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2018-19

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HAND BOOK



Student Handbook

2018-2019

**Black Hawk College Quad-Cities Campus
6600 34th Avenue
Moline, IL 61265-5899
309-796-5000**

**Black Hawk College East Campus
26230 Black Hawk Road
Galva, IL 61434-9476
309-854-1700**

Table of Contents

Vision	5
Mission	5
Core Values	5
Black Hawk College Accreditation	5
Student Enrollment Guidelines	6
Registration Checklist	6
Student ID	6
myBlackHawk	6
Student Email	6
Advisement Services	6
Faculty Advising	6
Degree Planning	7
Degree Programs, Training and Other Education Offered	7
Credit Hours	7
Registration Process	7
Online Registration and Degree Audit	7
Student Registration Form	7
Adding a Class	7
Dropping a Class	8
Things to Consider When Dropping a Course	8
Withdrawing from College	8
Tuition Refund Appeal from Students	8
Medical Withdrawal	8
Paying for College	9
Cost to Attend	9
Scholarship Information	9
Veterans Grants	9
Loans	9
Financial Aid Office	9
Citizenship Policy	10
Drug Convictions and Federal Student Aid	10
Federal Pell Grant Lifetime Eligibility Regulation	10
Fraud Policy	10
Refund and Payment Policy (return of Title IV funds)	10
Repeated Coursework Policy	11
Satisfactory Academic Progress (SAP)	11
Verification Policies and Procedures	11
Student Academic Privileges	11
Academic Forgiveness Policy	11
Academic Progress Policy	12
Attendance	12
Developmental Education	12
Calculating the GPA	13
Grades and the Grading System	13
Incomplete	13
Mid-semester Grades	14
Repeat Enrollment	14
Student Services and Resources	14
Academic Advising	14
The American Council on Education (ACE)	14
Bookstores	14
Bursar's Office	14
Campus Clubs/Organizations	15
Campus Security – Black Hawk College Police Department	15
Career Services	15

Clearinghouse Self-Service	15
Commencement	15
Counseling Services	15
Disability Services	16
Early Alert Program	16
Emergency Food Pantry	16
Emergency Notification System	16
Faculty Office Hours	16
International/ESL Students (Quad-Cities Campus)	17
Library	17
Locations	17
Lost and Found	18
Military Students and Veterans Resource Center (Quad-Cities Campus)	18
Mothers' Room	18
Parking and Traffic Information	18
Perkins Student Support Services	19
Safety Tips for the BHC Community	19
School Cancellation or Dismissal Due to Weather	20
Student Activities	20
Student Government Association (East Campus)	20
Student Government Association (Quad-Cities Campus)	20
Testing Centers	20
Transcripts	21
Transportation	21
TRiO Student Support Services (Quad-Cities Campus)	21
Tutoring Center	22
Unisex/Gender-Neutral Restrooms	22
Laws & College Procedures	22
Abused and Neglected Child Reporting Act (DCFS)	22
Affirmative Action Plan	22
Campus Safety and Security Reporting	22
Children in Class	23
Chronic Communicable Disease Policy	23
Classroom Behavior (in-person and online)	23
Clery Act (Jeanne Clery) Disclosure of Campus Security Police and Campus Crime Statistics Act	23
Complaint Management Process and Policy	23
Computer and Technology Usage	24
Concealed Carry Policy	24
Drug-Free College Policy	24
Equal Opportunity	24
Religious Observances	25
Smoking – Tobacco Use Policy	25
Student Right to Know	25
Use of Copyright Materials	25
Student Code of Conduct and Disciplinary Procedures	26
Scope	26
Repeat or Continued Violations	27
Proscribed Conduct	27
Dean of Student Success Authority	30
Student Code of Conduct Charges Procedures	31
Disciplinary Actions or Sanctions	32
Temporary Suspensions	33
Appeals	33
Definitions	34
Interpretation and Revision	34
Violence Prevention	35

Academic Complaint Procedures	35
Black Hawk College Discrimination and Non-Harassment Policy	36
Policy Statement	36
Title IX	36
Contact phone numbers	36
Harassment/Discrimination	36
Disclosure of Student Information	37
Family Educational Rights and Privacy Act (FERPA)	37
Registered Sex Offender Protocols	37
Glossary	38

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 enriches the community by providing the environment and educational resources for individuals to become lifelong learners.

Core Values

Caring and Compassion, Fairness, Honesty, Inclusion and Diversity, Integrity, Respect, and Responsibility.

Black Hawk College Accreditation

Black Hawk College is accredited or approved by:

Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, Illinois 60604-1411
800-621-7440
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.

Student Enrollment Guidelines

Registration Checklist

The registration checklist will help students complete all the steps to enrolling at Black Hawk College. Go to www.bhc.edu/checklist.

Student ID

Black Hawk College student photo IDs are available for all college-credit students. The ID also serves as a money card for BHC financial aid or school refunds. All refunds are processed through the Black Hawk College ID & Money Card to ensure fast delivery of funds through electronic means. Information is available at www.bhc.edu/id.

myBlackHawk

MyBlackHawk, the student portal, is a secure site that allows students 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. Log in and check it often!

By logging in to myBlackHawk, students will be able to:

- View overall schedule of courses.
- Register and pay for classes (add or drop classes, check registration status, view class schedule, view account balance, and make credit card payments).
- Access information about courses.
- View student records (academic holds, past grades, unofficial academic transcript).
- View 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 their BHC email address.

To locate myBlackHawk, go to the Black Hawk College website (www.bhc.edu) and click on the link to myBlackHawk, or go to myblackhawk.bhc.edu. Students will need their username and password to access the system and will receive information after completion and processing of their Application for Admission. Students who have trouble logging in to myBlackHawk can use the online help, "Having problems logging in? Click here" or call the ITS Help Desk at 309-796-5555.

Student Email

All students are assigned an email account at mymail.bhc.edu. All communication from various departments at the college will be sent to this email account (bills, grades, financial aid, commencement information, etc.) The email account is accessed through myBlackHawk. Students should to check their mymail.bhc.edu mailbox frequently for important information about classes and the college.

Advisement Services

Educational advisors help students develop a program of study based on needs, abilities and interests. Students who have earned less than 30 credit hours (Quad-Cities Campus students only) are required to meet with an educational advisor before registering. The student and advisor will cooperatively develop a plan for graduation and review each semester. Degree audits are available and educational plans can be created and saved utilizing the degree audit found in myBlackHawk. Students will be introduced to the degree audit tool during their first individual meeting with an advisor. If goals change, students are encouraged to complete a Change of Program form and meet with an educational advisor to develop a new educational plan. Educational advisors are available year-round to assist currently enrolled or potential students.

Faculty Advising

Advisors and faculty members are partners interested in student success at Black Hawk College. Faculty are in a key position to explore advising issues with students including program requirements, degree and transfer options, and the development of educational plans. Some Black Hawk College programs require students to meet with a faculty advisor prior to registration.

Degree Planning

Degree Planning Worksheets are available in the Advising Center to help students prepare for graduation from Black Hawk College. Degree Planning Worksheets also are available on the college's website. Go to www.bhc.edu/transfer and select the degree. Students should go over this sheet with their academic advisors and use it for a personal record of all courses completed. This check sheet should be updated each semester so that students will be fully aware of their progress toward graduation.

Degree Programs, Training and Other Education Offered

Information regarding classes and programs is available in the Advising Center at the Quad-Cities Campus and the East Campus and online at:

- Credit degree and certification programs – www.bhc.edu/careerprograms
- Non-credit and continuing education programs – www.bhc.edu/pace

Credit Hours

Courses taken in college are measured in terms of credit hours. Laboratory classes will require more class time per credit hour. Typical college classes are three credit hours, but some BHC classes can be one to eight credit hours.

Registration Process

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

Online Registration and Degree Audit

1. Go to myblackhawk.bhc.edu or the Black Hawk College website (www.bhc.edu) and click on the myBlackHawk link.
2. Log in to myBlackHawk.
3. Click on the Student tab. Within this tab students can access degree audit and register for courses.
4. Click on Registration and select the term.
5. Click on Add/Drop Classes. Students may need to scroll over to see the status of their registration.
6. Click on Submit Changes.
7. Click on Student Detail Schedule to review and print schedule.
8. Scroll to the bottom of the screen and click on View Fee Assessment.
9. When finished, be sure to click Exit.

Student Registration Form

A paper form is available for students when they do not use online registration. If the student uses the Black Hawk College Student Registration Paper Form, it must be returned to Enrollment Services on the Quad-Cities Campus or the East Campus. On the Quad-Cities Campus, forms are available in Enrollment Services, the Advising Center and the Academic Service Centers. On the East Campus, forms are available in Enrollment Services and the Advising Center.

Adding a Class

Courses may be added using myBlackHawk online registration during regular registration periods. Students who wish to add a class after the term start date, prior to the first class meeting, must complete the Black Hawk College Student Registration Paper Form. This form requires an advisor's signature. After the class has met, additional signatures are required as outlined below.

- To add a class after the start date of the class but before the 10th day of the class, the student will need to complete the Student Registration Paper Form and obtain an instructor's signature of approval to add the class.
- In order to add a class after 10th day (or the equivalent of 10th day for classes meeting less than 16 weeks), the student will need to complete the Student Registration Paper Form and obtain signature approval from both the instructor AND the departmental academic dean.

Dropping a Class

Once a student has registered for a class, **the student must drop the course officially in order to be removed from the class.** 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 semester. 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 at either campus regarding the need for instructor signatures.

To withdraw from a class, students may either complete the Black Hawk College Student Registration Form, email registrar@bhc.edu from their Black Hawk College email account, 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 date. 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 75% refund and a 50% refund during the second week. No refunds are given after the second week of class. Contact Enrollment Services for questions about courses less than 16 weeks long.
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 direct 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 100% 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).

