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Student Handbook

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WELCOME TO BLACK HAWK COLLEGE!

VISION

Total accessibility, quality instructional programs, student-centered services, and strategic alliances position Black Hawk College as the preferred choice for education and training.

MISSION

Black Hawk College provides the environment and resources for individuals to become lifelong learners.

CORE VALUES

Appreciation of Diversity, Caring and Compassion, Fairness, Honesty, Integrity, Respect, and Responsibility.

GOALS

We carry out our mission by:

- Providing the best atmosphere for successful **Academic Student Outcomes**. Our students rank academically as well or better than native students at Illinois four-year universities.
- Providing the best atmosphere for continued **Career Learning**. Our students will be the most sought after by business and industry.
- Providing the local and global community with **Continuing Education and Personal and Professional Development**. Our students will set the standard for personal enrichment.
- Operating within the framework of our identified institutional **Core Values**. Our administration, faculty and staff will model these values in our interactions with students, each other, and all those with whom we come into contact.
- Providing leadership in **Community and Economic Development** through training, partnerships and services. Our students and staff will set the standard for contributing to the growth and development of our communities.

STUDENT LEARNING AND ASSESSMENT

Black Hawk College is committed to providing a learning-centered environment. Faculty are interested in students' mastery of course content as well as the process by which students acquire knowledge. Students develop skills and adapt concepts that will support them throughout life as effective citizens as well as professionals in their fields.

The assessment of student learning is one very important component of a learning-centered environment. Assessment is an ongoing, systematic process that measures student learning. Through feedback processes, this assessment also provides a means to improve student learning at Black Hawk College.

The assessment of student learning includes:

- Developing outcomes for student learning
- Selecting appropriate assessment measures
- Systematically collecting, analyzing, and interpreting these measures
- Using feedback loops to make changes to improve student learning

Students play a significant role in their learning and the assessment process. They are provided opportunities to learn how the assessment process works, how the results will benefit them, and how to become active participants in the process.

Black Hawk College Accreditation

Black Hawk College is accredited or approved by:

- The North Central Association of Colleges and Schools Commission on Institution of Higher Education Learning Commission, 30 North LaSalle Street, Suite 24000, Chicago, Illinois 60602-2504, (312) 263-0456, <http://www.ncahigherlearningcommission.org>
- Illinois Board of Higher Education
- Illinois Community College Board
- Illinois State Board of Education

Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law.

Students Right to Know Information:

This information is available on-line at www.bhc.edu/about-us/general-information/student-right-to-know.

Black Hawk College is pleased to provide you this list of information in compliance with the Higher Education Act of 1965, as amended, and Family Education Rights and Privacy Act. For information regarding associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive a copy for review of the school's accreditation, licensure or approval, contact the [academic department](#) or refer to the [college catalog](#) (www.bhc.edu/catalog).

General Information

Campus and Extension Sites

Quad-Cities Campus

6600 34th Avenue, Moline, IL 61265
(309)796-5000

East Campus

26230 Black Hawk Road, Galva, IL 61234 (5 miles south of Kewanee)
(309)854-1700

Outreach Center

301 Avenues of the Cities, East Moline, IL 61244
(309)796-8200

Community Education Center

404 East Third Street, Kewanee, IL 61443
(309)854-1875

Illinois WorkNet Center

4703 16th Street, Suite G. Moline, IL 61265
(309)797-7138

Black Hawk College Adult Education Center

3930 11th Street, Rock Island, IL 61201
(309)794-1072

Faculty Information

A directory of faculty and staff is available online: www.bhc.edu/adult-education/faculty

Campus Security

BHC Police Department

East Campus

26230 Black Hawk Road

Galva, IL 61434-9476

(309)854-1784

Fax: (309)856-8502

Quad Cities Campus

6600 34th Avenue

Moline, IL 61265

(309)796-5000

Fax: (309)792-5836

Campus Crime Report: www.bhc.edu/on-campus/campus-police/crime-report

Emergency Responses: www.bhc.edu/on-campus/campus-police/emergency-responses

Services Available to Students with Disabilities

For information regarding accommodations, contact Disability Services at the Quad Cities Campus at (309)796-5900 or the Office of Admissions at the East Campus at (309)854-1713 or www.bhc.edu/student-resources/disability.

Degrees Program, Training, and Other Education Offered

Information regarding classes and programs is available in the Quad Cities Campus Advising Center and the East Campus Office of Admissions, and online at:

Credit Degree and Certification Programs: www.bhc.edu/academics/programs-of-study

Non-credit and continuing education programs: www.bhc.edu/continuing-education

Graduation Rates

Black Hawk College's graduation rate for the fall of 2005 cohort was 22.89%; 51.92% of the cohort completed or transferred within 3 years. A complete report on completion and graduation is available from the office of Planning and Institutional Effectiveness.

The cost of attending Black Hawk College

Information regarding cost of attending is available in the Bursar's Office and the Financial Aid Offices and also online.

Financial Aid Information: <http://www.bhc.edu/admissions/financial-aid>

FERPA Policy

The following notice and information is given by Black Hawk College to advise its students of their rights under the Family Educational Rights and Privacy Act of 1974.

FERPA established the right of students to inspect and review their education records; provides that personally identifiable information will not, with certain exception, be disclosed without the student's written permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Rights and Privacy Act Office concerning alleged failures of the College to comply; and makes provisions for notice to the students concerning their rights.

A student who wishes to review his or her education records must complete the appropriate form and submit it to the Office of Registrar. The student will be notified in writing of a date and time he or she may come to review the records.

The following student data is hereby designed as "Directory Information" and as such may be disclosed or released by the College for any purpose and at its discretion.

- Student Name
- Home Address
- Home Telephone
- E-mail address
- Height/weight (for athletic team members)
- Dates of Attendance
- Participation in officially recognized activities/sports
- Degrees/Awards Received
- Most recent educational institution attended
- Course of Study
- Photographs

To have all of the "Directory Information" withheld, the student must give written notice, in person, or if by mail, by certified mail, return receipt requested, and addresses to the Office of the Registrar. Notification must be done in writing and to the Office of the Registrar following the directions above.

MYBLACKHAWK

myBlackHawk is a secure site that allows you to check email, register for courses, get College and personal announcements, and take care of many aspects of College business. *myBlackHawk* is the way important College information is provided to you. Log in and check often!

By logging into *myBlackHawk*, you will be able to:

- View overall schedule of courses.
- Register and pay for classes (add or drop classes, check registration status, view your class schedule, view your account balance, and make credit card payments).
- Access information about your courses.
- View student records (academic holds, past grades, unofficial academic transcript).
- View your student ID number.
- View financial aid information (eligibility and financial aid award information).
- Receive College and personal announcements about events, dates and activities.
- Send/receive email from your College email address.

To locate *myBlackHawk*, go to the BHC homepage (www.bhc.edu) and click on the link to *myBlackHawk*, or go to myBlackHawk.bhc.edu. Students will need their user name and password to access the system, and will receive a letter containing that information after completion and processing of their Application for Admission. If you have problems logging into *myBlackHawk*, please use the online help, “Having problems logging in? Click here” or call the help desk at (309)796-5555.

Student email

All students are assigned an email account at student.bhc.edu which becomes the official vehicle for communication from the College. The email account is accessed through *myBlackHawk*. Be sure to check your student.bhc.edu mailbox frequently for important information about your classes and the college.

Student ID and Money Card

All students taking college-credit classes should have a Black Hawk College ID & Money Card. The card serves as the official college student ID. In addition, all refunds will be processed through the Black Hawk College ID & Money Card.

For more information: at Quad-Cities Campus, call Bursar’s Office at (309)796-5200 or stop by Building 1, Room 280; at East Campus, call the Business Office at (309)854-1706 or stop by Building A, Room100.

PLANNING FOR SUCCESS

Academic Advising

Faculty, counselors, and educational advisors all serve as academic advisors to students. As an advisor, these individuals assist students in developing an educational program that is enriching and purposeful. The advisor is concerned with the student's academic progress, career and professional aspirations, and the development of the student's educational program and goals.

Adding/Dropping a Class

Students find it necessary to make changes to their class schedules for a variety of reasons. Students may change their schedules by adding and dropping classes, or in some cases, the student may need to withdraw from College altogether.

Add/Drop Form-This is the official form students should use to change their schedules. If the student uses the Black Hawk College Add/Drop Form, it must be returned to Enrollment Services on the Quad Cities Campus or the Office of Admissions on the East Campus. On the Quad-Cities Campus, forms are available in enrollment services, the Advising Center, and the Academic Service Center. On the East Campus, forms are available at the Office of Admissions and the Advising Center.

Adding a Class-Students who wish to add a class after they have already registered for a specific semester must complete the Black Hawk College Add/Drop Form. Courses may be added during normal registration periods. *In order to add a class after the start date of the class, the student will need to complete the Add/Drop Form and obtain an instructor's signature to add the class or section.*

Dropping a Class-Once a student has registered for class, **the student must drop the course officially.** The student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

A student may withdraw from a course through the 12th week of the fall or spring semesters. To withdraw from a course after this date, the student will need to obtain the instructor's signature and/or approval. For classes that meet less than 16 weeks, the student should contact Enrollment Services on the Quad Cities Campus or the Office of Admissions on the East Campus regarding the need for instructor signatures.

To withdraw from a class, students may either complete the Black Hawk College Add/Drop Form or send a letter to the Registrar. The Schedule of Classes will indicate the last date that classes may be dropped. Withdrawals initiated by mail must be postmarked by the published deadline dates. The request should state the student's name, ID number, and course information.

Things to Consider When Dropping a Course-Before dropping a course, the student should consider the impact dropping the course has on financial aid, grades, or educational goals. The following items should also be considered before dropping a course:

1. Refund Policy – Course withdrawal prior to the starting date of the semester is entitled to a 100% refund. Withdrawals during the first week of classes are eligible for a 50% refund. No refunds are given after the first week of class.
2. Financial Aid – If a student completely withdraws during the semester after federal financial aid payment has been received, the student may be required to return a portion of the federal financial aid awarded. The federal formula requires a return of funds if the student received assistance from the Pell Grant, Supplemental Grant, or Stafford Loan and withdrew on or before completing 60% of the semester. The calculation is based on the percentage of the semester completed. Sample calculations and complete explanation of this policy are available at the Financial Aid Office.
3. Impact on grades – If a student does NOT officially withdraw from a course, the student may receive an “F” for the course.
4. Transcript notation. After the refund period of the course, any dropped course will show up on the student’s permanent academic record and will be recorded as a “W” (withdrawal).

Degree Planning

Students are ultimately responsible for understanding degree requirements and monitoring their own progress toward their educational goals. Degree requirements are presented in the Black Hawk College Catalog. If the student plans to transfer to another college or university, he or she is responsible for coordinating the Black Hawk College course of study with the requirements at the transfer institution. Students are encouraged to work with advisors at Black Hawk College. Educational planning is an important ongoing process with the student and advisor working together as a team.

Degree planning sheets and transfer planning guides are available in the Advising Center at each campus or online at <http://www.bhc.edu/index.asp?NID=230>

Black Hawk College degree planning information: Students should select “Program Fact Sheets.” To access transfer planning guides, students should select “BHC Transfer Agreements” and then the college or university.

Dropping Classes While Receiving Financial Aid

Financial aid is based on attendance for the entire semester. The law specifies how your school must determine the amount of Title IV aid that you earn if you withdraw from school. When you drop all of your classes during the semester, the amount of Title IV aid that you have earned up to that point is determined by a pro-rated formula. For example, if you completed 30% of the semester, you earn 30% of the aid. You will be billed for the portion of aid based on the last date of attendance. Once you have completed more than 60% of the semester, you earn all the aid you were scheduled to receive. You must attend your classes to be eligible for financial aid. If you “never attend” a course, your aid will be reduced based on the corrected enrollment hours. You will be billed for the overpayment of aid as well as the tuition charges for the course(s).

Registration Process

Students are encouraged to work with their Black Hawk advisor or counselor to develop an individual educational plan and to plan a class schedule for the semester. Register for classes using Online Registration or walk-in registration, mail or fax registration.

Online Registration

1. Go to the myBlackHawk.bhc.edu web site or go to the BHC homepage (www.bhc.edu) and **click on the link to myBlackHawk**
2. Log into myBlackHawk
3. Click on the STUDENT RESOURCE tab. Within this tab you can check your courses and the BHC catalog for prerequisite and co-requisites.
4. Click on the ACADEMIC SERVICES link, then on STUDENT AND FINANCIAL AID link.
5. Click on REGISTRATION and select term.
6. Click on ADD/DROP CLASSES. You may need to scroll over to see the status of your registration.
7. Click on SUBMIT CHANGES.
8. Click on STUDENT DETAIL SCHEDULE to review and print your schedule.
9. Scroll to the bottom of the screen and click on VIEW FEE ASSESSMENT.
10. When you are done, be sure to EXIT.

