed toward those that participate in financial aid programs under Title IV of the Higher Education Act of 1965. It became effective on March 7, 2013 as part of the Violence Against Women Reauthorization Act (VAWA) and amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act).

The Act requires higher education institutes to report crime statistics and disclose security-related information in several ways:

- It adds offenses involving domestic violence, dating violence, and stalking to the crimes that institutions must report and include in their annual security reports (ASR).
- It expands the categories of reportable "hate crimes" to include those based on bias against gender identity or national origin.
- The policy statements filed as part of the ASR must now include detailed descriptions of the institution's internal procedures in cases of domestic violence, dating violence, or stalking, as well as descriptions of its education and prevention programs.

#### **KEY DEFINITIONS**

When reporting offenses under the Clery Act, use the following definitions:

- Domestic Violence. "Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."
- Dating violence. "Violence committed by a person— who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship
  - the type of relationship
  - the frequency of interaction between the persons involved in the relationship"
- Stalking. "Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— fear for his or her safety or the safety of others; or suffer substantial emotional distress"
- Sexual Assault. The Campus SaVE Act defines sexual assault, which—unlike domestic violence, dating violence, or stalking—was previously included as a Clery-reportable crime, as "an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation."

The definitions of these terms used for reporting criminal offenses in Wisconsin and training students and employees are not necessarily identical. The College should keep in mind that to satisfy the separate training mandates of the SaVE Act (see Education and Training section in the Checklist), training programs must also incorporate the definitions of domestic violence

[domestic abuse Wis. Stats. § 813.12; § 968.075], dating violence [§ 813.12, Wis. Stat.], sexual assault [Wis. Stat. § 940.225], and stalking [Wis. Stat. § 940.32] which are used under Wisconsin Law. Those definitions are as follows:

#### Wisconsin State Law Definitions

#### **WISCONSIN STATUTES § 813.12 DOMESTIC ABUSE RESTRAINING ORDERS AND INJUNCTIONS:**

(ag) "Dating relationship" means a romantic or intimate social relationship between 2 adult individuals but "dating relationship" does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.

(am) "Domestic abuse" means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A violation of s. 940.32.
5. A violation of s. 943.01, involving property that belongs to the individual.
6. A threat to engage in the conduct under subd. 1., 2., 3., 4., or 5.

#### **WISCONSIN STATUTES § 940.225 SEXUAL ASSAULT**

(1) FIRST DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class B felony:

- (a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- (b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
- (c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

(2) SECOND DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class C felony:

- (a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- (b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- (c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.

(cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

(d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.

(f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

(g) Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

(h) Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

(i) Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

(j) Is a licensee, employee, or non-client resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

(3) THIRD DEGREE SEXUAL ASSAULT. Whomever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whomever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

(3m) FOURTH DEGREE SEXUAL ASSAULT. Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

(4) Definitions.

(b) "Sexual contact" means any of the following:

1. Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):

a. Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.

b. Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.

2. Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the

complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.

3. For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.

#### **WISCONSIN STATUTES § 940.32 STALKING**

(1) In this section:

(a) "Course of conduct" means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining a visual or physical proximity to the victim. 940.32(1)(a)2.
2. Approaching or confronting the victim.
3. Appearing at the victim's workplace or contacting the victim's employer or coworkers.
4. Appearing at the victim's home or contacting the victim's neighbors.
5. Entering property owned, leased, or occupied by the victim.
  6. Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
  - 6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
  7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
  8. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
  9. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
10. Causing a person to engage in any of the acts described in subds. 1. to 9.

#### **WISCONSIN STATUTES § 968.075 DOMESTIC ABUSE INCIDENTS; ARREST AND PROSECUTION.**

(1) DEFINITIONS. In this section:

968.075(1)(a)(a) "Domestic abuse" means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.

2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2) or (3).
4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1., 2., or 3.