Withdrawing from College

If a student has registered for classes and decides **not** to attend Black Hawk College, he/she **must withdraw officially.** The student should complete a Student Registration Form or send a letter with the student's name, ID number and course information. The Student Registration Form or letter must be returned to Enrollment Services at either campus.

Tuition Refund Appeal from Students

Students may appeal for refund of tuition and course fees after withdrawing from one or more courses. The Refund Appeal Form can be found at www.bhc.edu/refundappealform. Once completed, it can be emailed to bursar@bhc.edu or dropped off at the Bursar's Office on the Quad-Cities Campus or Enrollment Services at the East Campus. Refund appeals must be submitted prior to the end date of term in which courses were dropped. A cross-departmental committee reviews the refund appeals and makes decisions within 45 days of refund appeal submission. The only acceptable reasons for a refund are as follows:

- Death of the student, parent, child or dependent, sibling or spouse during the current semester.
- Illness/injury of student or dependent of such severity or duration as to preclude successful completion of course(s) this semester – Must attach the medical certification.
- Involuntary call to military duty – Must attach a copy of orders to active duty/mobilization.

Medical Withdrawal

To be eligible for a medical withdrawal, a student must withdraw from all classes in the term and not simply a reduced load. The physician statement, along with a signed Add/Drop Form, must be submitted in a timely fashion,

no later than the beginning of final exam week for the term enrolled. The Medical Withdrawal Form can be found at www.bhc.edu/download/medical-drop-form-revised-8-2015.

Paying for College

Cost to Attend

Information regarding cost of attending is available in the Financial Aid Office and at www.bhc.edu/payingforcollege.

Specific information regarding tuition rate per credit hour, payment options, payment policies and payment deadlines can be found on www.bhc.edu/tuition as well as on the Student Billing tab in myBlackHawk. The most current contact information for the Bursar's Office locations are listed on both the website and the Student Billing tab in myBlackHawk.

Scholarship Information

Scholarships may be from an industry, service group, professional organization, foundation, church, state government or academic department. A student can search for scholarships then follow the donor's application guidelines and deadlines. Each donor sets their requirements of what they're looking for in a scholarship recipient.

All students are encouraged to apply for scholarships from the Black Hawk College Foundations. Applications are accepted online March 1 through May 1 and can be found at www.blackhawkcollegefoundation.org and www.bhceastfoundation.org. For more information, contact the Quad-Cities Foundation at 309-796-5061 or the East Foundation at 309-854-1718.

For private scholarships, contact the Financial Aid Office at 309-796-5400 or 309-854-1708 or www.bhc.edu/scholarships.

Veterans Grants

Veterans and their families should talk with the Veterans Resource Center about possible educational benefits. Benefits are available through the Department of Veterans Affairs and the Illinois Student Assistance Commission (ISAC) and will be processed through the Financial Aid Office. Black Hawk College is committed to providing veterans with a successful educational experience. Visit www.bhc.edu/veterans for additional information.

Loans

Loans must be repaid. Students should only borrow what is necessary and should evaluate their total cost of degree completion against their future earnings potential and ability to repay. Additional information and frequently asked questions are available at www.bhc.edu/loans.

To apply for Federal Direct Student Loans, students must be enrolled in at least six credit hours per semester in an eligible degree program, complete the Free Application for Federal Student Aid (FAFSA), and complete the Black Hawk College Loan application requirements available at www.bhc.edu/loans.

Federal Direct Parent Loans for Undergraduate Students (Parent PLUS Loans) are credit-based loans available to assist parents with the educational expenses of an undergraduate student enrolled in at least six credit hours per semester in an eligible degree program.

Financial Aid Office

The Financial Aid Office (www.bhc.edu/financialaid) assists students and parents in applying for federal, state and institutional funds to help meet educational costs. More than half of Black Hawk College students receive some financial assistance from grants, scholarships, loans and student employment. Most of the funding is based on the family's financial information. The Free Application for Federal Student Aid (FAFSA) is used to determine eligibility. If needed, computers are available at both campuses for students to complete their FAFSA.

Citizenship Policy

To be eligible for financial aid a student must be a U.S. citizen, U.S. national, citizen of a freely associated state, or other eligible noncitizen.

When a student submits his/her FAFSA, the response to the citizenship question is verified through the Social Security Administration (SSA) or the Department of Homeland Security (DHS) for primary confirmation. If a student's status is confirmed, no other documentation is required, and the student meets this eligibility requirement.

Drug Convictions and Federal Student Aid

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds.

Federal Pell Grant Lifetime Eligibility Regulation

The Consolidated Appropriations Act, 2012 (Public Law 112-74) limits the use of the Federal Pell Grant to 12 semesters (or 600%) throughout a person's lifetime. The following link will assist in further explaining this provision: <http://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility>.

Fraud Policy

If Black Hawk College's Financial Aid Office suspects that a student, employee or other individual has misreported information or altered documentation to fraudulently obtain federal funds, we will report our suspicions and provide any evidence to:

Office of Inspector General

Citigroup Center
500 W. Madison St., Suite 1414
Chicago, IL 60661
312-730-1630

Inspector General's Hotline (800-MIS-USED)

Office of Inspector General
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500
Email: oig_hotline@ed.gov
Web: www.ed.gov/about/offices/list/oig/hotline.html

For more information, contact the Financial Aid Office at finaid@bhc.edu.

Quad-Cities Campus

Monday-Tuesday from 7:30 a.m. to 6 p.m.
Wednesday-Friday from 7:30 a.m. to 5 p.m.
Building 1, Room 230
309-796-5400

East Campus

Monday-Friday from 8 a.m. to 5 p.m.
Building A, Room 246
309-854-1708

Please visit www.bhc.edu/financialaid for more information on:

- How to apply
- Award information
- Veteran benefits
- Academic Progress Policy to remain eligible for aid
- Financial aid policies due to federal requirements

Refund and Payment Policy (return of Title IV funds)

The purpose of this policy is to ensure that a BHC student who receives federal and state financial aid understands the requirements of the Higher Education Act of 1998, CFR 668.22. Under this regulation, a BHC student who stops attending or withdraws completely from all full-term classes within a semester may receive Title IV financial aid equal to the percentage of the payment period or enrollment period completed. Completion of a module course does not prevent a student from being subject to the return of Title IV calculation.

For example, a student completes 30 days' worth of classes in a fall semester consisting of 120 days. The regulation requires that the student is eligible to receive only the Title IV financial aid earned, or 30 days' worth. By dividing the number of days attended by the total number of days in the semester, the student has earned 25% of the awarded Title IV financial aid.

Please be advised that dropping a course after the 10th day of classes will result in a W grade on a student's transcript. The W does not hurt the overall GPA, but it does affect the student's completion rate.

Repeated Coursework Policy

Federal and state financial aid regulations limit the number of times a student may repeat a course and receive financial aid for that course. Once a passing grade is received, the student may receive financial aid for only one repeat of that course. Failing grades include F, I, X and W. Passing grades include A, B, C, D or P.

The regulations do not affect Black Hawk College's policies regarding whether a student may retake coursework, including repeating courses to achieve a higher grade. The regulations only apply for federal and state financial aid for the purpose of determining financial aid enrollment and eligibility.

Satisfactory Academic Progress (SAP)

Students receiving federal and state financial aid must maintain satisfactory academic progress towards earning their degree or certificate. Students must:

1. Successfully complete 67% of the hours attempted.
2. Earn and maintain a 2.0 cumulative grade point average (GPA) requirement.
3. Complete program requirements within a limited time frame – students have a maximum 96 attempted hours to earn an associate degree or 48 attempted hours for a certificate program.

If the required credit hours are not completed or the cumulative grade point average is not met, students will be placed on financial aid warning for one semester. Financial aid can be received while on warning. Students who do not meet the academic progress requirements during their warning semester will be placed on financial aid dismissal and will not be eligible for financial aid.

Students who exceed time frame limits will be placed on financial aid dismissal and will not be eligible for aid. For specific information about Financial Aid Academic Progress requirements, contact the Financial Aid Office.

Verification Policies and Procedures

Verification is the process of checking the accuracy of the information a student provides when he/she submits a FAFSA (Free Application for Federal Student Aid). Applicants selected for verification are notified on their Student Aid Report (SAR) that they will be required to submit certain financial documents to the school.

Black Hawk College will send applicants an email notification regarding any verification requirements to their Black Hawk email. In addition, requirements will be posted to the Forms Needed section of the Financial Aid page on [myBlackHawk](#).

If a student's file is selected for verification, the student is not eligible for financial aid until all required documents are received, reviewed and processed.

Student Academic Privileges

Academic Forgiveness Policy

Academic forgiveness is a policy designed for a student with a history of poor grades who has been away from Black Hawk College for at least four years since the end of the semester for which academic forgiveness is being requested.

This request is limited to two consecutive semesters and is only allowed one time throughout the student's academic career at Black Hawk College. The student must be currently enrolled and must have accumulated 12 credit hours with a 2.5 GPA or higher to apply for academic forgiveness.

Forgiven grades will remain on the student's official record but will not be included in the institutional GPA. It should be noted that these grades will continue to be calculated for financial aid status. The student should check with any transfer institution regarding how the receiving institution will calculate the forgiven grades.

For detailed information, see Enrollment Services.

Academic Progress Policy

To maintain continuing enrollment at the college, a student will be subject to this policy once he/she has attempted 12 credit hours at Black Hawk College.