Important! Pay your bill at the Bursar's Office, Building 1, second floor at the Quad-Cities Campus or the Admissions Office at the East Campus, or pay online at myBlackHawk.bhc.edu. **Registration is not complete until you have paid for classes.** Deferred payment options are available for the fall and spring semesters.

Student's Responsibilities for Advising

- Take responsibility for making decisions about your educational goals.
- Learn about BHC policies, procedures, and services.
- Set short-term and future goals and develop action plans to achieve them.
- Seek advising on a regular and timely basis.
- Plan an agenda for advising sessions.
- Begin preparing course schedules prior to advising sessions.
- Collect and complete required advising materials and bring to all advising sessions.
- Establish an advisee-advisor relationship.
- Communicate pertinent information such as long-term goals, change in schedule, academic problems, transfer institution or change of major.
- Learn what requirements must be completed for graduation.
- Learn to use *myBlackHawk* to enroll in classes, check grades, and chart progress
- Research academic, transfer, and career information.
- Follow through on referrals to other services.

Withdrawing from College

If a student has registered for classes and decides NOT to attend Black Hawk College, he or she **must withdraw officially**. The student is responsible financially for tuition and fees for all classes not officially dropped by the refund date. The student should complete an Add/Drop Form or send a letter with the student's name, ID number, and course information. The Add/Drop Form or letter must be returned to Enrollment Services on the Quad Cities Campus or the Office of Admissions on the East Campus.

Grades and the Grading System

Students may access their grades online using *myBlackHawk*.

Grading System:

Letter Grades	Grade Point Value
A – Excellent	4
B – Good	3
C – Average	2
D – Poor	1
F – Failure	0

P – The P grade represents passing with full credit. P is an optional grade that can be used if a faculty member chooses to do so. Credit is granted for a P but has no effect on the grade point average.

X – The X grade represents no grade judgment.

I – Incomplete. The grade I indicates work was not completed because of reasons considered appropriate by the instructor. The work must be complete within the time limit established by the instructor from one day to one year.

W – Withdraw. If a student withdraws after the drop/add period of the class, the grade W will appear on the student's transcripts. The W grade does not affect the grade point average but does factor into financial aid eligibility.

Transfer credits for courses, military experience, CLEP tests, and Advanced Placement tests – Students must have an official transcript sent to the College and then submit a request form to have credits evaluated.

Calculating the GPA

1. Determine the quality points earned by multiplying the point value of the letter grade by the credit hours of the course.
2. Add the quality points for all the classes taken.
3. Determine the total number of credit hours for courses for which the student received a letter grade of A through F.
4. Divide the quality points by the credit hours to find the grade point average.

*NOTE: Developmental courses (courses numbered below 100) are not included in the GPA.

Grade Point Average (GPA)

The grade point average is the numerical average that indicates how well a student has done in college-level classes. At Black Hawk College, the GPA is based upon a four-point scale ranging from 0 to 4. It is calculated by dividing the total number of grade points earned by the number of credit hours the student has completed in one semester. A cumulative grade point average includes *all* college-level courses a student has attempted.

“Incomplete”

An “Incomplete” is granted in cases where a student has not completed the required work by the end of the semester because of illness, accident, death, or serious illness in the immediate family or a reason that is considered verified and appropriate by the instructor.

The faculty member is solely responsible for determining whether or not the “Incomplete” is justified and for making an evaluation of the work by the student who has been given an “Incomplete.” If the faculty member determines that the “Incomplete” is justified, he/she and the student shall establish the requirements for completing the “Incomplete” within a maximum time period of one year.

The student must, in writing, arrange with the course instructor to fulfill the appropriate course requirements.

Students may have up to one year to complete the course requirements. The work must be completed within the time limit established by the instructor from one day to one year.

If, during the course of the year, the student determines that he/she is unable to satisfy the requirements of the course, he/she may request consideration for a withdrawal (W). The decision to grant a withdraw is at the discretion of the instructor.

If, at the end of the year, the course requirements remain unsatisfied, the I will automatically change to an F or an X grade, depending upon the grading system used by the course in question.

After the required work has been completed, the faculty member will complete the *Academic Record Change Form* used to record the student’s grade and return it to the Dean of Students on the Quad-Cities Campus or the Assistant Dean on the East Campus.

Mid-Semester Grades

Faculty members are encouraged to keep students informed as to their progress in the course. Mid-semester grades are NOT reported or recorded on a student’s transcript.

Academic Progress Policy

To maintain continuing enrollment at the college, a student will be subject to this policy once he or she has completed 12 credit hours at BHC.

A student will be placed on academic warning if his or her BHC cumulative grade point average (all work completed at BHC) falls below 2.0 GPA.

Academic warning means that the student is being warned of failure to make sufficient academic progress as defined by the policy. The student may continue to enroll while on academic warning under conditions set by the college. A student will be placed on academic probation if his or her BHC cumulative grade point average remains below 2.0 GPA for more than one semester.

If a student has been placed on academic probation, the student will be required to meet with an academic advisor or faculty advisor prior to enrollment to develop an academic plan for success. The student will remain on academic probation until his or her BHC cumulative grade point average is 2.0 or higher.

If the student has been placed on academic probation and then earns a term grade point average below 2.0, the student will be placed on academic suspension. Academic suspension means a student will not be allowed to re-enroll at BHC for at least one major semester (fall or spring). After not attending for a full semester, the student may be readmitted on probationary status and must maintain a term GPA of 2.0 or higher until his or her cumulative BHC grade point average reaches 2.0 or higher. If a student is suspended a second time, the student may not return for one full year.

Students may appeal BHC academic suspension by submitting a written appeal to the Registrar explaining circumstances and plans for insuring academic success. An Academic Appeals Committee will consider student requests and make final decisions.

Attendance

Regular class attendance is an essential component of academic success. Regular classroom attendance is required for students to be able to participate fully in discussion and laboratory sessions, and to seek clarification concerning newly presented materials.

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first class meeting of the course.

Make-up work or work submitted late due to absence (including an instructor's decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

Excessive absences may prevent a student from successfully completing a course. Students should seek advice from the instructor or advisor to determine if withdrawal from the course is required. It is the responsibility of the student to officially withdraw from a course.

Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

Commencement

Commencement is held annually at the end of the spring semester. All fall, spring, and summer graduate candidates are invited to participate in Commencement. Timelines for completing graduation applications, ordering caps and gowns, and attending Commencement ceremonies are available on the Web site or from Enrollment Services on the Quad-Cities Campus or Office of Admissions on the East Campus.

Developmental Education

Developmental education courses build academic skills in writing, reading, and math and may be required for one or more areas. The College faculty has identified prerequisite skills needed for college-credit courses. Students must take the developmental education course if their placement test scores indicate such course placement. Placements are mandatory for developmental writing, reading, and math courses.

It is to your advantage as a student to complete developmental education courses within your first year of college.

Students who test into one or more developmental courses must meet with an academic advisor to develop their course schedules.

Although credits earned through developmental education coursework do not count toward graduation or transfer to other colleges and universities, developmental education courses are eligible for financial aid and can be used as credits to reach full-time student status.

Faculty Office Hours

Full-time faculty members are available to assist students with the development of an academic program including course selection and degree requirements. Office hours are designed to provide students with access to faculty to discuss concerns or obtain academic advising. Full-time faculty post their office hours for classes, conferences, and advising sessions outside their office door.

Each full-time faculty member (and many part-time faculty members) also has voicemail that allows students to leave phone messages. Most full-time faculty lists their campus phone extension and e-mail address in their course syllabi. Directory information for faculty is available at the College's Communication Center, and directory information for full-time faculty is also available on the College's Web site at: <http://www.bhc.edu/index.asp?NID=70>

Graduation Procedures and Commencement

Students in their last semester of college coursework must apply for graduation from Black Hawk College. It is recommended that the student meet with an advisor or counselor to determine his or her progress toward meeting degree or certificate requirements during the registration period before the student's final semester. Once the advisor or counselor has indicated that it is probable that the student will be eligible to graduate in the upcoming semester, the student must complete an Application for Graduation to graduate and/or participate in the Commencement ceremonies.

Students who want to attend Commencement or have their names listed in the Commencement program must apply for graduation before the deadline published on the BHC Web site under Graduation Info or published in the Course Schedule.

Students must fulfill any and all financial obligations to the College before a diploma or certificate will be issued.

Religious Observance Policy

The University Religious Observances Act (110 ILCS 110) prohibits public institutions of higher education from discriminating against students for observing religious holidays in regard to admissions, class attendance, scheduling of examinations and work. Absence from classes or examinations for religious observance does not relieve students from responsibility of any part of the course work required during the period of absence. To request accommodation, students who expect to miss classes, examinations or other assignments as a consequence of their religious observance shall provide instructors with reasonable notice of the date or dates they will be absent. Students who believe that they may not have been reasonably accommodated should contact the instructor of the class or the department chair. If the issue is not resolved at the department level, students may seek redress through the Academic Appeal procedure.

Disclosure of Student Information (Family Educational Rights and Privacy Act – FERPA)

Confidentiality of Student Records

Black Hawk College's faculty and staff use records to meet the needs of individual students and help develop ways to improve programs, services, and academic success. Student records are regarded as confidential. BHC will not provide names and addresses to outside agencies for commercial use or any information about academic records without the student's written consent or under specific guidelines set out in the Family Educational Rights and Privacy Act of 1974.

Certain items are considered public or directory information and can be released without the student's written consent: name, address, telephone listing, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honor rolls, degrees and awards received, full-time/part-time status and most recent previous school or institution attended. If you do not want this information released, please file a written objection with the Office of the Registrar (Quad-Cities Campus) or the Office of Registrar (East Campus) within 30 calendar days of the beginning of the term in which you are enrolling. Please specify the information you do not want released, and it will be kept confidential.

Disclosure of Student Information

Faculty members may not disclose information about students without the student's written consent. This applies to the educational records of students who are currently in attendance, to those who have graduated, and to those students who have ceased attendance. Parents and spouses have no inherent right to receive information about students. Only if the student has signed a release form can specified information be given to the identified party.

Student's Right to Review Their Educational Records

Students attending postsecondary institutions have the right to inspect and review their educational records. Parents and spouses have no inherent right to inspect students' records. This right is limited solely to the student.

Two Important Tips for Being a Successful Student

1. Being present every class day, both mentally and physically, is the first step toward college success. Be on time for class, ready to participate and learn.
2. “BE HERE NOW” is the second step for success in college; this means you must BE ALERT, BE INQUISITIVE, and BE PREPARED in class each day.

Time Management

One of the biggest challenges facing college students is time management. It is important to consider all your obligations when planning a class schedule. Don’t forget to think about work, family, and your personal interests. To be successful, you must plan your study time when you plan your class schedule. The following guidelines list ratios of work hours, study hours, and class hours.

Expect to spend at least two hours of outside study time per week for each credit hour you spend in class. If you have an extremely busy life, you may need to consider taking fewer classes. If you need to improve your study skills, you may want to take OR 100 – College Study Skills or OR 101 – Becoming a Master Student your first semester. Refer to the current Schedule of Classes for the times and dates these courses are offered.

How much time to plan for studying				
Work Hours Per Week	Credit Hours Per Semester	Number of Classes	Study Hours Per Week	Total Hours
15 or less	15-18	5-6	30-36	45-54
16-27	12-14	4-5	24-28	36-42
28-34	9-11	3-4	18-22	27-33
35-40	3-6	1-2	6-12	9-18

Time Management Strategies:

- A helpful method of time management includes recording commitments in a weekly, monthly, or daily planner. Black Hawk College 13-month datebooks are available for purchase in the College Bookstore.
- Plan your personal time and recreational activities as a part of your regular schedule.

- Map out your class schedule on a weekly or monthly planner so you can see when you have classes and study time.
- Record all of your class assignments, test dates, final examinations, work schedule, and personal time commitments in a daily planner.

Black Hawk College Student Code of Conduct

All students and individuals on campus or at College-sponsored functions are expected to conduct themselves in accordance with the regulations of the College and such laws of the city, state, and federal governments as they apply to matters of conduct. All individuals will be subject to the appropriate disciplinary procedures if found to be in violation of any College policy, rule or regulations, or any of the following:

Alcoholic Beverages.

