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Grading Systems

Grade		Grade Pts. per Cr. Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Poor (A student may elect to take an X if a grade of D is earned in a course that is using the X grading system)	1
F	Failure	0
P	Passing	
X	Represents no grade judgment. (An X grade will not affect the grade point average.)	
I	Incomplete. (Work not completed because of reasons considered appropriate by the instructor. The work must be completed within the time limit established by the instructor from one day to one year. If the work is not completed within one year, the Registrar will record an "F" or an "X" based upon the grading system used in that course.)	
W	Withdrawal	

Course Grading System. The course syllabus provided by the instructor will identify the course grading symbols and procedures to be followed by that course.

Grade Point Average. The student's grade point average is determined by dividing the number of credit hours attempted into the total grade points earned. The "X" or "P" is not used in computing the grade point average.

Grade Reports. When a student completes a course, grades are available on the **myBlackHawk** information online system.

Grade Change. Grade change requests must be made within six months of the end of the course. Once final grades have been submitted, assignment of "W" or "X" will not be permitted. In the case of instructor error, it is the instructor's responsibility to change the grade as soon as the error is discovered.

Students challenging a grade must produce all of the relevant examinations, papers, and other such materials that the instructor has evaluated and returned.

Grade changes can be made only by the faculty member who issued the grade, unless the faculty member is no longer available. If the faculty member is no longer available, the determination of the grade change will be made by the current chair of the department offering the course(s) involved and the appropriate instructional dean.

Cheating and Plagiarism Policy

At the beginning of the semester, each instructor should inform students about the College policy on cheating and plagiarism. The student bears the ultimate responsibility for being aware of College policy, regardless of whether or not the faculty member has provided this information. This policy is included in the Student Handbook.

Definition of plagiarism. Plagiarism takes any one of three forms:

- Passing of words and/or images of another as one's own.
- Passing of the ideas of another as one's own.
- Using the original organizational scheme or plot of another as one's own.

Since it is the faculty member's responsibility to assign grades, it is also his/her prerogative to determine what constitutes cheating or plagiarism as defined above in his/her class(es). The consequences for cheating or plagiarism are determined by the faculty member. Unless that judgment can be shown to be either capricious, arbitrary, or in bad faith, the faculty member's judgment will stand.

Repeat Policy

Students may repeat any course offered at Black Hawk College but in so doing, they should be aware of the following:

A student may repeat a course only when one of the following conditions is met:

- a. If the student has not completed the course with a grade of “C” or better and the course is necessary to satisfy requirements for a degree or certificate, the course may be repeated once.
- b. If the student needs to bring the grade point average up to required level for graduation, a course may be repeated once.
- c. If a course has been approved by the Illinois Community College Board to be repeated, the student may repeat the course as often as approved by the Illinois Community College Board.

In a repeated course, only the highest grade will be counted in the grade point average. An “X” will not replace any other grade.

“X” grades are considered final grades, and therefore denote completion of the course with no grade judgment. Students earning an “X” in a course will be eligible to repeat the course only under conditions listed above.

A student who intends to repeat a course should notify the registration office when enrolling in the course that it is going to be a repeat of a course already taken.

The College may claim State apportionment monies for giving instruction to a student only one time per student per individual course except under conditions listed in #1 above. In instances where a course is being repeated in conditions other than those listed above, the College may require additional payment equivalent to the amount received in State reimbursement.

Class Attendance

Regular class attendance directly affects academic success, since only with regular attendance are students able to participate fully in discussion and laboratory sessions, and to seek clarification concerning newly presented materials. However, if you have to be absent, you should report the reason for your absence to your classroom instructor at the next class meeting. Absences are not automatically excused, and it is entirely up to your instructor to determine whether or not you can make up the work missed. If you miss four class hours (a total of 200 minutes), either consecutively or cumulatively, your instructor has at least two options:

He/she may assume that, after four absences, you are no longer interested in remaining in the course and as a consequence, he/she may drop you for non-attendance.

Or the instructor may send you a letter urging you to return to class or to withdraw from the course*. After receiving the letter the student may then acknowledge the notice by returning to class or initiating the withdrawal procedures. If the student does not respond within two calendar weeks, the faculty member may drop the student for non-attendance.

It is understood that while no absences are automatically excused, prolonged illness, bereavement, and/or participation in recognized college activities often receive special consideration by an instructor if the student has fulfilled his/her responsibility of notification.