A student will be placed on academic warning if his/her BHC cumulative grade point average (all work completed at Black Hawk College) 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, but will need to meet with an advisor to create a plan for success. After being placed on academic warning, the student must bring the overall cumulative GPA to 2.0 or higher. If the student's cumulative GPA does not reach 2.0 the following semester, the student will be placed on academic probation. Again, the student will need to continue to meet with an advisor before enrolling.

When on academic probation, the student must earn a term GPA of 2.0 or above each semester. If the student's term GPA falls below 2.0, the student will be placed on academic suspension. Academic suspension means a student will not be allowed to re-enroll at Black Hawk College for at least one full semester (fall or spring). After not attending for a full semester, the student may be readmitted on a probationary status and must maintain a term GPA of 2.0 or higher until his or her cumulative GPA reaches 2.0 or above. If a student is suspended a second time, the student may not return for one full year.

Students may appeal Black Hawk College academic suspension by submitting a written appeal to the Registrar explaining circumstances and plans for insuring academic success. Details on the appeal process will be sent via email to the student's BHC email account, after they are placed on academic suspension. An Academic Appeals Committee will consider student requests and make final decisions.

For detailed information, see Enrollment Services. To access the form, go to www.bhc.edu/enrollmentforms.

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. Makeup 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 the 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.

Developmental Education

Developmental education courses build academic skills in writing, reading and math and may be required for one or more areas. Black Hawk 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 the student's advantage to complete developmental education courses within the 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.

Calculating the GPA

The cumulative grade point average is the numerical average that indicates how well a student has done in college-level classes. At Black Hawk College, the cumulative 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.

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

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 faculty. Work must be completed within the time limit established by the instructor from one day to one semester. Students must request an incomplete grade and discuss it with the faculty member teaching the course.

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.

T – Transfer credits for courses, military experience, CLEP tests and Advanced Placement tests. Students must have an official transcript sent to the college.

Incomplete

To request an incomplete (I) grade in a course, the student must, in writing, arrange with the course faculty member to fulfill the appropriate course requirements. An incomplete grade 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 appropriate by the instructor.

The faculty member is solely responsible for determining whether or not the incomplete grade is justified, and for making an evaluation of the work by the student who has been given an incomplete grade. If the faculty member determines that the incomplete grade is justified, he/she and the student shall establish the requirements for completing the incomplete within a maximum time period of one year beyond the semester end date. The student must, in writing, arrange with the course instructor to fulfill the appropriate course requirements.

If after one year, the course requirements remain unsatisfied, the I grade 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 a paper Grade Change Form used to update the student's grade and turn it in to Enrollment Services to update the student's official record.

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.

Repeat Enrollment

If a student fails the same class twice, the student will be required to meet with BHC's retention specialist (or their designee) prior to being allowed to reregister for subsequent attempts. The student will be required to follow all recommendations of the retention specialist as a requirement for continued enrollment. This could include meeting with the counseling center, student success center, tutoring office, etc. Should the student fail to meet the conditions set, the student may be removed from the class with no tuition refund entitlement.

Student Services and Resources

Academic Advising

The professional advisor is the student's personal contact with Black Hawk College and is available to assist her/him in developing a program of study which is enriching and purposeful based on her/his 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. Advisors help students develop or revise their academic plans. Advisors offer assistance to both currently enrolled and prospective students on a year-round basis. Academic advising is mandatory for all students who have not completed 30 semester hours at BHC or in combination with another college or university.

The East Campus Advising Center and Quad-Cities Campus First Stop Advising Center are dedicated to providing the following services:

- Assist with creation of meaningful educational plans that encompass life and career goals.
- Provide appropriate and accurate information to assist students in goal completion.
- Assist in understanding academic policies and procedures.
- Teach students how to navigate the enrollment process.
- Promote student engagement initiatives designed to reinforce classroom learning and student success. Access campus-specific information by visiting www.bhc.edu/advising.
- Provide articulation information on the transferability of career and transfer program courses. Students can visit www.bhc.edu/transfer for more information.

The American Council on Education (ACE)

This is the United States' largest higher education organization. A service that ACE provides for many institutions and organizations is the evaluation of training and experiences for college credit, which are then documented on an ACE transcript. ACE works under contract with the U.S. Department of Defense and also provides military evaluations. Any ACE recommended credit for military training and experiences may be found on a student's ACE transcript.

Bookstores

Both college bookstores are here to assist students with their textbook and school supply needs. For more information, visit www.bhc.edu/bookstore or call:

- East Campus Store – 309-854-1716
- Quad-Cities Campus Hawk's Hub – 309-796-5500

Bursar's Office

The Bursar's Office:

- Provides student account and billing information.
- Receives payments for tuition, fees and miscellaneous campus charges.
- Offers multiple payment options.

- Manages refunds on student accounts through BankMobile.
- Provides collection on delinquent accounts.

Students may utilize services through the Student Billing tab on myBlackHawk. Students may also visit or call during office hours. Contact information and office hours for both Quad-Cities Campus and East Campus can be found at www.bhc.edu/tuition on the right side of the page.

Campus Clubs/Organizations

Students can participate in a wide variety of clubs and organizations based on his/her interests. Participating is a great way to enhance the academic experience and meet new friends! For more information, visit www.bhc.edu/studentlife. Participation in student clubs and organizations is restricted to students who are enrolled in a minimum of three credit hours and are working toward a certificate or associate degree. All officers of the club/organization must be enrolled a minimum of six semester hours, except for those clubs/organizations that are based on certificate programs of study. Membership is controlled by the club/organization's official bylaws.

Campus Security – Black Hawk College Police Department

The BHC Police Department's highest priority is to provide for the protection and safety of students, employees and visitors to the college. BHC officers have full police officer powers of arrest.

To review the Campus Security Authority Report, the Annual Security and Fire Safety Report or emergency response information, go to www.bhc.edu/police or visit one of the campus locations:

- Quad-Cities Campus – Building 3, Room 315 or call 309-796-5913
- East Campus – Building 1, Room 100 or call 309-854-1784

Career Services

Black Hawk College offers a wide array of free career services to all BHC students, alumni and community members in job and career areas, such as career assessments, the College Central website, résumé and cover letter writing assistance, online job searches, interviewing skills, distance and phone interviews, social media, creating a government résumé, career advising and career research.

To schedule a career assessment or to request a mock interview or assistance with a government résumé, call the Career Services Center at the Quad-Cities Campus at 309-796-5626 or email crcstudent@bhc.edu. All other services are available on a walk-in basis.

All new students are automatically registered on the College Central website using their ID number for their login. Students can upload a résumé to the site, send it to employers and receive valuable job search information directly from College Central. Students interested in a work-study position on campus must apply through College Central at www.collegecentral.com/bhc.

Clearinghouse Self-Service

BHC students can order official transcripts via the Clearinghouse Self-Service at www.bhc.edu/transcripts. There is a fee. A major credit card or debit card is needed to place an order. See the Transcripts section for details.

BHC students cannot obtain a good student certificate using Clearinghouse Self-Service. At this time, the college is not reporting good student designations to the Clearinghouse, so the good student certifications will continue to be requested in Enrollment Services.

Commencement

Commencement ceremonies are conducted at the end of the spring semester. All fall, spring and summer graduate candidates are invited to participate. Timelines for completing graduation applications, ordering caps and gowns, and attending commencement ceremonies are available at www.bhc.edu/graduation or from Enrollment Services.

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.

Harassment is one example of the types of concerns the college can assist with. Other concerns include but are not limited to: addictions, anxiety, depression, sexual assault, suicidal thoughts, etc. These issues can be hard to handle and may affect work or academic life. Counseling services are available from the Counseling Department by calling 309-796-5199 or emailing counseling@bhc.edu.

Disability Services

Black Hawk College is committed to making its services, programs and activities equally available to people with disabilities. Disability Services staff provide assistance to students with a wide range of disabilities including hearing loss, vision loss, mobility disabilities, learning disabilities, chronic health disabilities, ADHD/ADD and others. Examples of services to students include note-taking assistance, screen-readers, test accommodations, computer-assistive technology, adaptive equipment and sign language interpreters.

Appropriate accommodations are identified on an individual basis. It is the student's responsibility to self-identify to Disability Services staff and provide current documentation of disability. Persons with disabilities are encouraged to complete this first step as early as possible before the start of the semester.

Service animals are defined by the ADA as any guide or signal dog specifically trained to work or perform tasks for a person with a disability, and the work is directly related to the individual's disability. An emotional support animal is not specifically trained to perform tasks for a person with a disability. Unlike a service animal, an emotional support animal is not granted access to places of public accommodations, such as the college.

For information regarding accommodations, contact Disability Services at the Quad-Cities Campus at 309-796-5900 or dso.qc@bhc.edu, at the East Campus at 309-854-1713 or dso.ec@bhc.edu, or online at www.bhc.edu/disability.

Early Alert Program

The Early Alert Program is designed to help alert Black Hawk College staff to students who are facing academic difficulty early in the semester. Early Alerts are notifications an instructor submits when there is a concern about a student's performance in class. If a student receives an Early Alert contact from a designated staff member, they will provide insight on necessary steps to take to be successful in a course(s). To find out more about the Early Alert Program or campus resources, contact the Retention Coordinator at kochj@bhc.edu or 309-796-5177.

Emergency Food Pantry

Black Hawk College has an Emergency Food Pantry available to any BHC student in need. Students can contact Counseling at 309-796-5199 for access. A counselor will assist students in receiving non-perishable food and information to access their closest community food pantry for fresh, perishable food.

Emergency Notification System

Students, faculty and staff are encouraged to register to receive emergency alerts from the college's Emergency Notification System. Participants can choose to receive notifications by phone call, text message and/or email. Sign up is in myBlackHawk. Under the Home tab, look for Emergency Notification, click the red emergency button, and follow the on-screen instructions.