Possession or drinking of alcoholic beverages on College-owned or controlled property or at College-sponsored functions.

Cheating and Plagiarism.

Violation of the College Cheating and Plagiarism Policy.

Disorderly Conduct.

Disorderly, excessively noisy, lewd, indecent, or obscene conduct or behavior on College-owned or controlled property or at College-sponsored functions whenever such conduct or behavior poses imminent danger of or causes harm to oneself and/or others; impedes the lawful activities of groups or individuals; causes significant property damage; interferes with the health, safety, or well-being of other groups or individuals, or disrupts the learning environment.

Dress for Safety and Health.

To protect the safety and health of all individuals, shoes and shirts must be worn in all College buildings. Based on the assumption that a college student is a mature, sensible person, all individual will, therefore, act and dress as such on campus or while attending any College-sponsored function.

Drugs.

Violation of national, state, or local laws pertaining to the use, sale or distribution of drugs on College-owned or controlled property or at College-sponsored functions. For such a violation, the college will immediately notify the proper civil official for investigation and notify the College's Student Disciplinary Committee of the violation (refer to Disciplinary Procedures in this handbook).

Failure to Cooperate with a College Official.

Failure to comply with requests or directives from College officials or failure to comply with directives in a real or simulated emergency situation as a part of the College preparedness plan.

Firearms and Dangerous Weapons.

Possession of knives, guns, or any other types of lethal weapons on College-owned or controlled property or at College-sponsored functions.

Gambling.

Gambling on College-owned or controlled property.

Misuse of Documents or Identification.

Any forgery, alteration of, or unauthorized use of College documents, forms, records, identification cards or passwords, including giving any false information, written or verbally, or withholding of necessary information in connection with a student's application for admission, enrollment or status in the College.

Misuse or Damage of Property.

Malicious or unwarranted damage or destruction of College-owned or controlled property.

Operation on Campus.

It shall be unlawful at any time for any person to ride skates, scooters, skateboards or similar devices on the Campus drives, lots or sidewalks or inside any campus building.

Student Trips or Off-Campus Activities.

Students are required to adhere to the Code of Conduct at all College-sponsored activities or trips whether on campus or off. Violation of the Code of Conduct while engaging in off-campus activities will be subject to the College disciplinary process.

Unauthorized Usage of College Facilities or Equipment.

Any transfer of permission for usage of College facilities or equipment to unauthorized individuals.

Violations of Regulations Established for Student Organizations.

Any violation of regulations established for student organizations including financial or student election regulations shall be governed by the Code of Conduct.

Violation of Rights of Others.

Actions on campus or at College-sponsored functions of any individual or group that violate the rights of others. Black Hawk College maintains that students should act with civility as a citizen when exercising their rights of expression.

Disciplinary Procedures

Students at Black hawk College, District 503, alleged to be in violation of any College policy, rule, regulation, or College code of conduct shall be subject to the following procedures:

1. The Dean of Students (or designee) at the Quad-Cities Campus and the Assistant Dean (or designee) at the East Campus will conduct a preliminary inquiry to determine the validity of the alleged misconduct. The Dean of Students (or designee) at the Quad-Cities Campus or the Assistant Dean (or designee) at the East Campus shall meet with the student to discuss the alleged misconduct and determine whether or not to dismiss the allegation or continue with further disciplinary action.

2. The Dean of Students (or designee) at the Quad-Cities Campus and the Assistant Dean (or designee) at the East Campus may suspend the student preceding the outcome of the disciplinary process if circumstances warrant such action due to the serious nature of the alleged misconduct, such as a situation where others were threatened or the educational process was disrupted.
3. A student who fails to meet with the Dean of Students (or designee) at the Quad-Cities Campus and the Assistant Dean (or designee) at the East Campus to respond to an allegation of misconduct will be suspended until he or she complies with the request.
4. Upon determination that an individual has violated any of the rules, regulation, or disciplinary offenses set forth in the Code of Conduct section of this handbook, the Student Disciplinary Committee will be convened in order to provide the individual with a full and fair hearing. The Dean of Students (or designee) at the Quad-Cities Campus and the Assistant Dean (or designee) at the East Campus shall appoint all members of the Student Disciplinary Committee and members shall be comprised of representatives from faculty, staff, and the student body.
5. The student will receive a written notice by either registered /certified mail or in person delivery of the complaint. The student will be notified when he or she is to appear before the Student Disciplinary Committee. (If delivered in person, the student will be required to sign an acknowledgement receipt.)
6. The Student Disciplinary Committee meeting will be held in such a manner to provide the student a full and fair hearing. As a hearing and not a court of law, technical rules of evidence and procedure will not apply. However, if the student wishes to bring legal counsel, the Student Disciplinary Committee will also have counsel and must be notified of the student's intent to have counsel no less than five (5) days prior to the hearing.
7. After completing the student's hearing in regard to the allegation, the Student Disciplinary Committee will meet within 48 hours and impose one or more of the following sanctions:
 - a) Restitution – Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
 - b) Warning – Notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
 - c) Reprimand – A written notice signifying to the student that continued or repeated violations will result in more serious sanctions.
 - d) Restriction – A restriction of a student's privileges or participation in College-sponsored organizations or activities imposed for a specified time period.
 - e) Probation – Adherence to conditions for continued enrollment or level of participation in College-sponsored organizations or activities. Violations of the terms of probation may result in the imposition of more serious disciplinary sanctions.
 - f) Expulsion – Termination of student status for a definite period of time with written notice detailing the process for readmission.
8. The Dean of Students (or designee) at the Quad-Cities Campus and the Assistant Dean (or designee) at the East Campus shall then notify the student of the Committee's action.
9. Dean of Students (or designee) at the Quad-Cities Campus and the Assistant Dean (or designee) at the East Campus shall send a registered letter and/or certified mail with return receipt to the student

officially informing the student of the Student Disciplinary Committee's decision. (If letter is delivered in person, the student will be required to sign a statement acknowledging receipt.

The College President may, at his or her discretion, subsequently convert any sanction imposed to a lesser sanction, or rescind any previous sanction, in appropriate cases. Notice about changes will be sent to the student by certified mail with a return receipt or if a letter is delivered in person, the student will be required to sign a statement acknowledging receipt. Copies of the change in sanction will be provided for the Dean of Students (or designee) at the Quad-Cities Campus and the Assistant Dean (or designee) at the East Campus.

Crisis Intervention

A Crisis Intervention Team (CIT), composed of trained Black Hawk College staff, is available to respond to safety, security, emotional, psychological or health situations involving students, employees or visitors.

This plan, which includes interim involuntary withdrawal procedures as one of several options of response, may be utilized by the CIT in responding to situations described in the Crisis Intervention Manual.

The CIT should be called to action whenever a person's behavior poses imminent danger of:

1. Causing harm to self or others; or
2. Impeding the lawful activities of other members of the campus community; or
3. Causing significant property damage; or
4. Interfering with the health, safety, or well-being of other members of the Black Hawk College community.

Examples: Severe depression, suicide attempts or threats, drug overdose, violent behavior or threats of violence, serious accidents, law violations, serious medical/mental health situations.

In order to keep a safe campus, everyone is encouraged to report criminal or questionable activity to Public Safety Office. At the Quad-Cities Campus, dial 5911 (emergency) or 5913 (general). At the East Campus, dial 1784.

Hearing Procedures

1. The student may be accompanied by a person(s) of their choosing such as a family member, a licensed mental health professional, and/or a member of the faculty or staff of Black Hawk College who has relevant knowledge. Additionally, the student may be accompanied by legal counsel, although the role of the student's counsel will be limited to providing legal advice to the student.
2. At least 24 hours prior to the hearing, the Dean of Students for the Quad-Cities Campus or the Assistant Dean of the East Campus should be provided with a list of those persons who will accompany the student, together with their reason for being present. Those individual accompanying the student, except for the student's legal counsel, will be given reasonable time to present relevant evidence and ask pertinent questions of those involved in the informal hearing.
3. If a psychological evaluation has been required and such information is essential to the disposition of the case, the Dean of Students for the Quad-Cities Campus or the Assistant Dean for the East Campus will require the student to authorize the release of the psychological evaluation to

representatives of the College for their information and for use during the hearing. This information must be made available at least 24 hour prior to the hearing.

4. The College also has the right to request Crisis Intervention Team members or other individuals with relevant information to be present at the hearing. Legal counsel representing Black Hawk College may also be present at this hearing at the request of the Dean of Students for the Quad-Cities Campus or the Assistant Dean for the East Campus.
5. The student will be expected to respond to questions.
6. The informal hearing may be conducted in the absence of the student, if the student fails to appear, given proper notice.
7. The College shall tape record the hearing. The tape shall be kept with the pertinent case file for as long as the case file is maintained by the institution.

Informal Hearing Presentation of Evidence and Responses

The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Dean of Students for the Quad-Cities Campus or the Assistant Dean for the East Campus shall exercise active control over the proceedings to achieve orderly completion of the hearing. Any person who disrupts the hearing may be excluded.

Interim Involuntary Withdraw Procedures

The Dean of Students (or designee) at the Quad-Cities Campus or the Assistant Dean (or designee) at the East Campus and the Crisis Intervention Team may implement an interim involuntary withdrawal whenever a student's behavior poses a imminent danger as described above and may be implemented with any of the actions outlined in the Crisis Intervention Plan as follows. If it does not warrant expulsion, provisions will be made for the classes.

Notification of Hearing

Students subject to an interim involuntary withdrawal shall be accorded an informal hearing with the Dean of Students for the Quad-Cities Campus or the Assistant Dean for the East Campus. The purpose of this hearing is to determine a final course of action with respect to the interim involuntary withdrawal. The Dean of Students on the Quad-Cities Campus or the Assistant Dean at the East Campus will inform the student in writing, at least two working days in advance of the hearing. This written notification, which includes information concerning location, date and time of the informal hearing, shall be delivered either personally or by certified mail. In addition, a list of those individuals presenting evidence at the hearing on behalf of Black Hawk College will be provided.

Notification of Withdrawal and Due Process Information

A student subject to an interim withdrawal shall be given written notice of the withdrawal, delivered personally or by certified mail.

Optional Information Meeting

The student may request an optional informational meeting with the Dean of Students for the Quad-Cities Campus or the Assistant Dean at the East Campus prior to an informal hearing for the sole purpose of gathering information. The Dean of Students or Assistant Dean reserves the right to appoint a designee for this meeting. This optional informational meeting shall focus on:

1. The incident(s) resulting in the interim involuntary withdrawal; or
2. The student's behavior and/or medical condition which poses a danger of causing harm to the student or others, causing significant property damage, or directly and substantially impeding the lawful activities of others; or
3. Other issues pertinent to the withdrawal such as compliance with behavioral contracts, requests for off-campus psychological evaluations, and/or any other requests or requirements.

Written Decision

Within five working days after the completion of the informal hearing, the Dean of Students for the Quad-Cities Campus or the Assistant Dean for the East Campus will notify the student in writing of the decision regarding the terms of the interim involuntary withdrawal. This written decision will be delivered to the student either personally or by certified mail. This document should contain the reasons for the decision to suspend the interim involuntary withdrawal, to uphold the withdrawal for a specified period, to permanently dismiss the student, or enforce any other alternative which the College determines appropriate. If reinstatement is an option, the student should be informed of the conditions for reinstatement. The decision of the Dean of Students for the Quad-Cities Campus or the Assistant Dean for the East Campus shall be final and conclusive and not subject to appeal.

COLLEGE POLICIES AND PROCEDURES

ACADEMIC

Appeal Procedure – Non-Grade Related Academic Matters

The following is a description of the procedure to follow in resolving student/faculty disputes involving academic matters other than grades.

The relationship between a student and faculty member in the classroom is the most important relationship within the College structure. In an instance wherein this relationship is jeopardized, the student and the instructor are encouraged to first resolve their differences on an informal basis.

If the problem cannot be resolved on an informal basis, then either the student or the instructor may appeal in writing to the Department Chairperson. This appeal must be made within twenty (20) days of the alleged incident. The Department Chairperson must render a written decision within thirty (30) days of the incident.

If the problem remains unresolved, then either the instructor or the student may make an appeal within forty-five (45) days of the alleged incident to the appropriate Academic Dean. The Academic Dean must render a written decision within sixty (60) days of the alleged incident.