* It is essential that each student keep the College informed of any change in address. This can be done by notifying Enrollment Services on the Quad-Cities Campus or the Admissions Office at East Campus.

Children in Class

The faculty has responsibility for control of the classroom and should take steps to ensure an orderly environment in which learning may occur unimpeded. The presence of children in the classroom impedes learning; therefore, children should only rarely be allowed to accompany students to class and then only at the discretion of the faculty member involved.

Withdrawals

Student Withdrawals. Academic advisement is available when enrolling for a course, and it is beneficial for the student to seek advice from the instructor and/or counselor when considering withdrawing from a course.

A student withdraws from a course by completing a schedule change form at the Enrollment Services Office (Quad-Cities Campus) or Admissions Office (East Campus). If circumstances prevent the student from appearing personally, the student may send a letter giving detailed explanation to either of these offices.

It is important to consider the following when withdrawing from a course:

1. The refund policy.
2. Potential loss of both current financial aid and future financial aid eligibility.
3. Impact on grades; if a student does not officially withdraw from a course, the student may receive an “F” or “X” depending on the course.
4. Withdrawal from a course; a student may withdraw from a course through the 12th week of the semester. If the class meets less than 16 weeks, consult Enrollment Services regarding withdrawal dates. Any

withdrawal after this date must be approved by the instructor. Students may withdraw officially from courses during the 100% refund period without notation on permanent records.

5. Impact on financial obligations; students withdrawing from all courses are required to remove all financial obligations to the College.

Instructor Withdrawals. An instructor may drop a student from a class because of unexplained absences. If a student has been absent for four class periods (consecutive or cumulative) without explanation, the instructor may withdraw the student from a class.

Administrative Withdrawals. The College reserves the right to withdraw a student from classes at any time during the semester. Generally, these withdrawals are initiated as a result of class non-attendance, disciplinary problems, non-payment of charges, or incomplete admission records in the Enrollment Services Office.

Academic Standards

A 2.00 grade point average is necessary to graduate from Black Hawk College and to transfer to most senior institutions. Anytime the semester grade point average or cumulative grade point average is below 2.00, the student should reassess his/her educational objectives and study habits. The student should seek assistance from instructors, academic advisors and counselors in this reassessment process.

Good Standing. To be in good standing, any student who has attempted 12 credit hours, regardless of where the hours were earned, must maintain a cumulative GPA of 2.00.

Probation. Regardless of where the credit was attempted, any student who has attempted 12 credit hours with a cumulative GPA below 2.00 is placed on probation.

Removal from Probation. When the student's cumulative GPA reaches 2.00, the student will be removed from probation.

Social Probation and Dismissal. Any student whose conduct is deemed undesirable by the administration, faculty or appropriate committee may be placed on social probation or dismissed from the College. See the Black Hawk College Student Handbook for further information.

Baccalaureate/Transfer Course Guarantee

Black Hawk College, as demonstration of its dedication to providing a quality education that fully transfers to a baccalaureate education, guarantees that students can transfer courses taken at Black Hawk College to baccalaureate institutions. The College backs up this transfer course guarantee with a tuition refund if the course

does not transfer provided the following conditions have been met:

1. The course was identified as transferable to the specific baccalaureate institution in the Course Equivalency Table in effect at the time the course was taken.
2. The student completed the course with a grade of "C" or better.

While the College will maintain up-to-date transfer information and will provide academic advising and counseling to aid students in course selection, it is the responsibility of the students to avail themselves of these services. Students should be aware that baccalaureate degree completion requirements are not the same for all institutions or majors and that these requirements change over time. It is the responsibility of the student to keep informed of these changes and to adjust their program of courses accordingly. The Course Equivalency Table is available through the Black Hawk College Web site at www.bhc.edu/index.asp?NID=195.

To initiate the guarantee process, the student must submit a letter to Enrollment Services (Quad-Cities Campus) or the Admissions Office (East Campus) showing evidence of enrollment in the baccalaureate institution. In addition, the student must also submit a letter from the baccalaureate institution stating why the course did not transfer.

The limit of the College's liability is to compensation stated herein. The College is not liable if the baccalaureate institution changes its equivalencies after a student has completed the transfer course in question.