## **COMMUNITY RESOURCES**

In addition to seeking support from internal contacts, there are a number of community resources in Rock and Green Counties available to provide support. You can call or approach any of these people confidentially and tell them what happened. They will listen and explain your options. Talking to any of these people does not constitute reporting the incident to the College:

Sexual Assault Recovery Program – Serving Rock & Green Counties

Rock County Office  
423 Bluff Street  
Beloit, WI 53511

24 hour hotline: 866-666-4576  
Local: (608) 365-1244  
Fax: (608-365-4097

Green County Office  
Monroe Clinic – Hospital Building, 3rd Floor  
515 22nd Avenue  
Monroe, WI 53566  
Local: (608) 324-2444

Beloit Domestic Violence Center  
Beloit, WI  
24 hour hotline: (608) 365-1119  
Local: (608) 364-1083

Green Haven Family Advocates  
1811 11th Street  
Monroe, WI  
Crisis Line: (608) 325-7711  
[www.greenhaven4help.com](http://www.greenhaven4help.com)

YWCA – Domestic Violence Center/Shelter  
Janesville, WI  
24 hour hotline: (608) 752-2583  
Local: (608) 752-5445  
<http://www.kintera.org/site/c.bjIVK7NFLdJ2E/b.7965643/k.BE00/Home.htm>

Beloit Area Community Health Center  
74 Beloit Mall  
Beloit, WI  
(608) 361-0311

Beloit Memorial Hospital  
1969 W. Hart Road  
Beloit, WI  
(608) 364-5011



Health Net of Janesville (2 locations)  
23 W. Milwaukee Street  
1344 Creston Park  
Janesville, WI  
(608) 756-4638

Mercy Hospital  
1000 Mineral Point Ave  
Janesville, WI  
(608) 756-6000

Monroe Hospital and Clinics  
515 22nd Ave  
Monroe, WI  
(608) 324-2000

St. Mary's Hospital  
3400 E Racine St  
Janesville, WI  
(608) 373-8000

Salvation Army  
(608) 365-6572, Beloit  
(608) 757-8300, Janesville  
(608) 214-5256, Monroe  
United Way – Call 211

### **General Student Complaint Submission and Resolution**

There are multiple access points where students can submit ideas, formal concerns, and complaints. Complaints are divided into two (2) categories including:

- Informal – those concerns or complaints recommending improvements (e.g. parking, food service, sidewalk maintenance)
- 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.

Any student who believes he/she or another student has been the victim of any form of sexual misconduct or is aware of others in the college community involved in sexual misconduct is encouraged to file a complaint. Students may file a complaint of this nature with any BTC employee, who will then notify the Blackhawk Technical College Title IX Coordinator or the Deputy Title IX Coordinator for Students. Please review the BTC Gender Discrimination & Sexual Misconduct Addendum for more information regarding complaints involving sexual misconduct. To file a sexual misconduct complaint online, please go to: [\(link for report exec. Here\)](#).

### **General Student Complaint Procedure**

General student complaints are received by the Student Services Department 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 of a formal complaint made.
- When a complaint is receiving in writing, it is acknowledge with seven (7) working days.

- An investigation into complaint is conducted. The complainant is advised of the decision taken as soon as possible. Normally, this is completed within seven (7) working days of the date of the acknowledgement letter.
- However, if the investigation takes longer than seven (7) working days, the complainant is kept informed of the progress made in the investigation of the complaint.

#### *Verbal Complaints*

- When a complaint is submitted verbally:
- A letter of acknowledgement is provided to the complainant and includes a statement of what is understood to be the nature of the complaint. The complainant is invited to confirm in writing the accuracy of the statement. Additionally, when a verbal complaint is received, a complaint report is completed regarding the complaint in order to assist in any investigation required.
- Complaints must be filed within twenty (20) school days from the date of the alleged violation.
- The College reviews the complaint only after the student attempts to resolve the matter through applicable College appeals or complaint processes.
- 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](#)

## Student Organizations Conduct

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### A. 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 the student organizations.