If the problem cannot be resolved at any of the previously mentioned levels, then an appeal may be made to an appeals committee within seventy-five (75) days of the alleged incident. On the Quad-Cities Campus, this committee will be chaired by the Dean of Students or designee, and the appeal should be directed to him/her. The committee will consist of the Department Chairperson, the Dean or the program involved, the President of the SGA (or designee), and a faculty member assigned by the Quad-Cities Campus Faculty Senate President. For East Campus students, the committee will be chaired by the Assistant Dean for the East Campus. The committee will include the Student Senate President (or designee), the Department Chair, and a faculty member assigned by the East Campus Faculty Senate President. This committee must be convened within ninety (90) days of the alleged incident.

This committee shall have the right to request written statements of each of the individuals involved, to hold a hearing, to call witnesses, and to render the final decision in the matter within the internal structure of the College. The proceedings of this committee shall be private in nature. With the exception of witnesses called by the committee and persons mutually agreed to by the two parties involved in the issue, no other person shall be admitted to the proceedings. This committee will render a written decision within one hundred and five (105) days of the alleged incident.

In this policy:

- “Academics matters” would include behavior during class activity.
- “Days” refers to calendar days.
- All appeals at all levels must be made in writing.
- All decisions at all levels must be made in writing.
- Copies of all decisions will be provided to all involved parties.

If two or more students or two or more faculty members are involved in the dispute, then they should appoint a single spokesperson to represent the views of each side of the dispute.

Approved by Faculty Senates, Spring 1997

Cheating and Plagiarism Policy

At the beginning of each semester, each instructor will inform students about the College policy on cheating and plagiarism. Each student bears the ultimate responsibility for being aware of College policy, regardless of whether or not the faculty member has provided this information.

Since it is the faculty member's responsibility to assign grades, it is also his/her prerogative to determine what constitutes cheating or plagiarism in his/her classes. The faculty member determines the consequences for cheating or plagiarism. Unless that judgment can be shown to be either capricious, arbitrary or in bad faith, the faculty member's judgment will stand.

For example, if a student cheats or plagiarizes on a "minor" assignment or test, a faculty member could assign a grade "F" for that paper or test. If the student cheats again, he/she could receive an "F" or "X" for the course.

If a student cheats or plagiarizes on a "major" assignment or test, a faculty member will often assign an "F" or "X" for the course and the case may be reported to the Student Disciplinary Committee.

Definition of Plagiarism. Plagiarism may take any one of three forms:

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

Children in Class

Quad-Cities Campus

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 does impede learning; therefore, children should only rarely be allowed to accompany students to class and then only at the discretion of the faculty member involved.

East Campus

In order to maintain the atmosphere of college-level instruction in the classroom, only the students enrolled at Black Hawk College will be allowed in classrooms and laboratories while classes are in session. Children will not be allowed to accompany students to class. In the interest of safety, unless a young person under the age of 18 is a participant at a Black Hawk College-sponsored activity, he/she must be accompanied by an adult at all times while on school premises.

Approved 4/11/97, Academics Affairs
Committee Edited Spring 1997, Faculty Senates Presidents

Drug-Free College Policy

Black Hawk College maintains a commitment to provide a safe and healthful work and educational environment in accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and the Illinois Drug Free Workplace Act of 1986.

The Code of Conduct and Black Hawk College Board Policy prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on College-owned or controlled property or at College-sponsored functions. The Code of Conduct and Board Policy also prohibit the unlawful possession, use or distribution of alcohol on College premises or as a part of College-sponsored functions. (See Code of Conduct in this handbook and BR #5486.)

Students found in violation of the Code of Conduct or Board Policy #5486 will be subject to the sanctions outlined in Disciplinary Procedures in this handbook. Employees will be subject to sanctions outlined in policies and procedures for their designated employee unit.

Grade Change Policy and Procedures

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 the relevant examinations, papers and other such materials that the instructor had 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 academic dean.

If a grade change in question is an “I” or “Incomplete” (which is not a final grade), the student must follow the following procedures:

1. The student must, in writing, arrange with the course instructor to fulfill the appropriate course requirements. (Incompletes may be given for work not completed because of reasons considered appropriate by the instructor.)
2. Students may have up to one year to complete the course requirements. The work must be completed within the time limit established by the instructor from one day to one year.
3. If, during the course of the year, the student determines that he/she is unable to satisfy the requirements of the course, he/she may request consideration for a withdrawal (“W”). The decision is at the discretion of the instructor.
4. If, at the end of the year, the course requirements remain unsatisfied, the “I” will automatically change to an “F” or an “X” grade, depending upon the grading system used by the course in question.

Parking and Traffic Information

Quad-Cities Campus Public Safety, Building 3, Room 315, (309)796-5913.

All drivers must obtain a parking permit from the Public Safety Office in order to park on the Quad-Cities Campus. Parking at the Quad-Cities Campus is designated with curb markings and line colors as follows:

Red – Designated parking.

White – Students – Student tag must be displayed at all times on the Quad-Cities Campus

Yellow – Employee – Employee tag must be displayed at all times in the Quad-Cities Campus

- Parking between the colored lines in designated lots is required. Parking in all other areas is restricted and violators will be ticketed.
 - Parking on campus drives is prohibited at all times.
 - Parking on service roads or in service areas is prohibited at all times.
 - Unattended vehicles parked in unauthorized areas will be ticketed and/or towed.
 - Do not park on the grass.
 - Do not park in fire lanes.
1. *Student Parking* – Students must park in parking lots with the white-lined stalls.
 2. *Motorcycle Parking* – Motorcycles should be parked on the concrete motorcycle pads at the ends of the parking ramps.
 3. *Faculty and Staff Parking* – Faculty and staff have reserved areas designated with yellow-lined stalls.
 4. *Special Parking Needs* – Handicap parking requires a valid state issued handicap license plate or a valid state issued hangtag.
 5. *Fines* – Fines shall be payable directly to Black Hawk College, Moline, Illinois.
 - a. All state violations will carry a minimum \$100 fine, including courts costs.
 - b. All parking fines will be \$10 or \$100 depending upon the type of violation. Failure of the vehicle owner to find a ticket on his/her vehicle will not invalidate fine.
 6. *Impound Policy of the College Department of Public Safety* – Non-payment of fines will result in the impoundment of the violator’s vehicle. To be released from impoundment, the violator must pay all past due tickets and a \$10 impound fee.
 7. *Speed Limit* – The speed limit on all campus drives is 25 mph. The speed limit in College parking lots is 15 mph unless indicated otherwise.
 8. *Observance of Traffic Laws* – All state and municipal laws pertaining to ownership and operation of a motor vehicle must be observed.

9. *Abandoned or Stored Vehicles* – No personal vehicle abandon or stored on College property. Any vehicle left on College property will be turned over for disposal as an abandoned vehicle after 48 hours. Vehicles presenting a traffic hazard will be towed immediately.
10. *Ticket Appeals* – All appeals must be in writing and must be initiated within seven days after the ticket is issued. Any person failing to file an appeal within the seven-day period will automatically be assessed the applicable fine. All appeals must be submitted to the Department of Public Safety, Building 3-315.
11. *Miscellaneous:*
 - a. Lack of parking spaces will not constitute as a valid excuse for violating parking regulations.
 - b. All persons will comply with any lawful order or directions given by a Campus Police Officer while on duty.
 - c. Black Hawk College assumes no responsibility or liability for any private vehicle operated or parked on its campus.

East Campus – Public Safety, Building 3, (309)854-1784

1. *Special Parking Needs* – Students with disabilities who have special parking needs should contact the Public Safety Office.
2. *Speed Limit* – The speed limit on the East Campus drives is 20 mph.
3. *Ticket Appeals* – All appeals must be in writing and must be initiated within seven days after the ticket is issued. Any persons failing to file an appeal within the seven-day period will automatically be assessed the applicable fine. All appeals may be submitted to the Public Safety Department.

Visit the Public Safety Website at <http://www.bhc.edu>

Smoking-Tobacco Use Policy

Black Hawk College Board Policy stipulates that all College facilities are tobacco-free (refer to B.R. #4844). In order to keep entrances tobacco-free, faculty, staff and students should smoke only in the designated smoking areas outside certain buildings.

SMOKE-FREE ILLINOIS ACT

"Smoking is prohibited in a public place or in any place of employment or within 15 feet of any entrance to a public place or place of employment, unless exempted by the Act."

Black Hawk College spends valuable resources to keep the campuses clean. All smokers are encouraged to dispose of cigarette particles in the appropriate receptacles.

COLLEGE POLICIES AND PROCEDURES

BOARD OF TRUSTEES

Affirmative Action Plan

The Board of Trustees will maintain an operative equal opportunity/affirmative action plan which has stated goals and objectives for remedying under-representation of protected class individuals and increasing cultural diversity of the College workforce and student community as well as stated policies against sexual and other forms of harassment.

Source: Black Hawk College Board Policy Manual

Equal Opportunity

Neither Black Hawk College nor any of its employees will discriminate or permit discrimination in employment practices, educational programs, or services provided to the community. Neither Black Hawk College nor any of its employees will exclude any person from participation in or deny to any person benefits of any program or activity funded in whole or in part by the federal or state government because of protected class status. The College will make all educational and personnel decisions without regard to race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, unfavorable discharge from military service or status as a disabled veteran or Vietnam era veteran except when corrective action is required as discussed in the paragraph below.

The College will implement an Affirmative Action Plan to expand equality of opportunity. The plan will be designed both to ensure equality of opportunity in education and employment programs and activities, and to thereby correct under-representation or under-utilization of protected class members in the workforce and/or in the student body. The College will facilitate, develop and maintain educational programs and services that are sensitive to the needs of minorities, females, disabled persons, disabled veterans or Vietnam era veterans. The College will initiate programs that will increase, on the part of all personnel, sensitivity to the interests and the needs of those who have historically been discriminated against.

In addition, the College will strive to maintain an atmosphere free of harassment, intimidation, and insults based upon race, sex, sexual orientation, marital status, parenthood, national origin, age, or religion.

The College administration must also establish a positive, goal-oriented, equal opportunity/affirmative action program, establish specific objectives and timetables, and ensure that any employee or student who feels that he/she is being discriminated against has the opportunity to seek relief within the College system.

The Affirmative Action Office will investigate complaints and assist in correcting any discriminatory practices in the College. All administrators and representatives of the College are charged with the responsibility to take appropriate action to ensure compliance.

Any employee of the College who engages in any action or conduct constituting discrimination or harassment will be subject to appropriate disciplinary actions up to and including termination. Any student who engages in any action or conduct constituting discrimination or harassment will be subject to appropriate disciplinary actions as stated in this handbook.

The College's equal employment and affirmative action requirements will also be applied to contractual services, vendors, or any purchasing done by Black Hawk College.

Source: Black Hawk College Board Policy Manual

BLACK HAWK COLLEGE NON-HARASSMENT POLICY

Anti-Harassment Statement

I. POLICY STATEMENT

Black Hawk College ("College") is committed to fostering a positive learning and working environment. The College will not condone harassment or related retaliation of or by any employee or student. Individuals who violate this policy will be disciplined and subjected to corrective action, up to and including termination or expulsion.

The College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Black Hawk College expects that all relationships among employees or students will be free of bias, prejudice and harassment.

II. SCOPE

This policy applies to all faculty, students, staff and vendors while on College campuses or worksites and while participating in College-sponsored activities located off-campus.

III. PROHIBITED CONDUCT

Sexual Harassment, Discriminatory Harassment, Retaliation, Reprisals, False Claims

A. SEXUAL HARASSMENT

For the purposes of this policy, sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used or may be used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an

individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Hostile environment sexual harassment is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile, uncomfortable, or inappropriate. The determination of whether an environment is "hostile" must be based on all of the circumstances and not based on the intent of the offender. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment can range from unwelcome sexual flirtation to sexual assault.

The following is a list of examples of conduct that may violate this policy:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. Direct proposition of a sexual nature;
4. Subtle pressure for sexual activity;
5. Idle chatter of a sexual nature and graphic sexual descriptions;
6. Offensive "risqué" jokes or "jesting" and "kidding" about sex or gender-specific traits;
7. Comments or questions about the sensuality of a person, or his or her spouse or significant other;
8. Inappropriate touching, patting, hugging, or brushing against a person's body;
9. sexual slurs, sexual innuendos, and other comments about a person's clothing, body, and/or sexual activities;
10. Displaying objects or pictures which are sexual in nature and which may create a hostile or offensive work environment;
11. Unwelcome attempts to change a professional or academic relationship into a personal one;
12. Telephone calls of a sexual nature, by an employee or student to an employee's or student's residence;
13. Derogatory comments of a sexual nature.

Note: This list is not an exhaustive list.