Occupational Program Guarantee

The Occupational Program Guarantee formally assures career program graduates and their employers that they have obtained the academic and technical skills that the occupational programs are designed to teach. The College backs up this guarantee with up to 9 credit hours of tuition-free instruction provided the following conditions have been met:

1. The career program graduate must be employed in a position related to the program of study.
2. In the case of licensure, the student must attempt to pass the licensure exam at least twice within one year of graduation. If refresher or test preparation courses are available, the student must also pass those courses before initiating the guarantee.

To initiate the guarantee, the student and employer must submit to Enrollment Services (Quad-Cities Campus) or the Admissions Office (East Campus) a joint statement within six months of program completion certifying that the graduate is lacking the entry-level skills identified in the course syllabi at the time the course was taken. In the case of licensure, the student must submit to Enrollment

Services (Quad-Cities Campus) or the Admissions Office (East Campus) documentation from the licensing entity of the unsuccessful attempts to pass the exam.

The limit of the College's liability is to the compensation stated herein.

Conferring Degrees and Certificates

Candidates for Associate's degrees (AA, AS, AAS, ALS) and Certificates of Achievements will be recognized formally at the Commencement Ceremonies held in May at the end of each spring semester. However, students will receive their degrees or certificates following the close of the semester in which they apply for graduation and meet graduation requirements.

Calendar

The College operates on a semester calendar. It also offers certain curricula on other schedules.

Unit of Credit

The unit of credit is the credit hour; normally, a unit of credit is earned by attending a non-laboratory class for one hour a week for 16 weeks or the equivalent. In laboratory classes, one credit hour is granted for two to three hours in a laboratory per week. The number of credits for each course can be found in the course descriptions.

Student Classification

Freshman. Students who have completed fewer than 30 credit hours of college work.

Sophomore. Students who have completed 30 or more credit hours of college work.

Full-time Student. Students registered for 12 or more credit hours are considered full-time students. A normal full-time load consists of 15-17 credit hours.

Part-time Student. Students registered for less than 12 credit hours.

Honors Information

Phi Theta Kappa. PTK is the national honor fraternity for community college students. The Eta Kappa Chapter was established at the Quad-Cities Campus in 1950. PTK recognizes students who have completed 12 credit hours of college level coursework with a minimum GPA of 3.5 and who are currently enrolled in at least 6 credit hours actively pursuing a major. In addition, students must be recommended for membership by two Black Hawk College faculty members, complete the proper registration form and pay a fee. Scholarships are awarded at commencement to outstanding PTK members.

Alpha Beta Gamma. Alpha Beta Gamma is a national business honor society open to students who are majoring in business and recommended by at least two business faculty members. Membership is open to students who have completed 15 credit hours of credit with a grade point average of 3.00 or better; at least 12 of these hours must be earned in courses with a business prefix. In these courses a student must have earned a grade point average of 3.25 or better.

Alpha Phi Beta. The Alpha Beta chapter at the East Campus was founded in 1992. Students who have completed at least 12 credit hours of college level coursework at Black Hawk College with a minimum GPA of 3.5 may join.

Psi Beta. Psi Beta is a national honor society for students interested in psychology who have earned 12 credit hours with a grade point average of 3.25 or better and who have completed PSYC 101 with a grade of "B" or better. In addition, students must complete the proper registration form and pay a fee.

Semester Honors. At the end of the spring and fall semesters a Highest Honors List and a Honors List are published to honor students for academic achievement. The criteria to qualify for these honors are as follows:

Highest Honors List for Full-time Students – Earn 12 or more college level credit hours with a semester grade point average of 3.75 or above.

Highest Honors List for Part-time Students – Earn 6-11 college level credit hours with a semester grade point average of 3.75 or above.

Honors List for Full-time Students – Earn 12 or more college level credit hours with a semester grade point average of 3.50 - 3.74.

Honors List for Part-time Students – Earn 6-11 college level credit hours with a semester grade point average of 3.50 - 3.74.

Graduation Honors. A student receiving an Associate's degree may graduate with honors by meeting the following requirements:

Summa Cum Laude – Must complete 60 hours of graded work at Black Hawk College with a cumulative 3.95 grade point average.

Magna Cum Laude – Must complete 45 hours of graded work at Black Hawk College with a cumulative 3.85 grade point average.

Cum Laude – Must complete 30 hours of graded work at Black Hawk College with a cumulative 3.75 grade point average.