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 members post their office hours for classes, conferences and advising sessions outside their office door and in their course syllabi.

Full-time faculty members (and many part-time faculty members) also have voicemail that allows students to leave phone messages. Most full-time faculty members list their campus phone extension and email address in their course syllabi. On-campus contact information for full-time and part-time faculty members is available in the staff directory at www.bhc.edu/directory.

International/ESL Students (Quad-Cities Campus)

The Academic English as a Second Language (ESL) Office provides help and social support for BHC students who come from other countries. The office helps students connect with special services in the community, learn about the U.S. higher education system, and access other student services on campus as needed.

All ESL students will take the English Language Proficiency Test and meet with the Academic ESL Program Coordinator to determine the classes they need to meet their goals.

Students in the ESL program have access to free tutoring services in the ESL lab. Students receive help working through their online classes and are referred to websites to use at home for additional practice with English.

The main social organization for ESL students is the Mentor & Mentee Program. This program aims to join BHC community members who are native to the United States with BHC students who are newer to the country so that they may exchange cultural information. The objective of the program is to help the ESL student mentees practice their English and learn about American culture, as well as for the mentors to learn about other cultures. There are many social events planned throughout the academic year. Students interested in the program should visit the Academic ESL Office or contact the Mentor & Mentee Program advisor.

Academic ESL Office at the Quad-Cities Campus, Building 1, below the library:

- Mentor & Mentee Program Advisor – 309-796-5140
- Academic ESL Program Coordinator – 309-796-5183

For international student F-1 Visa needs, contact:

- Dean of Enrollment Management – 309-796-5345

Library

The Black Hawk College libraries are full-service facilities staffed by personnel who are committed to serving students. Librarians are available to consult with students on an individual basis as well as in small groups.

Students need a barcoded library card to borrow and place holds on library materials. The card application process begins at the circulation desk at each campus library.

Black Hawk College Library resources include print and online books, databases for magazine, journal and newspaper articles, and research tools to prepare information-based assignments. Access to these resources is provided 24/7 through the college's website and does require authentication from off-campus locations. Students need their myBlackHawk username and password to log in at www.bhc.edu/library.

Other library resources and services:

- Study tables, carrels and rooms
- Scanning/printing equipment
- Local newspapers
- Reserve materials
- Interlibrary loan

Locations

Quad-Cities Campus

6600 34th Ave.
Moline, IL 61265
309-796-5000

East Campus

26230 Black Hawk Road
Galva, IL 61434
309-854-1700

Outreach Center

301 Avenue of the Cities
East Moline, IL 61244
309-796-8200

Community Education Center

404 E. Third St.
Kewanee, IL 61443
309-854-1875

Adult Learning Center
4610 Black Hawk Commons Drive
Rock Island, IL 61201
309-794-1072

Welding & Skilled Trades Center
520 E. Third St.
Kewanee, IL 61443

Lost and Found

Lost and found is located at the BHC Police Department. Anyone who has lost an item of value, such as a watch, eyeglasses or a calculator, should check with the Police Department.

Military Students and Veterans Resource Center (Quad-Cities Campus)

Black Hawk College is committed to helping our military and veteran students and their families. With that in mind, the Veterans Resource Center was created to provide military students and veterans with a safe and comfortable space to relax and meet other veterans, complete assignments or study in a quiet space, play games or get answers to questions or concerns. The center is centrally located at the Quad-Cities Campus in Building 4, Room 117 and is open from 8 a.m. to 4 p.m. Monday-Friday. Hours may be flexible to provide greater availability as needed. Questions? Contact the Coordinator of Veterans Services at 309-796-5501 or email msvcstudent@bhc.edu.

Mothers' Room

A secluded mothers' nursing room is available at both campuses. The rooms were created to reduce barriers for breastfeeding mothers by enabling them to breastfeed their child or pump breast milk.

- Quad-Cities Campus – For access and reservations, please contact Jana Koch, Retention Coordinator, at kochj@bhc.edu or 309-796-5177.
- East Campus – For access and reservations, please visit the Advising Center/Financial Aid Office in Building A, Room 246.

Parking and Traffic Information

A parking permit is required for ALL parking lots at both campuses. Student parking is marked with white stall lines. Dual credit and online students will need a special parking permit that will be provided for free. Cost for parking passes for all other students is \$25 per semester. Parking during the summer and minimester is free. To purchase a parking permit, visit the BHC Police Department at either campus, the Bursar's Office at the Quad-Cities Campus, or Enrollment Services at the East Campus.

Students using financial aid to pay for their parking permit can obtain a voucher at the Hawk's Hub or the East Campus Store.

Guests can request a temporary parking permit from the BHC Police Department. Guests may also park for short periods of time in designated Visitors Parking.

Accessible parking and entrances are marked at all campuses.

All parking areas are designated with curb markings and line colors as follows:

Red – Designated parking. Special permit required.

White – Students – Student parking permit must be displayed during the fall and spring semesters.

Yellow – Employee – Employee tag must be displayed at all times.

- 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.
- Parking on the grass is prohibited at all times.
- Parking in fire lanes is prohibited at all times.

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 lanes.
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 – Black Hawk College fines shall be payable directly to Black Hawk College.
 - a. All state violations carry minimum fines, including court costs, and are payable to the appropriate court jurisdiction authority.
 - b. Parking fines range from \$10 to \$500 depending upon the type of violation. Failure of the vehicle owner to find a ticket on his/her vehicle will not invalidate fine.
6. Speed limit – The speed limit on the Quad-Cities Campus drives is 25 mph. The speed limit in college parking lots is 15 mph unless indicated otherwise. The speed limit on all East Campus drives is 20 mph.
7. Observance of traffic laws – All state and municipal laws pertaining to ownership and operation of a motor vehicle must be observed.
8. Abandoned or stored vehicles – No personal vehicle may be abandoned or stored on college property. Any vehicle left on college property will be towed after 48 hours unless special arrangements have been made. Vehicles presenting a traffic hazard will be towed immediately.
9. 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 BHC Police Department at either campus.
10. Miscellaneous –
 - a. Lack of parking spaces will not constitute 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.

Perkins Student Support Services

Any student enrolled in a Career and Technical Education (CTE) program, certificate or Associate in Applied Science degree at Black Hawk College may receive assistance from Perkins Career Support Program Services.

The following services are available to any CTE student:

- Laptop loan
- Academic advising
- Academic skills workshops
- Accommodations assistance
- Referrals to community resources
- Tutoring and study group support

Additionally, CTE students may be eligible to receive emergency assistance with textbooks, supplies and/or transportation. To be eligible, students must have special population status as defined in federal Perkins legislation, a GPA of 2.0 or higher, and demonstrate financial need (Pell-qualified with expenses greater than financial aid award).

For more information about Perkins Career Program Support Services, call 309-796-5133.

The CTE Dual Credit Coordinator provides transition services to any high school student enrolled in a CTE dual credit course at their high school. For more information on CTE dual credit, call 309-796-5160.

Safety Tips for the BHC Community

Students should lock their cars at all times and park as close to college buildings as possible after dark. Do not leave cellphones, music devices, valuables, books or school bags laying around unattended. Students using the gym or pool, make should ensure items are locked in a locker. Students can file a report with the BHC Police Department for missing items.

Please be aware of surroundings, especially after dark. In case of emergency, students should dial 911 or go to the BHC Police Department.

Quad-Cities Campus
Building 3, Room 315
6600 34th Ave.
Moline, IL 61265
309-796-5913
Fax: 309-792-5836

East Campus
Building 1, Room 100
26230 Black Hawk Road
Galva, IL 61434
309-854-1784
Fax: 309-856-8502

Sex Offender Registration requires schools to make information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

School Cancellation or Dismissal Due to Weather

Black Hawk College rarely closes as a result of inclement weather, and its cancellation policies do not follow those of local school districts. For instance, Quad-Cities area schools might be closed and the college might remain open.

Black Hawk College uses the Emergency Notification System to alert students and employees of cancellations or dismissal due to inclement weather. Students also should check the college's home page (www.bhc.edu), myBlackHawk (<https://myblackhawk.bhc.edu/>) and Facebook (www.facebook.com/blackhawkcollege) for cancellation information. Every effort will be made to provide cancellation information to area TV and radio stations.

Even if the college does not close, students ultimately make the decision about whether to attend school during inclement weather. Students should contact their instructor(s) about the possibility of making up assignments. Students also should check Canvas in case an instructor has canceled an individual class.

Student Activities

For more information about the Student Government Association, college honor societies, clubs and organizations, or other student activities, visit www.bhc.edu/studentlife.

Student Government Association (East Campus)

The Student Government Association (SGA) is the officially recognized student governance body for the East Campus. It is composed of up to 14 representatives (seven freshman and seven sophomores) plus four executive officers. Any BHC student has the opportunity to become an SGA member. Executive officers are nominated and elected by the current SGA representatives during the fall academic semester. For more information, visit www.bhc.edu/sgaeast.

Student Government Association (Quad-Cities Campus)

The Student Government Association (SGA) is the officially recognized student governance body for the Quad-Cities Campus. It is composed of 14 senators, including executive officers, and the opportunity to be a part of three standing committees – Activities, Volunteerism and Governing – as well as other committees, such as the Inter-Club Council Committee. Senators are appointed by the outgoing Senate once a year through an application and interview process. For more information, visit www.bhc.edu/sgaqc.

Testing Centers

Quad-Cities Campus – The Quad-Cities Testing Center provides students a quiet place to take paper, online, Accuplacer and nursing tests. This center also provides proctoring of tests from other institutions, such as colleges/universities, GED®, Pearson VUE, real estate, etc. The Testing Center is located in Building 1, below the library.