B. OTHER FORMS OF DISCRIMINATORY HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or educational performance; or (3) otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, offensive jokes and written or graphic material that shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated at the College.

The following is a list of examples of conduct that may violate this policy:

- Criticizing or belittling another's form of religious worship
- Continued proselytizing severe and pervasive enough to interfere with another's academic life
- Jokes expressing religiously offensive ideas
- Repeated or severe religious ridicule or insult
- Ethnic slurs
- Offensive conduct directed towards an individual's birth country, ethnicity, culture, or foreign accent
- Treating another less favorably because that individual either belongs to a particular ethnic group or, alternatively, because that individual does NOT belong to a particular group
- Repeated comments, slurs, or insults regarding one's skin color, hair texture, or facial features
- Coercing participation or non-participation in a religious ceremony or practice
- Offensive jokes directed at any of the protected characteristics
- Written or graphic materials that show hostility or an aversion toward an individual or group based on any protected characteristic and that is circulated or otherwise shared on the College campus
- E-mails containing derogatory jokes, slurs, or comments that are offensive or demeaning to any of the protected characteristics
- Threatening, intimidating, or hostile acts toward another due to a protected characteristic

While there is no bright-line test, relevant factors in evaluating whether harassment rises to the level of creating a hostile environment may include any of the following:

- Whether the conduct was physically threatening or intimidating;
- How frequently the conduct was repeated;
- Whether the conduct was hostile and/or blatantly offensive;
- The context in which the harassment occurred; and
- The relationship between the accused and the accuser.

Note: This list is not an exhaustive list.

C. RETALIATION

For the purposes of this Policy, retaliation means adverse actions against individuals because they have, in good faith, reported instances of harassment or provided information in support of a harassment complaint. Retaliation is not only against this Policy; it is illegal as well. A person engaging in retaliatory conduct will be subject to corrective action, up to and including termination or expulsion.

D. REPRISAL AGAINST AN ALLEGED HARASSER

It is against this Policy to take into account the filing of a complaint against an individual when making such determinations as reappointment, tenure, promotion, grades, merit, or any other evaluation unless a final determination has been made that the individual did in fact violate this Policy. The fact that a complaint has been filed is not proof of the prohibited conduct and should not be treated as such.

E. FALSE CLAIMS

Allegations of harassment are extremely damaging by their very nature. All claims of harassment must be made in good faith. Any claims that are brought while knowingly false, with malicious intent, or out of retaliation are a violation of this Policy. Individuals who violate this Policy will be disciplined and subjected to corrective action, up to and including termination or expulsion.

IV. CONSENSUAL RELATIONSHIPS

A sexual or romantic relationship between an employee and a student or between two employees creates a conflict of interest when one of the individuals has direct evaluative authority over the other. Voluntary consent to a relationship of this nature is inherently suspect given the dynamics of the relationship. Therefore, it is a violation of this policy for a faculty member to have a sexual or romantic relationship with a student enrolled in a course being taught by the faculty member or whose work that faculty member supervises. In addition, it is a violation of this policy for an employee to have a sexual or romantic relationship with another employee over whom he or she has direct supervision or evaluative responsibilities.

Relationships of this nature can affect other students, faculty and staff because it places the employee in a position to favor or advance on student's or employee's Interest at the expense of the others. This relationship may also send an implicit message that obtaining benefits is contingent on a sexual or romantic relationship.

If a supervisor or faculty-student relationship exists between husband and wife or those in a pre-existing romantic relationship, the faculty member or supervisor must notify his or her supervisor so that appropriate arrangements can be made.

V. IMPLEMENTATION

The Affirmative Action/Equal Employment Opportunity Officer (AA/EEO) is responsible for overseeing the implementation of the Non-Harassment Policy. The AA/EEO oversees all harassment complaints and ensures proper procedures are followed in each case. When there is a conflict of interest, the AA/EEO is unavailable, or the AA/EEO is a party to the complaint, the Director of Human Resources will take over the role of the AA/EEO.

Records of all complaints are maintained by the AA/EEO. The AA/EEO tracks the report and confirmed incident rate for statistical purposes. Annually, a report will be given to the College President summarizing the data. These records will be held in confidence.

VI. PRACTICAL STEPS

A. STOP HARASSMENT BEFORE IT STARTS

Pay attention to the people around you. Think about what impact in what you say or do will have on those in your work/learning environment. Some behaviors that are socially acceptable in some situations are not appropriate at school or work. Notice whether what you say or do makes others around you uncomfortable. Don't assume that everyone around you enjoys hearing comments about their appearance, sexually-oriented jokes, or being touched, stared at, or propositioned. Do not assume what you might find to be a welcome sexual invitation will be viewed as such by your peer. No matter what, when you are asked to discontinue a behavior, stop it immediately. Do not instruct others to "put up with" or "deal with" it. Most importantly, read this policy thoroughly. If

you have any questions, contact the AA/EEO to discuss the Policy. By simply respecting those who surround us in our work and academic environment, we can avoid offensive situations.

B. YOU BELIEVE YOU HAVE BEEN HARASSED – WHAT NEXT?

You have some choices with regard to how you can handle the situation. You can take steps to address the situation yourself or seek College intervention. You are encouraged to discuss your options with the AA/EEO.

C. WHAT YOU CAN DO

There are some actions you can take to address the offensive behavior immediately and on your own. Sometimes, simply letting the individual know how you feel will stop any offensive behavior. The following are steps you may take to address the offensive behavior:

1. Say “NO” to your harasser. Let the individual know unequivocally that the behavior is unwelcome. Be direct, this is not the time to worry about embarrassing your harasser.
2. It would be helpful if you keep a record. You are encouraged to keep a detailed record describing the offensive behavior and be sure to include the names of any witnesses. Record the place, date, time, and any action you took in response to the offensive behavior.

While you are encouraged to address the situation immediately upon its occurrence, **you are not required to handle it on your own.**

D. REPORTING REQUIREMENTS

If you think you are the victim of harassment you may file either an informal or formal complaint. The informal complaint procedure attempts to resolve the situation informally with a meeting between the complainant, the alleged harasser, and the AA/EEO. If there is no resolution through the informal complaint procedure or you choose that you want to proceed under the formal procedure, you may then file a request for a formal hearing before the Advisory Committee on Harassment. The informal complaint procedure may be skipped if the AA/EEO determines it would be inappropriate or unproductive in the situation.

Supervisors and faculty members are required to report any offensive conduct they experience, witness, or become aware of, to the AA/EEO. This applies even if the harassment is taking place in another department or the harasser is someone outside the College. It is also necessary to report alleged harassment even if the employee or student never actually complained or didn't file a complaint.

Allegations of harassment are taken seriously. All reports will be handled promptly and in a manner appropriate to the circumstances of each individual case. If harassment is found to have occurred, immediate and appropriate action will be taken to stop the harassment and deter its recurrence.

VII. COMPLAINT

A. INFORMAL COMPLAINT

An informal complaint is made with the AA/EEO and must be made within three hundred (300) days of the alleged incident or incidents. If there is a conflict of interest, the AA/EEO is unavailable, or the AA/EEO is a party to the complaint, the complaint may be made with the Director of Human Resources.

When an informal complaint is made, the following will occur:

1. The complainant will be requested to put the informal complaint in writing.
2. The AA/EEO will discuss the situation with the complainant and answer any questions.
3. The AA/EEO will notify the alleged harasser that an informal complaint has been filed against him/her and will give him/her a copy of the Non-Harassment Policy and the allegations to review.
4. The AA/EEO will meet with the complainant and the alleged harasser, separately.
5. The AA/EEO will speak to any witnesses named by the complainant or alleged harasser that the AA/EEO deems necessary and appropriate.
6. The AA/EEO will determine whether or not the complaint has merit. If the complaint is without merit, the procedure ends. A complaint is without merit when under no circumstances could the alleged conduct be a violation of Black Hawk College policy. However, finding a complaint has merit does not mean a formal determination has been made that the alleged conduct occurred or violates Black Hawk College policy. It is merely a procedural determination.
7. If a complaint has merit, the AA/EEO will hold an informal meeting with both parties present; or if it is determined that an informal meeting would be futile, the complainant, the alleged harasser, or the AA/EEO will have the right to file a request for a formal hearing.
8. If a resolution between the parties is agreed upon, it will be put in writing and signed by both parties. A copy of this agreement will be kept in the AA/EEO's records.

When someone other than the alleged victim first notifies the AA/EEO of possible inappropriate behavior, the AA/EEO will first contact the alleged victim and discuss the report. The AA/EEO will ask the alleged victim if he or she would like to make a formal complaint and, if so, begin the informal complaint process. The alleged victim will then become the complainant. If the alleged victim chooses not to make a complaint, the AA/EEO will still investigate the original complaint. If the AA/EEO finds the complaint has merit, the AA/EEO will become the complainant and the formal hearing process will begin, pursuant to Section XI.

NOTE: A resolution agreement between the parties does not constitute a formal finding of harassment by the College. However, the agreement may be used against alleged harasser at subsequent hearings when relevant.

B. FORMAL HEARING REQUEST

Anyone who believes that he or she is the victim of harassment may file a request for a formal hearing before the Advisory Committee on Harassment.

A formal hearing request is filed with the AA/EEO. A request must be filed within 300 days of the alleged incident or incidents. This time period will be counted during the pendency of a timely filed informal complaint. If there is a conflict of interest, the AA/EEO is unavailable, or the AA/EEO is a party to the complaint, the request may be made with the Director of Human Resources.

Upon the timely filing of a request for a formal hearing, the College will initiate a formal investigation followed by a formal hearing to determine whether harassment has occurred and impose appropriate disciplinary sanctions.

C. ADVISORY COMMITTEE ON HARASSMENT

Formal hearings are brought before the Advisory Committee on Harassment. The Committee is comprised of five (5) members. Included on the Committee are two (2) administrators selected by the President and three (3) union or support staff members selected by the Director of Human Resources. A minimum of two union members from each unit and two support staff (selected by the Director of Human Resources) and two administrators (selected by the President) will receive training regarding their role as an Advisory Committee member. Members selected will sit on the Committee on a three-year basis; forced removal is for good cause only. Upon the vacancy of any position, a new member will be chosen from the respective representative pool by the Director of Human Resources or the President. Though all members will be trained, only five members will be selected for a hearing as needed. Whenever a member has a conflict of interest or even the appearance of a conflict, that member shall not sit for the hearing creating that conflict.

D. FORMAL COMPLAINT PROCEDURE:

1. The AA/EEO will notify the alleged harasser that a request for a formal hearing has been filed. A copy of the Non-Harassment Policy will be given to the alleged harasser to review, unless already received during an informal complaint process, and the allegations to review.
2. The AA/EEO will conduct a thorough investigation into the allegation. During the investigation procedure the AA/EEO shall:
 - a. Review the records of both the complainant and the alleged harasser to determine if there are similar or previously filed complaints;
 - b. Thoroughly ascertain all facts in connection with the alleged incident, beginning by meeting separately with the complainant and the alleged harasser;
 - c. Interview any witnesses;
 - d. Determine the type, duration, and frequency of the conduct; and
 - e. Ascertain the identity of and the relationship between the complainant and the alleged harasser.
3. The AA/EEO will prepare a report of the investigation findings and simultaneously submit a copy of the final report to the alleged harasser, the complainant, and the Advisory Committee on Harassment.
4. Upon receipt of the investigation report the Committee will schedule a hearing date and time.
5. The AA/EEO will notify the alleged harasser and the complainant of the scheduled hearing date, time, and place.
6. The hearing is held. The following guidelines are intended to assure the fairness of the hearing process:
 - a. Both parties shall attend the hearing.
 - b. Neither party may be compelled to testify.
 - c. The alleged harasser is entitled to have legal counsel present.
 - d. Both parties have a right to present evidence and call a reasonable number of witnesses. The

- Committee will determine what is considered reasonable. Witnesses may only be present when testifying.
- e. A witness may not testify about the misconduct of a party other than to speak of the conduct at issue.
 - f. Both parties have a right to question all witnesses. However, harassment of a witness will not be tolerated.
 - g. The Committee will use a general relevance standard to determine what testimony or evidence will be permitted at the hearing.
7. The Committee will take into account, among other factors, the nature of the harassment, the gravity of the harassment, the frequency of the conduct, and any related past conduct of the alleged harasser.
 8. Recommendation of the Committee. The Committee will determine whether the conduct alleged did occur and whether that conduct violates College policy. It may recommend that either the complaint be dismissed as unfounded or appropriate corrective action be taken. However, the final decision for action shall rest with the President or with the Board, if required by an applicable contract provision or Illinois State Statute or if the President is the alleged harasser.
 9. The Committee shall submit a written report to the AA/EEO listing the findings of the panel and recommendations to the President regarding disciplinary sanctions.
 10. The complainant and the alleged harasser shall each receive a copy of the Committee's report from the AA/EEO
 11. As applicable, the AA/EEO will send a copy of the report to the supervisor of the harasser. It will be the responsibility of that individual, in conjunction with the Director of Human Resources, to implement the remedial action.