### B. Application of Policy

Each use of the term "Student" in this Code of Conduct will 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 of the organization itself. Where those administering the Student Conduct System conclude that there is sufficient connection between the acts of the 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.

### C. 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.

# Theft

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

## A. 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.

## B. Possession of Lost or Misplaced Items

Any lost or misplaced item that is found should immediately be turned into 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 Welcome Center.

# Weapons, Dangerous Instruments and Explosive Chemicals or Devices on Campus

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The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited on all Blackhawk Technical College facilities and all Blackhawk Technical College sponsored events (on and off campus).

## A. 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, pain 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 3 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 affect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

**Note:** Possession of a license to possess or use of any of the above items will 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.

# Student Conduct Code Procedures

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## A. 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 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, and 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 the 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 1, section 3 above.
4. A Student Conduct Board shall conduct student conduct hearings. 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 will 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 an advisor 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 the accused student at least two (2) weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. The accused students and/or complaint to be answered by each other or by other witnesses may suggest questions. The Student Conduct Board will conduct this 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. A Student Conduct Board at the discretion of the chairperson may accept pertinent records, exhibits, and written statements (including Student Impact Statements) as information for consideration. All

procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

- g. 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.
  - h. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - i. 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.
  - j. The Student Conduct Board's determination shall be made based on whether it is more likely than not that the accused student violated the Student Code of Conduct.
  - k. 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 will not be recorded. The record shall be the sole property of the College.
  6. The Judicial Affairs Officer shall hold all recordings 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 personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses 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 the Judicial Affairs Officer to be appropriate.

#### B. 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 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.
  - 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 Code of Conduct 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 Student Services Department 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 Student Code of Conduct will be made part of the student's permanent academic record, and 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, expulsion, 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 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.

#### C. Interim Suspension

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

1. To ensure the safety and well-being of members of the College community or preservation of College property; 2) to ensure the student's own physical or emotional safety and well-being; or 3) 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 why his/her continued presence on the campus does not constitute a threat.
3. During the interim suspension, a student will 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 will proceed on the normal schedule, up to and through a Student Conduct Hearing, and if suspension is applied as a sanction, through the appeal process.

#### D. 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 Student Services Department 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 will 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 lead authority within the Student Services Department, s/he will reach a final determination. If a new sanction is imposed, the finding of the lead authority within the Student Services Department 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 will 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 will 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.

#### E. Interpretation and Revision

1. Interpretation  
Any question of interpretation of the Student Code will be referred to the Judicial Affairs Officer.

2. Revision

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

## General Student Complaint Submission and Resolution

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There are multiple access points where students can submit ideas, formal concerns, and complaints. Complaints are divided into two (2) categories including:

- Informal – those concerns or complaints recommending improvements (e.g. parking, food service, sidewalk maintenance)
- 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 Student Services Department 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 of a formal complaint made.

- When a complaint is received in writing, it is acknowledged with seven (7) working days.
- An investigation into complaint is conducted.
- The complainant is advised of the decision taken as soon as possible.
- Normally, this is completed within seven (7) working days of the date of the acknowledgement letter.
- However, if the investigation takes longer than seven (7) working days, the complainant is kept informed of the progress made in the investigation of the complaint.

#### *Verbal Complaints*

When a complaint is submitted verbally:

- A letter of acknowledgement is provided to the complainant and includes a statement of what is understood to be the nature of the complaint.
- The complainant is invited to confirm in writing the accuracy of the statement.
- Additionally, when a verbal complaint is received, a complaint report is completed regarding the complaint in order to assist in any investigation required.
- Complaints must be filed within twenty (20) school days from the date of the alleged violation.
- The College reviews the complaint only after the student attempts to resolve the matter through applicable College appeals or complaint processes.
- 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](#)

## Grievance Procedure

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Grievance Procedure 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 student wishing to pursue a grievance must take the following steps to try to resolve the matter 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 supervisor to resolve the grievance;
3. If resolution is not achieved at the 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 form (an appointment must be made with the appropriate person within the Student Services Department or a designee to obtain the necessary forms and information).
5. Notification of the problem/complaint must be filed with the Vice President of Student Services or a designee.
6. Complaints must be filed within twenty (20) school days of the date of the action causing the complaint. The Vice President of Student Services or a designee will monitor the grievance process.