East Campus – The East Campus Testing Center provides students a quiet place to take paper, online and Accuplacer testing. This center also provides proctoring of tests from other institutions, such as college/universities. The Testing Center is located in Building A, Room 239.

Transcripts

The Registrar's Office will issue official transcripts of a student's academic record – including courses, grades, GPA and degree – upon request of the student.

Official transcripts are ordered online. Black Hawk College has authorized the National Student Clearinghouse to provide transcript ordering via the web. There is a \$6 fee associated with the transcript order. Provide a major credit or debit card when placing the order. A credit card will only be charged after the request is complete.

To order an official BHC transcript:

- Go to www.bhc.edu/transcripts.
- Log in to the National Student Clearinghouse secure site.
- This site will take you through the ordering process, including delivery options and fees. Students can order numerous transcripts in a single session. A processing fee will be charged per recipient.
- Order updates will be emailed and orders can be tracked online.

When placing an online transcript request, remember that all requests will be filled in the order in which they are received the next business day.

To order an official BHC transcript in person, submit a paper request form in Enrollment Services. The cost is \$6, payable by check or cash to the Bursar's Office. There will be a short wait time in order for the request to be processed and printed.

If there are any problems with ordering or to update an address in Black Hawk College's student database, contact Enrollment Services at registrar@bhc.edu.

Transportation

MetroLINK Bus Pass (Quad-Cities Campus) – A student's Black Hawk College ID also can be used as a bus pass. Students can ride the bus to work, shopping, day care, etc. free of charge. For lost Black Hawk College IDs, please visit the Bursar's Office to complete paperwork for a new one. It takes approximately two (2) weeks to receive the replacement ID. If a student needs a temporary replacement bus pass, please contact the Dean of Student Success at 309-796-5041.

Black Hawk College Transit Service (East Campus) – Please contact the Office of the Executive Dean for transportation needs.

TRiO Student Support Services (Quad-Cities Campus)

The TRiO Student Support Services (SSS) program provides individualized guidance and comprehensive academic support to Quad-Cities Campus students admitted into the program. Participants can meet with the same TRiO academic counselor during their time as BHC students. This personalized approach allows participants a more coherent and holistic experience in navigating the various obstacles involved in learning how to succeed at the college level, as well as developing the necessary skills to better achieve their academic, career and personal goals.

Specific services provided to students in the program include holistic academic advising and in-depth transfer planning, major and career exploration, academic success coaching and mentoring, help navigating financial obstacles, financial aid and scholarship guidance, and academic tutoring.

Admitted participants are entitled to select textbook access, TRiO Grant Aid, the TRiO Foundation Scholarship, academic and financial skill-building workshops, campus visits and cultural events. Participants also are welcome to take part in transfer, volunteer, leadership and social activities.

The TRiO SSS program is federally funded and open to first-generation, income-eligible and disabled students.

For more information, including a program application, visit TRiO Student Support Services at the Quad-Cities Campus in the Tutoring Center in Building 1 (below the library), go to www.bhc.edu/trio, call 309-796-5138, or email trioss@bhc.edu. Students also can submit an application online at www.bhc.edu/TRIOAPP.

Tutoring Center

Tutoring services are available to Black Hawk College students free of charge. The college offers face-to-face individual and group tutoring, open lab tutoring, and free online tutoring 24/7 from Tutor.com (accessible directly from students' Canvas accounts via myBlackHawk).

Walk-in hours for tutoring at the Quad-Cities Campus during the fall and spring semesters are Monday through Friday from 9 a.m. to 1 p.m. Available walk-in subjects include math, writing, computer science and others. Tutoring is also available before and after walk-in hours by advanced scheduled appointments for a wider variety subjects including accounting, biology, chemistry, economics, history, philosophy, psychology, Spanish and more. (Dependent upon tutor availability.)

Students interested in scheduling a tutor appointment should stop by to fill out a request form, call 309-796-5138, submit an appointment request online at www.bhc.edu/RequestATutor, or email tutoring@bhc.edu. The Tutoring Center at the Quad-Cities Campus is in Building 1, Room 100 (below the library). Additional science tutoring is available in Building 2, Room 210. The East Campus Tutoring Center is in Building A, Room 234 (next to the library).

For more information, visit www.bhc.edu/tutoring.

Unisex/Gender-Neutral Restrooms

Unisex/gender-neutral restrooms benefit people with disabilities, the elderly and anyone else who may require the assistance of someone of another gender; parents who may wish to accompany their children to the restroom; and transgender populations or other people who exist outside of the gender binary.

Gender-neutral bathrooms are available in the following areas:

Quad-Cities Campus

- Building 1, first floor, west of the Tutoring Center
- Hallway between Building 3 and Building 4
- Building 3, third floor, across from Rooms 310 and 311

East Campus

- Building A, next to the East Campus Store

Laws & College Procedures

Abused and Neglected Child Reporting Act (DCFS)

Under the Abused and Neglected Child Reporting Act (325ILCS5/4), all Black Hawk College employees are designated by the State of Illinois as mandated court reporters. Therefore, all employees are required to report child abuse or neglect to the 24-hour Child Abuse Hotline (800-25-ABUSE). For more information, contact the BHC Police Department at 309-796-5913.

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.

Campus Safety and Security Reporting

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Campus crime statistics for Black Hawk College may be found at www.bhc.edu/police.

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965. For more information, contact the BHC Police Department at 309-796-5913.

Children in Class

The faculty member 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.

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 Vice President for Instruction and Student Services 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 Student Success.

Black Hawk 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."

Classroom Behavior (in-person and online)

Willful failure to comply with a reasonable directive of the classroom instructor or other intentional conduct that has the effect of disrupting college classroom instruction or interfering with the instructor's ability to manage the classroom. When disruptive activity occurs, a college instructor has the authority to determine classroom seating patterns or require that a student exit the classroom, laboratory or other area used for instruction immediately for the remainder of the period. Instructors who impose a one-day suspension are asked to report the incident to the appropriate supervisor and the Dean of Student Success.

Repeated classroom disruption or actions that threaten or has the potential to harm another student may be grounds for immediate dismissal from the classroom, laboratory or other area used for instruction, which will lead to failing the class. At the East Campus, this includes the repeated inability of the student to safely control a horse.

Clery Act (Jeanne Clery) Disclosure of Campus Security Police and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Clery Timely Warning Notices are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated so that campus community members can protect themselves from harm. For more information, go to www2.ed.gov/admins/lead/safety/handbook.pdf.

Complaint Management Process and Policy

The Black Hawk College Complaint Procedures are provided as a means for individual students to resolve specific concerns in an expeditious and fair manner. Another purpose of the procedures is to help all students learn constructive approaches to problem and conflict resolution. Students who need help in understanding the procedures or determining their complaint may contact an Academic Dean, the Dean of Student Success, or the

Title IX Coordinator. If the complaint is a criminal matter, the student is strongly encouraged to contact the BHC Police Department.

Nothing in the policy or procedures shall abridge the rights of faculty, staff, administrators and students to the provisions of due process, just cause, and relevant provisions of the Education Code or the agreement between Black Hawk College and the appropriate union.

To file a complaint, students may contact the Dean of Student Success at the Quad-Cities Campus at 309-796-5041 or the East Campus office at 309-854-1723. Please see Student Complaint Procedure in this handbook for a detailed description of processes and procedures.

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 Student Success (or an appointed representative). 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 Dean of Student Success.

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, 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 the bottom of the login page for myblackhawk.bhc.edu by clicking on the Black Hawk College Board Policy Manual Section 8.90. Paper copies are available in Enrollment Services at both campuses.

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 Black Hawk College. See the Disciplinary Procedures section of the Student Handbook for details. Criminal activity will be referred to the BHC Police Department.

Concealed Carry Policy

Black Hawk College hereby establishes the BHC Concealed Carry Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations. Black Hawk College is committed to providing a safe and secure environment for the Black Hawk College community and its guests. In support of this commitment, Black Hawk College establishes restrictions on the ability to carry firearms or weapons on any Black Hawk College campus or property in accordance with the Board of Trustees' authority to promulgate rules and regulations and the 2013 Illinois Firearm Concealed Carry Act. Board Report #8574. For more information, go to www.ilga.gov/legislation/98/HB/09800HB0183enr.htm.

Drug-Free College Policy

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this notification is presented annually to each BHC student and employee. Its purpose is to serve as a reminder of the standards of conduct relating to drugs and alcohol; the health risks associated with drug and alcohol abuse; of the availability of treatment for drug or alcohol problems; of BHC policies related to the illegal possession and use or distribution of drugs or alcohol; and of the internal sanctions and federal, state and local legal penalties that may result from the illegal sale, possession, consumption or distribution of drugs or alcohol. Detailed information is available online at www.bhc.edu/drugfreeschoolsandcommunityact.

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

administer all educational programs and determine or implement the terms, conditions, and privileges of employment without regard to any status or condition protected by federal, state or local statute, ordinance, or regulation.

The Human Resources 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.

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

Religious Observances

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. In order to benefit from reasonable accommodations, students must notify their instructor well in advance of any absence for religious reasons. Absence from classes or examinations for religious observance does not relieve students from responsibility for any part of the course work required during the period of absence.

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.

Smoking – Tobacco Use Policy

As of July 1, 2015, Black Hawk College is a smoke-free and tobacco-free environment. This is in response to Senate Bill 2202, the Smoke-Free Campus Act. This legislation prohibits smoking on the campuses of all state-supported colleges and universities. For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), cigars, cigarillos, pipes, hookah products, and any other smoking product. This also includes smokeless, spit or spit-less, dissolvable or inhaled tobacco products, including but not limited to: e-cigarettes, dip, chew, snuff or snus, in any form (orbs, sticks, pellet, etc.).