NOTE: It is recommended that both parties attend the hearing to protect their interests. Failure to appear will not be weighed against an individual; however, the Committee bases its recommendation on the AA/EEO's report and the testimony it receives. Failure to appear denies an individual the ability to rebut statements made by the adverse party or any witnesses.

VIII. APPEALS

The complainant or the alleged harasser, if dissatisfied with the corrective action determined by the President, can request the decision be appealed through the grievance process, or applicable contract provision, if available.

If the complainant remains dissatisfied with the actions taken by the College, he or she is invited to contact either the Illinois Department of Human Rights or the Equal Employment Opportunity Commission.

Illinois Department of Human Rights
State of Illinois Building, Suite 10-100
Chicago, IL 60601
Telephone: (312)814-3337

Illinois Department of Human Rights
222 South College Street, Room 101A
Springfield, IL 62704
Telephone: (217)785-5100

Equal Employment Opportunity Commission
500 W. Madison, 28th Floor
Chicago, IL 60661
Telephone: (312)353-2713

IX. ACADEMIC FREEDOM

The college strongly supports the principles of academic freedom. Academic freedom includes the right to present controversial subjects and/or ideas that are germane to the course objectives. The College's Non-Harassment Policy is not intended to interfere with the principles or policy of academic freedom at the College. Discrimination and harassment prohibited by this Policy are neither legally protected nor the proper exercise of academic freedom. The American Association of University Professors advises that intimidation and harassment are inconsistent with the maintenance of academic freedom on campus. This statement is no less germane if one is being made unwelcome because of sex, rather than unwelcome because of race, religion or other protected classification.

Because the boundaries of academic freedom are not definite, views vary depending on the circumstances at issue. Any individual who raises academic freedom as a defense to a complaint may produce witnesses knowledgeable in the area of the protected characteristic and discipline and/or related field.

X. DEFINITIONS

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY OFFICER (AA/EEO)

The AA/EEO is responsible for overseeing all harassment complaints. The AA/EEO is available to answer any questions you have relating to this Policy and to receive any comments or suggestions regarding this Policy.

XI. LEGAL RECOURSE

This Policy is more restrictive than federal and state harassment laws; however, there may be times when the offensive behavior violates not only this Policy, but also federal or state law. An alleged victim who wishes to seek additional relief beyond that available at the College may file a complaint with a state or federal agency at any time.

XII. COMPLAINT FILED BY THE AA/EEO

The AA/EEO may file a complaint against an individual if, based on the number or seriousness of complaints filed against the individual, the AA/EEO has reason to believe that the individual has engaged in harassment. In this situation, the AA/EEO will act as the complainant and the Director of Human Resources and/or the appropriate Vice President will fill the role as the AA/EEO.

XIII. CONFIDENTIALITY

The AA/EEO and all other individual involved in the implementation of this Policy will attempt to maintain the privacy and confidentiality of the complainant, the alleged harasser, and participants in the investigation to the extent reasonably possible.

XIV. COUNSELING AND SUPPORT

Harassment can leave an individual with feelings of anger, guilt, shame, confusion, depression, or embarrassment, among other feelings. Stopping the harassment won't necessarily make those feelings go away. Those emotions can be hard to handle and may affect your work or academic life. It is important that you recognize any feelings you may have arising from harassment. To help solve those feelings you are encouraged to seek assistance from a counselor, psychologist, or psychiatrist. Counseling services are available at the Black Hawk College Counseling Department, located in Building 1, 6600 34th Ave., Moline, IL or Building A, 26230 Black Hawk Road, Galva, IL. Employees may utilize the College's Employee Assistance Program by contacting Precedence EAP at (309)779-2273 or (800)383-7900.

XV. CONTACT NAME AAND PHONE NUMBERS

Manger of Training and AA/EEO:	Jo Johnson, (309)796-5005
Vice President for Administration:	Michael Phillips, (309)796-5012
Director of Human Resources:	Karen Boyd, (309)796-5225

Black Hawk College Counseling Departments:

Quad-Cities Campus	East Campus
6600 34 th Avenue	26230 Black Hawk Road
Moline, IL 61265	Galva, IL 61434-9476
(309)796-5100	(309)854-1711
800-334-1311, Ext. 5100	800-233-5671, Ext. 1711

Zero Tolerance on Terror and Violence in the Workplace

Black Hawk College has adopted Zero Tolerance on Terror and Violence in the Workplace.

Objective

To provide an orderly and fair process designed to effectively handle any and all acts, which are perceived to be or are in reality, threats or violence of a harmful, intimidating, or harassing nature. Sexual harassment is the subject of a separate Board policy and a separate procedure.

Process

All employees and any other person on Black Hawk College property are requested to immediately report any incident, threat, or act of physical violence, intimidation or harassment of which he/she is aware.

Examples of the types of incidents contemplated in this procedure include, but are not limited to, the following:

1. Pushing, tripping, kicking, punching, etc.
2. Screaming, yelling, name calling, etc.
3. Damage to personal property or threats to inflict damage.
4. Consistently rude or obnoxious behaviors which are harassing in nature and not discontinued upon appropriate request.
5. Having access to any form of recognized weaponry on College property.

When any such incident involves a student or non-BHC employee, a report of the event should be directed to the Public Safety Office on the Quad-Cities Campus at (309)796-5911. East Campus should be directed to the Public Safety Office at Ext. 6284 and the Director of Educational Service at Ext. 6222.

When any such incident involves an employee or non-student, that report should be directed to the Public Safety Office (796-5911) and the Director of Human Resources (796-5225), or at East Campus should be directed to the Public Safety Office (Ext. 6284), the Director of Human Resources and the Director of Educational Services (Ext. 6222).

Upon receipt of any such report, the Department of Public Safety shall immediately conduct an investigation.

If, upon completion of such investigation, it is determined by the investigators, that no grounds exist for further criminal action, the report shall be considered closed in the Public Safety Office. Notification will be made to necessary parties.

If, however, the investigation reveals that grounds do in fact warrant further administrative action, the Director of Human Resources or designee (if employee involved) or the Director of Educational Services (if students/other involved) shall conduct an investigation and interview all parties involved and present

their findings and recommendations to either the Vice President of Instruction and Student Services or the Vice President for Administration.

Upon hearing the facts of the report, the appropriate Vice President shall initiate the terms/conditions of any disciplinary action, up to and including expulsion from school or termination of employment. For employees covered by a union contract, discipline will be consistent with existing contract procedures, which allows for discipline up to and including termination of employment.

Appeal

In the event that the student/employee disagrees with any investigation or subsequent disciplinary action, such disagreement may be handled through established grievance or dispute resolution procedures, whichever is appropriate. Discipline is subject to the established Union grievance procedures.

Chronic Communicable Disease Policy

Students or employees with a chronic communicable disease may attend or be employed at the College whenever, through reasonable accommodation, they do not constitute a direct risk to the health or safety of themselves or other individuals.

Academic placement decisions will be made by the Dean of Students on the Quad-Cities Campus or the Assistant Dean on the East Campus, using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Students who are concerned about being infected with a chronic disease by a fellow student or employee should convey this concern to the Dean of Students on the Quad-Cities Campus or the Assistant Dean on the East Campus.

Employees afflicted with a chronic disease are to inform the Director of Human Resources of their condition as soon as possible. Employees will, if possible, and through the employee's request, be provided with reasonable accommodations or be provided with information regarding available benefits.

Employees concerned about being infected with a chronic disease by a co-worker or student should convey this concern to the Director of Human Resources. Employees who refuse to work with or perform services for a student who is known or suspected to have a chronic disease, without first discussing their concern with the Director of Human Resources, will be subject to discipline, up to and including termination.

The College shall respect the right to privacy of any student or employee who has a chronic communicable disease. Individual cases involving either a student or employee will not be prejudged; rather, decisions will be made upon the facts of the particular case. The individual's medical condition shall be disclosed only to the extent necessary to avoid a health and safety risk to the student and/or employee, their own health, or that of other students and/or employees.

Persons deemed to have "a direct need to know" will be provided, subject to applicable laws with the appropriate information; however, these persons may not further disclose such information. The President shall designate persons deemed to have "a direct need to know."

Source: Black Hawk College Board Policy Manual

Complaint Management Process and Policy

Black Hawk College recognizes that students may at times have a need to resolve a particular issue regarding a College policy, procedure, or other matter. In order to help students resolve such issues in a prompt, fair, and consistent manner, a record of student complaints will be maintained and the outcomes of disposition will be logged.

To file a complaint, students may contact the Dean of Student Services at the Quad-Cities Campus or the Assistant Dean at the East Campus.

Complaints

In order to comply with federal regulations and the North Central Association of Colleges and Schools Commission on Institutions of Higher Education (NCACIHE), the College will maintain records of the formal, written student complaints filed with the offices of the President or Dean of Students (or an appointed representative) or the Assistant Dean for the East Campus. The records will include information about the disposition of the complaints, including those referred to external agencies for final resolution. These records will be maintained in the Office of the Vice President for Instruction and Student Services.

Computer and Technology Usage

Students who use or access technology provided by Black Hawk College are responsible for reading, understanding, and following College policies and guidelines. Examples of technology include; PCs and other computers, telephone systems, email, *myBlackHawk* (portal), online coursework, networks, wireless access, etc.

Links to both the [Computer Security and Responsible Use](#) and the [Responsible Use Guidelines and Procedures](#) are available online at myBlackHawk.bhc.edu. Paper copies are available in various locations: Enrollment Services Office, Quad-Cities Campus; Admissions Office, East Campus; and Access to Education and Employment Office, Outreach Center.

Security, legal, and behavior standards are covered in the above documents and include such issues as harassment, plagiarism, conflict of interest, unethical conduct, theft, copyright infringements, and others.

Students who do not follow and abide by policies, guidelines, and regulations as stated in these documents are subject to disciplinary procedures by the College. See the Disciplinary Procedures section of the Student Handbook for details. Criminal activity will be referred to the Public Safety Office.

Use of Copyright Materials

The College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other Integrated Technology resources in accordance with copyright and licensing restrictions. Using Integrated Technology resources in a manner violating these protections, or furthering the unauthorized use or sale of protected intellectual property, is prohibited.

Using, duplicating, or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;

1. Using, or encouraging others to use, Integrated Technology resources in any manner that would violate this or other College policies or any applicable state or federal law;
2. Information Technology Services monitors network activity and utilizes network traffic shaping and appliances specifically for stopping illegal file sharing and copyright use to certify to the Secretary of Education that we effectively combat illegal file sharing at Black Hawk College.

Students may be subject to criminal and civil penalties if they engage in the illegal distribution of copyrighted materials. BHC monitors network activity and utilizes network traffic shaping for stopping illegal file sharing and copyright use. Further information is available in documents available on myBlackHawk: [Computer Security and Responsible Use](#), and [Responsible Use Guidelines and Procedures](#).

Registered Sex Offender Protocols

Persons convicted of sex crimes and subsequently adjudicated as a sex offender are required by federal law to register as sex offenders in the jurisdiction where they live and the jurisdiction where they go to school.

Black Hawk College has a large number of students in its population who are under the age of 18. With two very active alternative high school programs and working dual enrollment agreements with the area high schools the “juvenile” population of the campus continues to grow. BHC also hosts many educational, community, civic and athletic events throughout the year that encourage the participation of juveniles and children.

In the interest of providing the highest level of protection possible for all BHC students, employees, and visitors, and in keeping with the requirements of the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children Act and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Black Hawk College has adopted the following procedures:

1. Sex Offenders, as defined and adjudicated by State law, are required to register with the Black Hawk College Police Department (BHC PD) the day they enroll in any BHC academic or community education or recreation program for every semester they attend BHC.
2. Register Sex Offenders who are on parole or mandatory supervised release must provide the BHC PD with a copy of the terms and conditions of their parole/mandatory supervised release which is signed by the offender and their parole agent.
3. Registered Sex Offenders are required to provide all registration information required by the College (Appendix # 1) and must abide by all rules established by the College to include any or all of the following:
 - Signing out (in person) at the BHC PD no later than 15 minutes after the conclusion of their last class session on a daily basis.
 - Not loitering in any area frequented by or hosting an event attended by persons under the age of 18.