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 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.

A grievance committee will be appointed annually by the President and will consist of five (5) individuals representing the various College constituencies. The committee will be made up of one (1) administrator, two (2) faculty members, and two (2) support staff members. The complainant may request student representation on the committee. If requested, the President may select two (2) 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 the grievance.

The lead authority within the Student Services Department or a designee will service as the investigating officer in the complaint.

The Investigating Officer will:

- Meet with the student and the staff member.
- Examine documentation and interview witnesses.
- Consult with the appropriate vice president, or equivalent unit head and/or other appropriate administrator.
- Prepare a written investigative report.

The Investigating Officer may meet individually with the student and 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).

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:

- 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
- 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 lead authority within the Student Services Department 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.

If no probable cause is found, the matter will be considered concluded. However, the student may submit a written appeal to the President within five (5) 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. Alternatively, the President may instruct the committee to go forward with the grievance hearing process.

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 date, time, and place of hearing will be provided to all involved parties.
2. The hearing will be held within twenty (20) 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 or 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 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 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 committee will convene and regulate the proceeding. The student, staff member, and 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.
9. All parties will have the opportunity to present evidence; respond to evidence presented, and examine and cross-examine witnesses.

The Hearing Panel will be empowered to:

- i) examine witness and receive evidence;
- ii) exclude any person(s) felt to be unreasonably disruptive of the proceedings;
- iii) hold conferences for the settlement of the issues involved;
- iv) make decisions or proposals for decisions, and
- v) take any other actions authorized by the rule consistent with this procedure.

No individual will be compelled to divulge information in any form which s/he could not be compelled to divulge in, or in connection with, court proceedings.

Any legal opinion or interpretation given to the grievance committee by the parties may be shared with all parties to the case.

The grievance committee will file its findings and recommendations with the Student Services Department, 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.

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 five (5) working days from the date the finding is issued. The appeal must specify in detail the findings, recommendations, and/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.

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.

## Mental Health Policy

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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 jobs as normally as possible by making reasonable accommodations;
- Refrain from discrimination against person 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 success 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) complements the College Student Code of Conduct and, when invoked, is not considered a sanction, but a supportive resource. 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 not meet one of the above standards, an Advisor 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 those behavioral expectations
- Develop a written action plan, which may include a behavioral contract to assist the student in meeting those behavioral expectations.

As part of the action plan, the Advisor may, after consultation with the Behavior Intervention 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 Behavior Intervention 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 Student Services Department 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 Behavior Intervention Team 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 Student Services Department. The review will be conducted by the lead authority within the Student Services Department. The review and determination by the lead authority within the Student Services Department (or designee) will be final and non-appealable.

# Campus Safety and Crime Awareness

## Accident or Illness Emergency Procedures

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

The student is responsible for their own transportation to a medical facility. However, should the injury or illness be considered an emergency an ambulance will be requested. The student will be responsible for the cost of the ambulance. Under no circumstances will BTC staff transport for treatment. All accidents, regardless of the seriousness, shall be reported to a staff member.

Clean-up after an accident or illness will be left to the BTC maintenance and custodial staff. Students will not attempt to clean up blood, vomit, or other bodily fluids without proper safety equipment. If clean-up is necessary, students should go to the Welcome Center (information desk) at the main entrance and request maintenance/custodial staff to clean up the area.