Student Right to Know

This information is available online at www.bhc.edu/studentrighttoknow.

Black Hawk College is pleased to provide students a list of information in compliance with the Higher Education Act of 1965, as amended, and the Family Educational 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).

Use of Copyright Materials

Black Hawk 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. BHC 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. Black Hawk College monitors network activity and utilizes network traffic shaping for stopping illegal file sharing and copyright use. Further information is available on myblackhawk.bhc.edu at the bottom of the login page by clicking on the Black Hawk College Board Policy Manual Section 8.90.

Student Code of Conduct and Disciplinary Procedures

The Student Code of Conduct has been established to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Black Hawk College. 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. Out-of-state online students are governed by the same procedures. The actions of students or visitors on campus or college-sponsored events must not violate the rights of others or disrupt the normal processes of the institution.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available in the Student Handbook at www.bhc.edu/catalog.

The college further recognizes each student's right to procedural due process including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the Student Code of Conduct will:

1. Receive notice of the alleged violation, including:
 - a. The specific code violations; and
 - b. Reference to the process and rights of students as indicated in the Student Code of Conduct;
2. Be provided an opportunity to respond to the charges;
3. Be able to appeal the decision, if necessary;
4. Not be permitted to withdraw from the College with a clear record until such charges have been resolved.

Scope

The Code of Conduct covers acts of college students occurring on campus, as well as on property owned, leased, or controlled by the College. The Code of Conduct also covers conduct and behavior occurring off campus, including online behavior, which affects a clear and distinct interest of the College. Interests of the College are affected if the behavior negatively impacts the achievement of the College's academic goals, the safety and freedom of individuals, or the orderly operation of the College. The following are examples of situations that could affect a clear and distinct interest of the College: (1) conduct occurring at a college-sponsored activity, sporting event, or educational activity (e.g., residency, internship, service-learning experience, field trip) or at a student organization-sponsored activity; (2) conduct occurring while the accused or complainant was acting in an official capacity for the College; (3) conduct which constitutes a violation of federal, state, or local law or ordinance; (4) conduct which violates college rule or policy; and (5) conduct which demonstrates a threat to campus safety and security. Please note that the aforementioned list is not exhaustive and does not include all conduct prohibited herein. Violations of this Policy involving violent conduct, alcohol, or drugs are presumed to affect a clear and distinct interest of the College.

The Code of Conduct applies whether or not the College is in session. The Code of Conduct is applicable to a student from the time of application for admission through the actual awarding of a degree, even though the conduct which violates the policy may not be discovered until after a degree is awarded. Withdrawal of an accused student while a disciplinary matter is pending shall not defeat jurisdiction under this section. In addition, conduct which violates the Code of Conduct and engaged in prior to admission or after withdrawal from the College may be taken into account in decisions on admission or readmission, and may also be grounds for filing disciplinary charges after admission or acceptance into a program.

In those cases where a complaint for misconduct in violation of the Code of Conduct is filed against an individual not currently registered as a student, the complaint may proceed to adjudication or the Dean of Student Success may elect to restrict the individual's registration and resolve the complaint later when the individual seeks to re-enroll. In the event that an individual named in a complaint has satisfied the academic requirements for a certificate or associate degree, the individual may not receive his or her degree until the complaint is resolved.

Proceedings under the Code of Conduct may be initiated against students charged with a violation of a federal, state, or local law or ordinance. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with or following civil or criminal proceedings. Decisions about the timing of college proceedings will be within the sole discretion of the Dean of Student Success.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Dean of Student Success.

Repeat or Continued Violations

Repeat, continued, or subsequent violations of the Student Code of Conduct may result in more severe discipline, up to and including expulsion. Black Hawk College reserves the right to determine the appropriate disciplinary action or sanction dependent upon the circumstances and gravity of the conduct.

Proscribed Conduct

Jurisdiction of the College

The Student Code of Conduct applies to all students and discipline may be imposed for conduct which occurs on college premises, at off-campus recreational or instructional sites, at any college-sponsored event, or at any college supervised or provided activity, transportation, or facility.

Rules and Regulations

Students at Black Hawk College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior that violates these standards for which discipline may be imposed includes, but is not limited to, the following:

A. Academic Dishonesty

Academic dishonesty is any attempt by a student 1) to submit work completed by another person without proper citation or 2) to give improper aid to another student in the completion of an assignment, including, but not limited to:

1. Cheating, which includes, but is not limited to:
 - a. Use of any unauthorized assistance, resources, or materials in taking quizzes, tests, or examinations;
 - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - c. The acquisition, without permission, of a test or other academic material belonging to Black Hawk College, to any department, or to any staff;
2. Plagiarism, which includes, but is not limited to:
 - a. Use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment;
 - b. Unacknowledged use of materials prepared by another person;
 - c. Use of any agency engaged in the selling of term papers or other academic materials;
3. Lying or materially misrepresenting information to college personnel, including a member of the Police Department.
4. Forgery, alteration or misuse of any college document, record, form, or instrument of identification;
5. Alteration or sabotage of another student's work, such as tampering with laboratory experiments;
6. Tampering with the election of any college-recognized student organization or student trustee election.

B. Disruptive Conduct

A student will be found responsible for disruptive conduct if he or she substantially impairs, interferes with or obstructs the orderly conduct, process and functions of the College.

1. Disruption or obstruction of any operation of the College which substantially impairs, interferes with or obstructs the orderly conduct, process and functions of the College on any college premises, laboratory, field trips, or other area used for instruction. Disruptive conduct includes, but is not limited to: noise which is unreasonably excessive in the area, time or manner in which it occurs; threatening or obscene language or behavior; and classroom behavior which materially interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program.
2. Disruptive and/or repetitive use of cellphones, laptop computer, electronic tablets, and other electronic communication and entertainment devices (e.g., MP3s, CD players, tape recorders, video-graphic recorders, any such contrivance with photographic capability, etc.) in classes, labs, library, or any other instructional area when prohibited by the instructor or staff member.
3. Participation in a campus demonstration, which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
4. Obstruction of the free flow of pedestrian or vehicular traffic on college premises, or at college-sponsored or supervised functions;
5. Conduct performed in such unreasonable manner as to alarm another and which is disorderly; aiding, abetting, or procuring another person to breach the peace;
6. Conduct covered in a BHC faculty member's classroom syllabus.

C. Computer Misuse

Students may be subject to criminal and civil penalties if they engage in the illegal distribution of copyrighted materials. Black Hawk College monitors network activity and utilizes network traffic shaping for stopping illegal file sharing and copyright use.

1. Misuse of college equipment, computers or network resources for illegal or inappropriate purposes such as, but not limited to, gambling; accessing pornographic websites; sending threatening emails.
2. Hardware theft or fraud, duplicating copyrighted software, unauthorized use, the subverting of restrictions, plagiarizing class programs, invasion of privacy rights, and unlawful use of the internet. Unlawful downloading of music, movies, or other copyrighted material is expressly prohibited, as is the illegal file sharing of such material.
3. Using college computing facilities and information technology services, such as a student email account, when violating other provisions of the Code of Student Conduct. This also includes any violation of college Information Technology policies.
4. Misuse of computers and uses of any information technology to materially disrupt college operations or to substantially interfere with the right of other members of the College community to secure access and use of college facilities and services.

D. Alcohol Violation

1. Use, possession or distribution, of alcoholic beverages except as expressly permitted by the law and college regulations.
2. Being under the influence or intoxicated on college property or locations being used for instructional purposes.

E. Drug Violation

1. Use, possession or distribution, of a narcotic or other chemical substance except as expressly permitted by law.
2. Being under the influence of drugs on college property or locations being used for instructional purposes.

F. Sexual Harassment

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Conduct that has the purpose or effect of interfering with an individual's educational performance or extracurricular activities or creating an intimidating, hostile, or offensive educational environment;
2. Conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

(Please review the BHC Non-Harassment Policy for additional information.)

G. Harassment

1. Subjecting another person or group to abusive, threatening, hazing, coercion, intimidating, harassing, or humiliating actions, and/or other conduct which threatens or endangers the health or safety of any person, including, but not limited to, those based on race, religion, sex/gender, disability, age, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression.
(Please review the BHC Non-Harassment Policy for additional information.)
2. Retaliating against a member of the College community through any adverse action or credible threat of an adverse action against another person for having made a good-faith report of college-related misconduct, or taken to deter such a report in the future, or taken against another covered individual because of a close association with someone who has made or may make such a report.
3. Bullying and cyberbullying that is repetitive and/or severely aggressive behavior that intimidates or intentionally harms or controls another person physically or emotionally, and are not protected by freedom of expression. This includes but is not limited to in-person or direct contact, by phone, text, or email, by using social media, or by sending messages by a third party, in writing or any other form.

H. Discrimination

Any deprivation of access to, unreasonable limitation of, or denial of participation in the educational or employment programs of the College that is based upon an individual or group's actual or perceived status, including sex, gender identity, gender expression, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, predisposing genetic characteristic.

I. Stalking

Engaging in a course of conduct toward another person under circumstances that would cause a reasonable person to feel fear, experience substantial emotional distress, and which significantly disrupts the person's work, educational performance, or participation in a college activity on or off campus.

J. Infliction of Bodily Harm

Students are prohibited from fighting and engaging in other acts of physical assault and violence in any college or college related facility, or at college events, including academic, athletic, and social events held on campus or away from campus.

1. Intentionally inflicting bodily harm upon any other person;
2. Intentionally taking any action with reckless disregard for the fact that bodily harm could result on any other person.
3. Performing any intentional act that creates a substantial risk of bodily harm to any other person.