- Providing the BHC PD with a copy of any changes to their class schedule every semester.
- Compliance with all parole or probation conditions while on parole or probation.
- Notification to the BHC PD of any change to their registration information within 3 days of the change.

Since State and Federal laws do not prohibit the secondary dissemination of information regarding Registered Sex offenders (Appendix #2) the College will:

- Maintain, and update a listing of all registered sex offenders known to be enrolled or employed at Black Hawk College on a semester basis.
- Such list, once established, will be made available for public viewing and dissemination upon request at the BHC PD.
- The BHC PD web site page will contain a link to the Illinois State Police Registered Sex Offender data base.
- The Vice President of Student Services at the Quad Cities Campus and the Assistant Dean or Vice President of the East Campus will be provided with an updated list of students who are Registered Sex Offenders as they are developed.
- Employees of the College who are Registered Sex Offenders will be required to follow such rules as established by the BHC Department of Human Resources.

Registered Sex Offenders who fail to notify BHC of their status, who attempts to use an alias to avoid registration, or who violate BHC Sex Offender rules and/or guidelines will be subject to any and all of the following:

- Removal from BHC property.
- Expulsion from BHC academic programs and forfeiture of academic fees.
- Arrest for Trespassing on State Supported Land.
- Notification/complaint to the Illinois State Police and the Illinois Department of Corrections.
- Criminal charges as allowed by State law.
- Termination of employment.

Registered Sex Offenders must continue to notify the College of their status every semester they attend College. Notification must continue for a period of ten (10) years after the Registered Sex Offenders first enrollment with the College after their adjudication as a Registered Sex Offender by the Court. Registered Sex Offenders who take “on-line” courses through BHC are subject to having their computer access monitored and restricted by the College and must obtain permission from the BHC PD to access campus property for any reason.

Registered Sex Offenders attending classes at a Black Hawk College satellite facility (Illinois WorkNet Center, Rock Island Adult Learning Center, Outreach Center, Welding Extension Center) will be required to register at the BHC Police Department and will be required to sign in and out on a daily basis at the facility they are attending in accordance with procedure # 3 above.

Any person adjudicated as “Sexually Dangerous”, “Sexually Violent”, or a “Sexual Predator” must register with the College the day they attempt to enroll for every enrollment for the rest of their natural lives. Sexually dangerous, sexually violent and sexual predator offenders will have their application for enrollment reviewed by representatives from the BHC PD and the Vice President of Student Services at the Quad Cities Campus and the Assistant Dean and Vice President at the East Campus prior to being accepted as a BHC student and authorized to be on campus. The BHC Police Chief and the appropriate Vice

President may establish such rules for attendance for the sexually dangerous, sexually violent or sexual predator as they deem appropriate. Decisions not to allow enrollment, and the rationale used, will be sent to the offender via registered mail.

The BHC PD is requested to work closely with other area law enforcement agencies to coordinate Registered Sex Offender information and to maintain a liaison with the Illinois State Police Sex Offender Database.

Registered Sex Offenders are not allowed at Black Hawk College events outside their normal class schedule. Offenders found to be attending BHC events will be removed and their status as a BHC student will be subject to review by the appropriate Vice President.

Appendix #1. The following information is required by the College and must be provided to gain entrance onto BHC property;

- Offenders name
- Offenders current address
- Offenders current employment
- Offenders current telephone numbers
- Offenders current e-mail addresses
- Offenders current Instant Messaging Identifiers
- Offenders current Chat Room Identifiers
- Offenders other internet identities
- Offenders current photograph (Driver's license will suffice)

Appendix #2. Nothing in the Family Educational Rights and Privacy Act of 1974 (FERPA) 20 USC, Section 1232(g), prevents BHC from disclosing information concerning Registered Sex offenders provided under the Wetterling Act, Oct 25, 2000, including information made available under the Campus Sex Crimes Prevention Act (CSPA) 42 USC 1407 (j), amendment October 28, 2000, and information otherwise made available under the Illinois Sex Offender Registration laws.

Questions concerning this document should be directed to:

Chief of Police
Black Hawk College
6600 – 34th Avenue
Moline, IL 61265
(309)796-5915

BLACK HAWK COLLEGE CLUBS AND ORGANIZATIONS

African-American Student Union (AASU): African-American Student Union unites African-American students to help promote higher education in the AA youth, develop projects to help retain AA student and initiate activities pertinent to the AA culture and history. Open to students of all cultures in order to promote intercultural communication and friendships.

African Student Association (ASA)

The purpose of ASA shall be to unify Black Hawk College African Students for greater achievements, and to create a framework to facilitate their integration in the BHC community.

Alpha Beta Gamma (Leadership in Business): Alpha Beta Gamma encourages scholarship among the students in the business curricula. Alpha Beta Gamma provides opportunities for the development of leadership and service, fosters an intellectual climate for exchange of ideas, provides lively fellowship for scholars, and strives toward the stimulation of interest in continuing academic excellence.

Art Collective: The Art Collective is the student art club of Black Hawk College. The Art Collective's mission is to provide a supportive environment for artists. Membership is open to students, alumni, faculty, and staff of the college who are interested in the visual arts.

Association of Information Technology Professionals (AITP): AITP is the computer club at Black Hawk College for students interested in computer programming, networking, computer support, and web development. Events include speakers from the IT industry, regional and national collegiate meetings and competitions.

Association of Latin American Students (ALAS): ALAS members disseminate information about the Hispanic culture, carry out recreational and social activities, organize fundraisers, encourage and support Hispanics in pursuing higher education, and promote diversity through cultural, educational, and social activities. Open to students of all cultures. Promotes intercultural awareness and friendships.

BHC Broadcasting Club: The BHC Broadcasting Club is open to any student who is interested in and has the desire to get hands-on experience in producing student TV productions.

Brotherhood on Campus (BOC): This organization unites all males on campus. Members explore common concerns and develop solutions to retention and recruitment problems of its membership. BOC Associates included faculty, staff and administrators who mentor student members.

Cheerleading Team Club

The purpose of the BHC Braves Cheerleaders shall be to unify the students of Black Hawk College through school spirit, and to build a framework for future cheerleading achievements.

Child Development Club: The Child Development Club was established to support and encourage child development students. The proceeds from fundraisers support professional development for students as well as not-for-profit organizations enhancing the lives of children and families.

Clean Sphere: Clean Sphere promotes environmental appreciation, awareness, and stewardship among the students, faculty, staff and alumni of Black Hawk College. Members have the opportunity to organize and participate in a variety of environmental efforts including, but not limited to, cleanups, habitat restoration, advocacy efforts, enhanced recycling programs, and seminars or speakers that address environmental issues.

College Democrats: This organization enhances student knowledge about proposed legislation and also helps elect local Democrats. Members work directly with the Democratic Party.

College Republicans: This organization increases student knowledge about proposed legislation and helps local Republicans get elected into office. Members work directly with the Republican Party.

Disabled Student's Organization (*formerly Delta Sigma Omicron*): DSO is a chance for students with and without disabilities to promote access and education to the college community.

Engineering Club

International Association of Administrative Professionals (IAAP): IAAP is a student organization for administrative professionals who work or will work in a variety of offices. The BHC chapter encourages any student majoring in Administrative Assisting, BIT, HIM, Legal Office Professional, or any other related office occupations to join. IAAP works in partnership with employers to promote professional excellence.

International Student Association: The purpose of the International Student Association (ISA) is twofold: to foster international interaction and friendship among students (including American students), and to benefit the Black Hawk College and Quad-Cities communities through cultural education and fundraising efforts.

League of Native Americans: The purpose of the Black Hawk League of Native Americans is to promote the affiliation of Native Americans of all the different tribes who reside in the Quad-Cities community and the non-Indian friends into an educational, civic and cultural organization, to promote fellowship, to foster the educational and economic advancement of Native Americans, to encourage artistic and avocational pursuits, to preserve and foster Indian arts, crafts, and cultural values and to encourage Native Americans and their non-Indian friends to preserve and appreciate the Native American heritage.

Military Students and Veterans Club

The BHC Military Students and Veterans Club (MSVC) is a charter member of the Student Veterans of America. Its purpose is to foster esprit de corps amongst military students, veterans, and their supporters. The club provides advocacy, support, referrals, and awareness of the needs of BHC military students and veterans in our community.

National Student Nurses Association

Psi Beta (Psychology)

Psi Beta is an honorary psychology organization that is devoted to promoting the interest in psychology of its members by community service, attendance at psychology conferences, research, sponsoring events on campus pertaining to psychology, and social activities.

Phi Theta Kappa: Phi Theta Kappa is the International Honor Society of the two-year college. Its purpose is to recognize students who have proven themselves academically. Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Quad Cities Anime Society (QCAS): The QCAS attempts to spread knowledge of Japanese animation and culture in the Quad Cities. Members explore Japanese culture, interact with others sharing similar interests and watch the newest animation released in the United States.

Sigma Kappa Delta -The English Honor Society for Two-Year Colleges

The purpose of Sigma Kappa Delta is to recognize the academic achievement of students who have excelled in English courses and who are interested in the humanities. Students can develop their leadership skills by getting involved in activities sponsored by Delta Epsilon, BHC's chapter.

Sisterhood on Campus (SOC): The SOC attempts to unify all women on campus. Members explore common concerns and develop an understanding of issues facing sisterhood. SOC Associates include faculty members, staff, and administrators who act as mentors to student members.

Soccer Club

Social Gaming Club

The Black Hawk College Social Gaming Club is an organization dedicated to providing Black Hawk students and the local community a place to participate in games and activities which promote social interaction. We currently provide board games, card games, and role playing games, video games, and chess and are always looking for more ways to offer ways for people to get together.

Student Wellness Club

The Student Wellness Club creates a fun environment to encourage healthy active living in the Black Hawk College community. We promote knowledge about nutrition and exercise, stress reduction and management and general health and well-being. We organize and participate in numerous events, such as the annual Wellness Fair, the BHC Biggest Loser competition, fitness classes and seminars.

Swimming Club

Table Tennis Players Club

Unity Alliance: The purpose of this group is to create unity among sexual orientation minority students, staff, faculty and their supporters. The group serves both a social and educational purpose in providing activities and opportunities to help raise awareness and promote understanding of GLBT (gay, lesbian, bisexual and transgender) issues and culture at BHC and in the community.

STUDENT RESOURCES CHART

FOR QUESTIONS, CONCERNS OR RESOLUTION

The following list identifies specific services and policies along with a sequential order of whom a student should contact as they seek information.

Policies & Services	Quad-Cities Campus	East Campus
Academic issues	1st Instructor 2nd Department Chair 3rd Academic Dean 4th Executive, Vice President	1st Instructor 2nd Department Chair 3rd Academic Dean 4th Vice President, East Campus
Accommodations for students with disabilities	1st Disability Services Coordinator 2nd Dean of Students	1st Academic Support Services Advisor 2nd Assistant Dean of Students
Bookstore	1st Bookstore Manager 2nd Director of Auxiliary Services 3rd Vice President, Faculties	1st Bookstore Manager 2nd Director of Facilities and Campus Services 3rd Vice President, East Campus
Discrimination and harassment issues	1st or Affirmative Action/EEO Officer Vice President	1st or Affirmative Action/EEO Officer Vice President, East Campus
Financial aid	1st Financial Aid Advisor 2nd Director of Financial Aid 3rd Dean of Students	1st Financial Aid Advisor 2nd Director of Financial Aid 3rd Vice President Student Services
Family Educational Rights and Privacy Act, confidentiality issues	1st Registrar 2nd Dean of Students	1st Assistant Dean East Campus 2nd Vice President, East Campus
Student conduct on campus outside of the classroom	1st Assistant Dean of Students 2nd Vice President Dean of Students	1st Director of Educational Services 2nd Vice President, East Campus
Students employee issues	1st Student's Supervisor 2nd Financial Aid Advisor 3rd Director of Human Resources	1st Student's Supervisor 2nd Financial Aid Advisor 3rd Director of Human Resources
Tuition refunds	1st Registrar 2nd Dean of Students	1st Registrar 2nd Vice President, East Campus

Glossary

Academic Record/Transcript

A computerized report that shows a listing of the classes you have taken along with course grades.

Advisement

A meeting between a student and an advisor to discuss information and issues related to a student's college career. Topics include class schedule planning, major and/or career goals, and academic concerns.

Advisor

A College employee who is available to help you with the planning and scheduling of appropriate classes; this person may be an educational advisor, counselor, or faculty member (instructor/professor).