*In the case of emergency, call 911. Classroom and hallway assistance phones can be used to report an emergency by following the posted instructions. Dial 9-911.*

## Emergency Campus Security Procedures

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In the event of an emergency, call 9-911 immediately from a campus phone or 911 from a cell phone. An emergency situation can be defined as any event that may pose a significant threat to life, safety, or health of students and/or employees. After contacting authorities, call or contact the appropriate College Welcome Center (information center) by dialing 7710 on any campus phone. Students will follow the directions of College staff and emergency services personnel during an emergency.

## Emergency Response Guide and Evacuation Procedures

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Each classroom has an emergency response guide and a map indicating what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. The Emergency Response Guide can also be viewed on the College's website. The College holds evacuation and/or shelter-in-place drills at least once in an academic year. The College also conducts Safety and Security related tabletop exercises in new employee orientation. Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.

## Alcohol and Illegal Drug Policies

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The possession and sale of alcoholic beverages on BTC premises is strictly prohibited. In addition, 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.

## Behavior Intervention Team (BIT)

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The Behavioral Intervention Team (BIT) has been established to serve as a central network focused on prevention and early intervention in college situations involving students showing signs of serious distress or engaging in harmful or disruptive behaviors. The Team develops strategies for, and provides referrals or consultations to, college resources when concerns arise about students' well-being or when there is behavior that seems potentially harmful to self and/or others or may be disruptive or threatening. This Team will regularly assess situations in the college community, monitor students for an appropriate period of time, and will recommend actions in accordance with existing college policies.

For more information regarding BIT, contact (608) 757-7660.

## Crime Prevention and Security Procedures

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Crime prevention, security procedures and practice information is presented during new student and employee orientations and periodically during in-service training. In addition, facilities and security personnel conduct routine inspections and patrol of buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own security and the security of others. The following is a list of campus crime prevention tactics that may reduce the risk of becoming a victim:

- Walk on established walkways. At night, walk on lighted walkways
- Always lock your vehicle
- If on campus in the evening, park close to the building in lighted areas and walk with others
- Items of value left in the vehicle should be placed out of sight
- Never leave items of value unattended
- Promptly report any suspicious behavior to Campus Security or College Officials
- Do not leave keys or access cards unattended
- Always lock doors in unattended office areas
- Never give out computer passwords
- When working during non-business hours, inform family and colleagues of your location and schedule

## Crime Reporting Procedures

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The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement, Campus Security and/or College officials. When the alleged behavior or act is a crime and not just a policy violation, College officials will involve local law enforcement agencies as soon as the information is known. Prompt crime reporting and the reporting of suspicious behavior will better enable local law enforcement officials to remedy the situation.

Report all criminal activity to Campus Security. If unable to reach Campus Security, contact the Welcome Center by dialing 7710 on a campus phone. The College does not have any pastoral or professional counselors on staff, but does assist students in providing various private and public options for such services. Crimes may be reported anonymously. To report a crime and/or dangerous situation anonymously, contact Campus Security or the Welcome Center (information center) and inform them you wish to speak with a security official. This same process can be done when making reports to local law enforcement.

BTC complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and outreach centers. The report can be found on the College's website, or may be obtained from Campus Security. The report is also distributed every year by October 1<sup>st</sup> as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College Officials, including anonymous reports. In an effort to obtain the statistics from local law

enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a daily crime log.

## Criminal Offense Statistics at BTC Facilities

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BTC 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 [www.blackhawk.edu/safety.aspx](http://www.blackhawk.edu/safety.aspx). A copy can also be obtained from Security Office.

## Consensual Relations

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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](#)).

### [What is Title IX?](#)

Title IX of the Education Amendments Act of 1972 is a federal law that states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

## Discrimination and Harassment Policies

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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 deplores such conduct as an abuse of authority.