K. Weapons

Illegal or unauthorized possession of firearms (including BB or pellet guns), fireworks, ammunition, explosives, other weapons, or dangerous chemicals on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.

L. Theft

Attempted or actual theft of or damage to property of the College or other property of a member of the College community or other personal or public property.

M. Forcible or Unauthorized Entry

1. Forcible or unauthorized entry into any college or college-related building, structure, or facility. This prohibition also includes, but is not limited to, illegal or unauthorized access to campus facilities gained by opening windows; tampering with door locks or locking mechanisms; scaling walls, fences or gates.
2. Unauthorized possession, duplication, or use of keys to any college premises.

N. Destruction of Property

The intentional damaging, defacing or destroying of college property or that of any other person while on campus or while using college-related premises. This includes graffiti on walls, doors, furniture or other property while on campus or while using college-related premises.

O. Gambling

Gambling in any form for money or other things of value on campus or at college sponsored activities is prohibited except as permitted by law.

P. Unauthorized Trademark Use

Unauthorized and/or misuse of college, student club/organizational, or military logos and trademarks, names and/or images.

Q. Unattended Children

Bringing children to classes is not allowed unless special instructor permission is given. Children are not to be left unattended on college property.

R. Failure to Comply

Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

S. Failure to Respond or Comply with Code of Conduct Requests or Sanctions

Failure to respond to allegation, comply with request for meetings, or sanctions imposed by the Dean of Student Success in accordance with the procedures described herein. This includes violating the terms or conditions of disciplinary probation.

T. Violations of Local, State or Federal Law

Students are not permitted to violate any local, state or federal law on campus or in college-related events. The college retains the discretion to report suspected violations of state, local or federal law to appropriate law enforcement officials, at any time, regardless of the issuance of disciplinary charges against a student under this Code.

U. Violation of Written College Policy, Regulations and Announcement

Students are expected to abide by written policies, regulations, and announcements about college processes and procedures that are developed and announced over the course of the academic year. No person will engage in conduct detrimental to the College community. Conduct will be deemed detrimental to the College community if it consists of an act or acts prohibited under municipal, state, or federal law or written policy or regulation of the College and either:

1. Results in or threatens injury, damage, or loss to students, faculty, or administrative personnel of the College, or to buildings, structures or other property under college control; or
2. Hinders the College in the pursuit of its educational mission and the discharge of its basic responsibilities to maintain an orderly educational atmosphere and to function without interruption as an institution of higher learning.

V. Abuse of the Conduct System

Abuse of the student conduct review procedure, including, but not limited to:

1. Failure to obey the summons of a Student Disciplinary Committee or college official;
2. Falsification, distortion, or misrepresentation of information before a Student Disciplinary Committee;
3. Disruption or interference with the orderly conduct of a proceeding;
4. Bringing about charges without cause;
5. Attempting to discourage an individual's proper participation in or use of the procedure;
6. Attempting to influence the impartiality of a member of the Student Disciplinary Committee prior to and/or during the course of the proceeding;
7. Harassment (verbal or physical) and/or intimidation of a member of the Student Disciplinary Committee prior to, during and/or after a proceeding;
8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
9. Influencing or attempting to influence another person to commit an abuse of the process;

Dean of Student Success Authority

- A. The Dean of Student Success is responsible for administration of the Student Code of Conduct.
- B. The Dean of Student Success has the authority, in their discretion, to impose discipline as provided herein. The Dean of Student Success has the authority and discretion to recommend college suspension or college expulsion. In some situations, the Dean of Student Success may remove an alleged perpetrator from a classroom if circumstances warrant such action. Based on the severity of the allegation, the alleged perpetrator may also be temporarily suspended from the College pending

the outcome of the investigation. The Dean of Student Success may, in his/her discretion, refer any listed disciplinary matter to the Student Disciplinary Committee.

- C. The Dean of Student Success may delegate his/her authority to one or more other administrators. All references to the “Dean of Student Success” or to the “Dean” in this Student Code of Conduct include such designees, unless specifically stated to the contrary.
- D. Confidential files should be maintained by the Dean of Student Success for the purpose of recording actions taken.
- E. For the purposes of this policy, the acronym “DSS” shall mean the Dean of Student Success.

Student Code of Conduct Charges Procedures

A. Charges or Claims of Violation of Student Code of Conduct

Any member of the College community may file charges against any student for misconduct. Charges will be prepared in writing and directed to the DSS. Charges should be submitted as soon as possible after the event giving rise to the charge takes place or becomes known. The DSS will review and determine if the charge warrants an investigation. If the charge does not allege a violation or is otherwise not found to warrant an investigation, the DSS will dismiss the charge and notify the parties involved.

B. Investigation

If the DSS determines the charges warrant an investigation, he/she will conduct an investigation. Following the investigation, the DSS shall make a determination of whether there are sufficient facts to support a finding that a violation of the Student Code of Conduct occurred.

C. Notice to Student

Any student against whom charges of misconduct have been filed shall be notified of the accusation of violation of the Student Code of Conduct as provided in this Policy. In the event the student wishes to submit a written response to the charges, he/she may do so within five (5) business days from receipt of the Notice of Charges.

When the student violation is deemed severe enough to warrant possible college expulsion or college suspension, the DSS will file with the President of the College and the chair of the Student Disciplinary Committee a notice of the necessity to convene for disciplinary action. Written notice to the student involved shall be served by certified mail, addressed to his/her mailing address on file with Black Hawk College or hand delivered. The notice shall include or contain the following:

1. A copy of these policies;
2. Specific factual allegations of misconduct and reference to any specific rules which the facts, as alleged, violate;
3. Notification of the Student Disciplinary Committee convening time;
4. If the student fails or refuses to acknowledge certified mail, the hearing will convene without the student present.

D. Informal Resolution Process

In the event the DSS determines there are sufficient facts to support a finding that a violation of the Student Code of Conduct occurred, the DSS shall determine whether the matter may be resolved informally, without a hearing. During the Informal Resolution Process, the DSS may recommend disciplinary action for the conduct at issue. If the student agrees to the recommendation of the DSS, the student shall receive the imposed sanction and the matter shall be deemed closed. If the Informal Resolution Process is unsuccessful, the student disagrees with the discipline imposed at the Informal Resolution Process stage or if the student desires, he/she may request a hearing before the Student Disciplinary Committee.

E. Informal Resolution Process

In the event the charges are not resolved through the Informal Resolution Process or the student requests a hearing, the DSS shall refer the matter to the Student Disciplinary Committee for hearing. The DSS shall organize and administer the Student Disciplinary Committee hearing and shall be responsible for coordinating and establishing the rules which shall apply for the hearing. The student shall receive notice of the rules applied to the hearing. The hearing will be recorded utilizing a video camera and may be used in the event of an appeal to the President of the College. In the event the Dean of Student Success believes that the violation warrants College suspension or

College expulsion, he/she shall inform the Student Disciplinary Board and the student of the seriousness of the offense and of his/her recommendation prior to the hearing.

F. Student Disciplinary Committee

The Student Disciplinary Committee shall consist of two (2) faculty members, two (2) student services staff members, and one (1) student leader.

G. Imposition of Discipline and Decision After Hearing

If a hearing is conducted with the Student Disciplinary Committee and the Committee determines that a violation of the Student Code of Conduct occurred, the Committee may recommend disciplinary action to the Vice President for Instruction and Student Services for approval through the submission of a written report. The Vice President for Instruction and Student Services retains the authority to approve, deny or modify the recommendation of the Committee in light of the evidence and information presented at the hearing. The student shall then receive the sanction imposed by the Vice President for Instruction and Student Services. If, after the hearing, the Student Disciplinary Committee determines no violation of the Code occurred, it shall render a decision stating such.

H. Appeals

Rights to appeal are provided for in Section VI.

Disciplinary Actions or Sanctions

The following are examples, not intended to be exhaustive, of disciplinary action which may be imposed, singly or in combination:

- A. Warning** – Verbal or written notice to the student that the student is violating or has violated institutional rules, policies, and/or regulations and that the continuation of such conduct or actions may result in further disciplinary action.
- B. Reprimand** – A formal letter of reprimand sent to the student stating the violations of the Student Code of Conduct.
- C. Disciplinary Probation** – A specified period of observation and review of conduct during which the student must demonstrate compliance with College rules and regulations. Terms of probation and the probationary period will be determined at the time the sanction is imposed.
- D. Limitation to Participate in a Selective Admission Program** – Suspension or denied access to the opportunity to participate in a selective admissions program.
- E. Suspension of Privileges or College Services** – Suspension or loss of rights to specified privileges and College services for a specific period of time.
- F. Monetary Fines** – A student may be assessed a fine as deemed appropriate based on the offense.
- G. Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- H. Discretionary Sanctions** – Work assignments, service to the College or neighboring communities, or other related discretionary assignments.
- I. Limited Access** – Administrative restriction to selected parts/locations of campus sites.
- J. Withdrawal from Class** – Administrative withdrawal with consequent loss of tuition and fees from a class or classes.
- K. Temporary Suspension from Class** – Temporary suspension of the opportunity to participate in a class.
- L. College Suspension** – Separation of the student, with consequent loss of tuition and fees, from the College for a definite period of time, after which the student may be eligible to return. Conditions for re-admission may be specified.
- M. College Expulsion** – Permanent separation, with consequent loss of tuition and fees, of the student from the College. Student is eligible for reconsideration two years from the time of the expulsion. All appeals for readmission must be made to the DSS with documentation of how the student made changes in his/her life and any additional information that would warrant consideration for readmission.