ASSET/COMPASS

Course placement tests that measure your academic skills in writing, reading, math, and algebra. The test results determine which courses you take first at Black Hawk College.

Associate Degree

A two-year college degree and the highest degree granted by Black Hawk College. Individuals can earn one of the following associate degrees: the Associate in Applied Science (AAS), the Associate in Arts (AA), the Associate in Liberal Studies (ALS) or the Associate in Science (AS).

Associate in Applied Science (AAS) Degree

The primary purpose of the AAS is to prepare an individual for employment. The requirements for this degree are designed so that you will receive appropriate coursework preparing you to enter the job market upon completion of your program. These degrees are not designed to transfer to other colleges. Each program has specific requirements and graduation requirements. AAS degree requirements for specific career programs are listed in the College Catalog.

Associate in Arts (AA) Degree

The purpose of the Associate in Arts Degree program is to provide the first two years of college for students planning to earn a four-year degree. A list of AA degree requirements can be found in the sections on graduation requirements and in transfer program descriptions in the College Catalog.

Associate in Liberal Studies (ALS) Degree

The purpose of the ALS degree is to offer mature students an alternative program if their personal needs and goals cannot be accomplished within the structure of a traditional degree program. Student must have clearly defined needs and goals. Initial interview will determine whether or not the student should be pursuing the degree. The ALS is not intended as a preparation for transfer to a senior college but may qualify students for a liberal studies program at the baccalaureate level. The College catalog provides degree requirements for the ALS degree.

Associate in Science (AS) Degree

The purpose of the Associate in Science Degree program is to provide the first two years of college when a student is planning to pursue a four-year college degree in a program of study that emphasizes science or math coursework. The College Catalog provides a list of graduation requirements and descriptions of transfer programs.

Certificate Programs

Students can also attend Black Hawk College for less than two years and earn a certificate designed to lead directly to employment. Students completing this type of study receive a certificate of completion. Some career programs have both a certificate and degree option. The College Catalog lists career programs and their options.

Compact Agreement

Black Hawk College and many Illinois four-year colleges and universities have agreements which guarantee that students with AA and AS degrees from Black Hawk College can transfer with junior standing and completion of first and second-year general education requirements.

Cooperative Programs

Some career programs are offered in conjunction with other colleges and allow an individual who lives in Black Hawk College's district to enroll in a program at another college but still pay Black Hawk College tuition. The College Catalog includes descriptions of available cooperative programs with Scott Community College and other community colleges and institutions. There are special admission procedures and registration requirements for students who want to enroll in one of the cooperative programs. Anyone interested in a cooperative program must contact the coop advisor on the Quad-Cities or East Campus.

Co-requisite

A course or other requirement that must be completed at the same time another course is taken. Course descriptions in the College Catalog identify whether a course has a co-requisite.

Counselor

A professional trained to assist students with advisement, career counseling, and personal counseling. Appointments and walk-in services are available.

Course

One specific class identified by a course number and course title. For example: PSYC 101, Introduction to Psychology, is a specific course in the field of psychology.

Course Description

Information located in the College Catalog which provides an overview of the content of courses offered at Black Hawk College. Remember not all courses are offered every semester. Advisors and counselors can also provide students with printouts of course syllabi upon request.

Credit Hours

Credit hours are based upon the number of hours a class meets per week that are then equated to college credit. Some courses are worth 1 credit hour whereas others are worth 5 credit hours. The number of credits for each course can be found with the course descriptions in the College Catalog or in the class schedule. Students must earn a specified number of college credits to meet graduation requirements.

Cumulative GPA

A cumulative grade point average refers to the average grade point earned when all college courses attempted are computed into an overall average. You must earn a 2.0 GPA to graduate or continue receiving financial aid.

Curriculum

A group of courses within a program of study is called a curriculum.

Discipline

The different subject areas from which students may choose classes comprise a discipline. For example, ENG 211 is one course in the discipline of English.

DL (Distance Learning)

Some sections of a course that are offered where the students and the instructor may not be in the same room and most likely are separated by physical distance. In the class schedule, courses that have sections with a DL designation are interactive video courses and allow students who live in different areas to enroll in a college credit course that may not be offered in their area.

Students register for a DL course the same way as they do for any other course, but they choose the section where they will attend the class. This usually means the student doesn't have to drive as far to take the class. In most cases, the instructor actually teaches at the site where the course originates. Refer to the College's Web page at <http://www.bhc.edu/index.asp?NID=229> for more information about distance learning options.

Elective

A course students choose to take to meet the remaining credit hours for a college degree. These courses are often ones taken for enjoyment or personal interest. Electives that meet degree requirements are listed in the College Catalog. Students should consult with an educational advisor, counselor or faculty member for help in selecting electives that enhance their educational goals.

General Education

A set of courses in communication, humanities, fine arts, social and behavioral sciences, mathematics, computer science, life and physical sciences, and non-Western studies in which students choose courses from categories to fulfill graduation requirements.

Grade Points

Numerical values used to express letter grades. The grade of A is worth 4 points, B is worth 3 points, C is worth 2 points, D is worth 1 point, and an F has no point value.

Grade Point Average (GPA)

A numerical average that indicates how well a student has done in college-level classes. At Black Hawk College, the GPA is based on a four-point scale ranging from 0 to 4. It is calculated by dividing the total number of grade points earned by the number of credit hours the student has completed in one semester. A cumulative grade point average includes all courses attempted.

IAI (Illinois Articulation Initiative)

The Illinois Articulation Initiative is a statewide agreement among participating colleges and universities that provides students with a transferable General Education Core Curriculum that once completed, satisfies the general education lower division requirements for an associate or bachelor's degree at participating colleges and universities. Completing the IAI General Education Core Curriculum prior to transfer provides the maximum benefit to the student. Students can refer to the IAI Web site for information on the General Education Core Curriculum as well as requirements for some majors at <http://www.itransfer.org>. Students can refer to the College Catalog course descriptions to access the IAI course numbers.

Major Requirements

Courses which meet graduation requirements. These requirements are determined by the student's major and are listed in the program descriptions of the College Catalog.

Minimester

Courses offered between the fall and spring semesters. These courses are scheduled over a short period of time and usually require intensive studying on a daily basis.

Official Transcript

An official record of courses, grades, and grade point averages kept by colleges and universities. Official transcripts are sent from college to college. Requests must be made in writing with pertinent information (name, social security number, recipient).

Online Courses

Courses a student takes through the Internet.

Prerequisites

Requirements that must be met or courses which must be taken prior to enrolling in a course. If a course has a prerequisite, it will be listed in the course descriptions section in the College Catalog. Developmental education courses may be course prerequisites.

Registration

The process of selecting courses, completing College forms, and paying fees, all of which must be completed prior to the beginning of classes each semester.

Scott Coop Programs

Programs offered in conjunction with Scott Community College in Bettendorf, Iowa, allow Illinois and Iowa residents to enroll in programs offered through either Scott Community College or Black Hawk College and pay their college's in-district tuition.

Semester

The period of time in which courses are scheduled; semesters at Black Hawk College last approximately 16 weeks. The summer session is either a four-week or eight-week session. In the summer, classes typically meet for longer periods of time and more days per week than the traditional semester.

Semester Hours

The numbers of credits awarded for a particular course and are also known as credit hours. Semester hours basically correspond with the number of hours spent in a class per week. Class hours at Black Hawk College are usually 50 minutes long.

Study Unlimited

Courses that do not have traditional class meeting times. Students use study guides, textbooks, and sometimes audio or videocassettes. Study Unlimited courses must be completed within a designated time frame that usually coincides with the college semester or summer session. Students complete assignments and prepare for tests based on the course deadlines assigned by the instructor. To be successful in Study Unlimited courses, students should be self-motivated and self-disciplined.

An ASSET Reading Skills score of 43 or higher or a COMPASS Reading Skills score of 83 or higher is required to register for any Study Unlimited course; some courses may require additional assessment test scores. Students who have successfully completed REA 098 may take Study Unlimited courses. Individuals who have demonstrated academic success in previous college coursework should see an advisor regarding an assessment waiver in order to enroll in Study Unlimited courses.

TBA

A designation used in the schedule that indicates class meeting times are “To Be Arranged.” Students should contact the instructor to make arrangements for completing such classes.

Tuition

The cost of college classes based on a student’s residence and how many credit hours the student enrolls in for any given semester. Other fees for use of laboratories, equipment, or supplies will also be charged for specific courses. The class schedule lists courses that have lab fees.

Tunnels

On the Quad-Cities Campus, a system of walkways and skyways used to navigate between buildings. The entrances to the tunnel system are located in Building 1 beneath the stairs between the upper and lower lobbies.

Work-Study

A financial aid program where students work part-time at the College or with other non-profit organizations to gain work experience. Part-time or full-time students in need of financial assistance should complete the Free Application for Federal Student Aid (FAFSA). Students interested in work-study should contact the Black Hawk College Financial Aid Office, Building 1, Room 230, on the Quad-Cities Campus or A-236 in the main building on the East Campus.

IMPORTANT STUDENT RESOURCES

Academic Advising

The professional educational advisor is the student's personal contact with Black Hawk College and is available to assist them in developing a program of study which is enriching and purposeful based on their needs, abilities and interests. Students are strongly encouraged to meet with their advisor each semester. Frequent advisor contact will help ensure that students have current academic information and are making adequate progress toward educational goals. The advisor will help students develop or revise their academic plans. Advisors offer assistance to both currently enrolled and prospective students on a year-round basis.

Accommodations for Students with Disabilities

As required by the Americans with Disabilities Act, accommodations are provided to ensure equal opportunity for students with documented disabilities. If you have a disability that requires accommodations, contact BHC Disability Services, Building 1, Room 241 on the Quad-Cities Campus (Susan Sacco at saccos@bhc.edu or (309)796-5903 or the Advising Center BHC East Campus (Wendy Smith at smithw@bhc.edu or (309)854-1713.

Access to Education and Employment

Support services for displaced homemakers, adult education/GED/vocational education students, and single parents in college career and technical programs. For more information on these programs contact Access to Education and Employment, BHC Outreach Center, 301 Avenue of the Cities, East Moline, (309)796-4816 or AEEnews@bhc.edu.

Bookstore

Quad-Cities Campus: (309)796-5500

East Campus: (309)854-1716

Both bookstores are open extended hours at the beginning of each semester to assist you with all your textbook and school supply needs.

Career Services Center

Black Hawk College offers a wide array of career services to students, alumni, area employers, and the community in the areas of:

- Career counseling and exploration
- Career research, self-assessment, career skills, job listings, assisting employers, workshops, and more
- Assistance to students currently enrolled in Black Hawk College career program majors

Counseling Services

The Counseling Department is a partner in the educational process that strives to integrate the intellectual, psychological, cultural, and social development of students in the context of the Black Hawk College vision, mission, and core values. The Counseling Department is committed to minimizing educational barriers, enhancing learning activities, and assisting students in exploring and identifying goals in order to achieve success.

Financial Aid Office

The Black Hawk College Financial Aid Office administers and coordinates funds from federal, state, college and private sources.

- Scholarships and grants (money awarded for which no repayment is required)
- Self-help in the form of loans (money to be repaid after the termination of study)
- Employment (work-study)

The Independent Learning Center

The Independent Learning Center is located in the lower level of Building 1 (under the library) at the Quad-Cities Campus.

The ILC includes:

- Six computer labs installed with Business and Computer Science software, special classroom software, plus for personal use.
- The Testing Room for Alternative Delivery courses, classroom make-ups, and proctoring of tests for other institutions.
- Alternative Delivery Information, assignment drop off/pick-ups, tapes and videos.
- ESL software check out.

Student Activities

To find out more information about Student Government Association, college honor societies and BHC clubs and organizations, or to inquire about student activities, access the information on the Black Hawk College Web site, myBlackHawk, or contact Tiffany Hamilton, Coordinator of Student Engagement, QC Student Life Office, Building 4, hamiltont@bhc.edu, (309)796-5467

Student Success Center

The Student Success Center (SSC) houses the tutoring lab and the Trio Student Support Services Program (SSS), and is located on the Quad-Cities Campus in Building 1 under the library. Tutoring is available in a walk-in lab setting in the areas of computer science, writing, and math, and other subjects such as psychology, philosophy, accounting, and foreign languages upon request. The Trio SSS program is open to students who are first-generation college students, Pell Grant-eligible, or have a disability, and provides support services such as equipment loan, supplemental grant aid, and assistance with test anxiety, time management, study skills and other topics to increase student success. Call (309)796-5138 for further information, or contact Kari Koster at kosterk@bhc.edu.