BTC, in compliance with Title VI and VII of 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 BTC 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, Affirmative Action Officer Administration Center, (608) 757-7773

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

Terese Craig, Title IX Coordinator, (608) 757-7734

Written concerns can be sent to any one 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 material, physical contact, solicitation of favors, advances, or other adverse treatment based on a protected group status when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, student status, or academic participation.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual.
- 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.

## Security of and Access to BTC Facilities

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The college has Campus Security; however, they do not have arrest powers. Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. College security officers have the authority to enforce college and administrative policies as well as the Student Code of Conduct.

The college uses local law enforcement agencies that have jurisdiction over the campuses and centers to investigate and enforce ordinances and criminal laws.

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.

Add phone number matrix here.

Campus	Law Enforcement Agency	Non-emergency Number
Central Campus	Rock County Sheriff's Office	608-757-2244
Beloit Center	Beloit Police Department	608-757-2244
Center for Transportation Studies	Janesville Police Department	608-757-2244
Advanced Manufacturing Center	Milton Police Department	608-757-2244
Monroe Campus	Monroe Police Department	608-329-2400

## Sex Offender Registry

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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://www.widocoffenders.org>.

# Timely Warning of Potential Threats

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A timely warning will be issued by Campus Security and/or College officials in the event that a situation arises on or off campus that is considered a significant emergency or a continuing threat to the personal safety of students and staff. The decision to issue a timely warning will be based on information received by the College and, if possible, verified by outside agencies such as law enforcement, Emergency Management, Health Department, National Weather System, etc. Campus Security or College officials will determine the content of the notification and initiate the notification system.

However, notification may be delayed if outside emergency response agencies believe immediate notification may compromise the safety and security of students and staff.

Campus Security and College officials issue warnings through the College's Safe Alert System and/or the Informacast System and/or email system to students and staff. Other notifications may be used (Blackboard posting, fire alarms, tornado sirens, media releases, etc.) depending on the situation.

Campus Security or College officials may determine there is a specific segment of the student and staff population that warrants notification. This decision shall be made in conjunction with the appropriate outside agency. In this case, Campus Security or College officials will determine the best way to notify the specific segment of the campus population.

Anyone with information warranting a timely warning should contact Campus Security or College officials at the Welcome Center or by dialing 7710 on a campus phone.

In situations that may pose an immediate physical threat to members of the campus community, the Campus Security or College Officials may issue warnings through the College's Safe Alert System and/or the Informacast System and/or email system to students and employees. Depending on the situation, other notification processes may be used (i.e. Blackboard posting, fire alarms, tornado sirens, media releases, etc.).

Campus Security or College Officials may also determine there is a specific segment of student and staff who need notification. This decision will be made in conjunction with the appropriate outside agency. If that is the case, Campus Security or College Officials will make determination of how to best convey that information to the specific segment of the campus population.

Anyone with information warranting a timely warning should report the circumstances to Campus Security or College Officials. Campus Security or College Officials can be contacted through the Welcome Center (information desk) or by dialing 7710 on a campus phone.

## **Non-Emergency Contact Phone Numbers**

BTC Campus Security Department - 608-757-7710

Central Campus Welcome Center - 608-757-7710

# Non-Emergency Contact Numbers

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- **BTC Campus Security Department** 608-758-6900
- **Central Campus Welcome Center** 608-758-6900
- **Monroe Campus** 608-328-1660
- **Center for Transportation Studies** 608-743-4471
- **Beloit Center** 608-757-7741

## **Helpful Phone Numbers**

*Alcohol and other drug abuse (AODA) services*

**12 'n 12 Drop In Center**, 407 W. Van Buren, Janesville, WI 53548, call (608) 314-1090 or toll free call 1-866-59REHAB (1-866-597-3422)



**AA Alcoholics Anonymous Hotline**, 212 N. Jackson, Janesville 53548, call (608) 754-1766 or (608) 754-9220; Beloit 412 Pleasant St., Beloit, WI 53511, call (608) 364-0520 or go to [www.aa.org](http://www.aa.org).

**Aardvark Abuse Addiction Agency Helpline**, call toll free at 1-800-993-3869 or 1-800-494-1981 or go to [www.recoveryconnection.org](http://www.recoveryconnection.org). The closest facilities located in Madison (608) 257-2888 or Milwaukee (414) 298-9919.

**AA Hotline**, 412 Pleasant St., Beloit 53511, call (608) 364-0520.

**AI-Anon Hotline**, Janesville, call (608) 756-1720

**Alcocare, Inc.** Call (608) 754-6800 - New Dawn facility at 430 N. Jackson St., Janesville, WI 53548 call (608) 754-4166 & the River Commons facility at 786 S. Main, Janesville, WI 53545, call (608) 754-2651.

**Janesville Alcohol & Drug Treatment Center** at (608) 554-4785. Immediate help is also available by calling (toll free) 1-800-411-0373 or 1-800-752-0771, or go to [www.AboutRecovery.com](http://www.AboutRecovery.com).

**Janesville Psychiatric Clinic**, 2640 Milton Ave., Janesville, WI 53545, call (608) 755-1475 or 24-hour crisis line at (608) 921-1921.

**Lutheran Social Services**, 612 N. Randall Ave., Janesville, WI 53545, call (608) 752 7660; also at 749 Bluff, Beloit, WI 53511, call (608) 362-6629.

**Quality Addiction Management**, 2240 Prairie Ave., Beloit, WI 53511, call (608) 361-7200. [www.qualityaddictionmanagement.com](http://www.qualityaddictionmanagement.com)

**Rosecrance Treatment Centers**, 1601 University Dr., Rockford, IL 61107-5317 -- 3 main locations -- call toll free 1-800-252-6465 or call (815) 391-1000 or go to [www.rosecrance.org](http://www.rosecrance.org).

**Intoxicated Driver Program**, 113 S. Franklin St. PO Box 1649, Janesville WI 53547. Fax (608) 743-2406.

**Alcohol and Drug Abuse Treatment 24/7 Hotline** - (608) 328-9352.

### **Crisis Intervention Services**

**12 ' n 12 Drop In Center**, 407 W. Van Buren, Janesville, WI 53548, call (608) 314-1090 or toll free call 1-866-59REHAB (1-866-597-3422)

**Evangelical Child & Family Agency**, 5117 Hwy 51 S. Janesville, WI 53546, call (608) 758-2055

**Pregnancy Helpline**, 21 S. Jackson St., Janesville, WI 53548, call (608) 755-9739 or go to [www.pregnancy-helpline.net](http://www.pregnancy-helpline.net).

**Runaway & Family Treatment Hotline**, call 1-800-924-7238

**YWCA Alternative Helpline**, 1735 S. Washington, Janesville, WI 53546, call (608)752-2583

**Roads Counseling Center**, 17 S. River St., suite 254, Janesville WI 53545, call (608) 755-5260

**Beloit Domestic Violence Center 24 Hr.**, P.O. Box 476 Beloit, WI 53515, call (608) 365-1119

**YWCA (Domestic Violence Assistance) 24Hr. Helpline**, call (608) 757-2583

**First Call United Way**, Janesville, call (608) 752-3100 or Beloit (608) 363-8800.

**Crisis Intervention Services**, 3530 N. Cty, Trk Hwy F PO Box 1649, Janesville, WI 53547, Fx (608) 758-8426 or call (608) 758-8426 or call (608) 757-5025.

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**Lutheran Social Services**, 612 N. Randall Ave., Janesville, WI 53545, call (608) 752-7660; also at 749 Bluff, Beloit, WI 53511, call (608) 362-6629; <http://www.lsswis.org>

**Quality Addiction Management**, 2240 Prairie Ave., Beloit, WI 53511, call (608) 361-7200 [www.qualityaddictionmanagement.com](http://www.qualityaddictionmanagement.com)

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