Students may be directed to participate in counseling or educational seminars in lieu of, or in addition to, the imposition of disciplinary actions and sanctions described above.

Other than College expulsion, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the DSS.

Temporary Suspensions

A. Class Suspension

An instructor or the DSS may temporarily suspend the opportunity of a student to participate in a class if either determines that the continued presence of the student would disrupt the educational process or endanger the physical well-being of others in the classroom or immediate area.

1. **Communication of Suspension** – The temporary suspension of the student will be promptly communicated to the student.
 - a. If prompt action dictates that the temporary suspension be only communicated orally due to the urgency of the situation, the student will be given oral notification and then receive written notification of the reasons for the temporary suspension within three administrative work days from the removal.
 - b. Except as provided in subsection (a) above, the temporary suspension of a student must be communicated to the student in writing, and the written notice shall state the reasons for the temporary suspension.
 - c. All temporary suspensions from the classroom initiated by the instructor shall be reported to the appropriate academic administrator or supervisor and to the DSS within one (1) business day of the temporary suspension from the classroom.
2. Any student temporarily suspended from a class by an instructor may be readmitted to that class only by the appropriate academic administrator or the DSS, following a conference with the student.

B. College Suspension

In his/her discretion, the DSS may impose a College suspension prior to the hearing before the Student Disciplinary Committee. Interim suspensions may be imposed only:

1. To insure the safety and well-being of members of the College community or preservation of College property; or
 2. To ensure the student's own physical or emotional safety and well-being; or
 3. To avoid a threat of disruption of, or interference with, the normal operations of the College.
- During the interim suspension, students will be denied access to the campus (including classes), to off-campus instructional sites, and/or to all other College activities or privileges for which the student might otherwise be eligible, as the DSS determines appropriate.

Appeals

Decision from the Informal Resolution Process or the Student Disciplinary Committee

A decision reached or discipline imposed during the Informal Resolution Procedure or after a hearing is conducted by the Student Disciplinary Committee may be appealed to the President of the College within five (5) business days after receipt of the decision received.

1. **Basis for Appeal** – Any appeal filed pursuant to this section shall only be allowed for consideration in the following circumstances:
 - a. If new evidence has been obtained or discovered that was otherwise unavailable at the time the Student Disciplinary Committee hearing was conducted and such evidence is material to the outcome; or
 - b. If the student alleges the Student Disciplinary Committee hearing was not conducted fairly in light of the charges and evidence presented; or
 - c. Was not conducted consistent with the established rules and procedures set forth for the hearing and such error resulted in the student's deprivation of a reasonable opportunity to prepare and present evidence; or
 - d. Decision was arbitrary or capricious in light of the evidence presented; or
 - e. If the student alleges the disciplinary action or sanction imposed is arbitrary or capricious in light of the evidence presented.
2. **Time and Manner of Appeal** – An appeal brought pursuant to this section shall be made to the President in writing and shall contain the materials described in subsection (3). below. The failure to request or file an appeal within five (5) business days shall result in the implementation of the recommended sanctions and no further right of appeal.

3. **Content of Written Appeal** – The written appeal shall include all information the student deems relevant to establish the Basis for Appeal as permitted in subsection (1) above.
4. **Record on Appeal** – In considering the appeal, the President shall have available the documentation supporting the recommendation from the Informal Resolution Process or the report from the Student Disciplinary Committee, as appropriate, along with any written documentation submitted at the hearing and documents submitted with the appeal.
5. **Time for President’s Decision** – The President shall render a decision on the appeal within ten (10) business days after receipt of the last report and written documentation. The President may extend the time to render such decision by an additional (10) business days upon notice to the student prior to the expiration of the original deadline.
6. **Rehearing** – The right to appeal does not entitle a student to a full rehearing of his/her case.
7. **Scope of Appeal** – An appeal will be limited to those instances where a student can establish one or more of the reasons stated in the “Basis for Appeal” (in subsection (1) above) applies. If the President determines that the student has failed to establish a Basis for Appeal under this Policy, the President shall deny the appeal and provide the student notice of such reasoning.
8. **Change of Action on Appeal** – On appeal, the President may not impose a more severe disciplinary action or sanction than the original action imposed. The President retains the authority to reduce disciplinary on appeal. If the appeal was academic in nature, the President may reverse or amend the decision of the Student Disciplinary Committee.
9. **Finality of Decision** – The decision of the President on appeal C shall be final.

Definitions

- A. The term “College” means Black Hawk College.
- B. The term “student,” for the purposes of this code, includes all persons applying for admission or taking credit or non-credit courses provided by the College both full-time and part-time.
- C. The term “faculty member” means all full- or part-time teachers, counselors or academic advisors, and librarians, excluding interns and student teachers.
- D. The term “official” includes any person employed by the College performing assigned administrative or professional staff responsibilities.
- E. The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation will be determined by the Dean of Student Success.
- F. The term “College premises” includes all land, buildings, facilities and other property (including the online environment) in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).
- G. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
- H. The term “will” is used in the imperative sense.
- I. The term “may” is used in the permissive sense.

Interpretation and Revision

- A. Any question of the interpretation regarding the Student Code of Conduct will be referred to the DSS or a designee for final determination.
- B. The Code will be reviewed periodically and amended as necessary under the direction of the Dean of Student Success.

Violence Prevention

This guideline applies to all employees, students, contractors and vendors on property owned or controlled by Black Hawk College and while participating in college-sponsored activities located off-campus. Any behavior that would constitute an act or reasonable threat of unlawful violence is prohibited on all college premises including any property owned or controlled by Black Hawk College.

It is the intent of Black Hawk College to provide a safe and nonviolent environment that is conducive to learning, teaching, working and community service. Accordingly, and consistent with applicable legal standards, the College will not tolerate acts or threats of violence toward members of the College, community or to college property. Acts of violence or threats of violence will be taken seriously and, as warranted by the specific situation, addressed by officials of the College. Violent acts and threats of violence should be reported to the Black Hawk College Police Department immediately.

Academic Complaint Procedures

Students can use this complaint and appeals process to express their dissatisfaction when written college policies or procedures are allegedly violated or inequitably applied. A complaint can be course-related or non-course related. Students are encouraged to seek resolution as soon as possible after the dissatisfaction occurs. Student must appeal within two months of the end of the semester for course-related complaints (especially grades); 30 days for non-course related complaints. The appeal process must be finalized by the end of the next semester.

Specific steps for course-related complaints:

- **Step 1** – Student addresses the complaint with the faculty member.
- **Step 2** – If the instructor is no longer with Black Hawk College or if the student is dissatisfied with the outcome of Step 1, the student can appeal to the department chair.
- **Step 3** – If the student is dissatisfied with the outcome of Step 2, the student can appeal to the respective Dean.
- **Step 4** – If the student is dissatisfied with the outcome of Step 3, the student can appeal to the Dean of Student Success and request a hearing with the Appeals Board. This request must be made within 10 days of a response from the Dean. The student will be given at least five (5) college business days' advance notice of scheduled hear date. The Appeals Board will only consider materials that have been submitted in the first three steps of this process. The decision of the Appeals Board is final.

Appeals of the decisions by the Appeals Board can *only* be filed if the process by which the decision was made was reached due to a procedural error. This appeal is made to the Vice President for Instruction and Student Services.

Specific steps for non-course related complaints:

- **Step 1** – A student with a non-course related complaint addresses the complaint with the individual immediately involved.
- **Step 2** – If the student is dissatisfied with the outcome of Step 1, the student speaks with the individual immediately involved supervisor.
- **Step 3** – If the student is dissatisfied with the outcome of Step 2, the student speaks with the Dean of Student Success.
- **Step 4** – If the student is dissatisfied with the outcome of Step 3, the student speaks with the Vice President for Instruction and Student Services.

If after following all of the appropriate steps in either appeal process, the complaint cannot be resolved internally, students may file a complaint about Black Hawk College with the Illinois Community College Board (www.iccb.org) or Higher Learning Commission (www.hlcommission.org). If you are a student living outside the State of Illinois, you may also file your complaint with the state in which you reside.

For additional information in regards to the Academic and Non-Academic Complaint Process, contact Luis Moreno, Dean of Student Success, at 309-796-5041 for a packet with detailed steps and procedural information.

Black Hawk College Discrimination and Non-Harassment Policy

Policy Statement

Black Hawk College (“the College”) is committed to fostering a positive learning and working environment. The College will not tolerate discrimination, 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 discrimination, harassment and retaliation. Therefore, Black Hawk College expects that all relationships among employees or students will be free of bias, prejudice and harassment.

Title IX

Black Hawk College is committed to educating the campus community through primary and ongoing prevention programs. In addition, the Title IX Coordinator ensures that reports of violations are addressed in a timely, fair and impartial manner. Reports are investigated based on the policies and procedures of the College where the safety and security of all faculty, staff, students, and guests, along with compliance with Title IX, is of the utmost importance.

For additional information, visit www.bhc.edu/SexualMisconduct.

Contact phone numbers

Title IX Coordinator & Retention Coordinator – Jana Koch	309-796-5177
Deputy Title IX Coordinator & Dean of Student Success – Luis S. Moreno	309-796-5041
Deputy Title IX Coordinator & Director of Human Resources – Stacey Cary	309-796-5225

Counseling Departments

Quad-Cities Campus	East Campus
6600 34th Avenue	26230 Black Hawk Road
Moline, IL 61265	Galva, IL 61434-9476
309-796-5199	309-854-1711
800-334-1311, ext. 5199	800-233-5671, ext. 1711

Black Hawk College reserves the right to modify, amend or change this guideline at any time.

Harassment/Discrimination

In accordance with Black Hawk College Discrimination and Non-Harassment Policy, Black Hawk College does not discriminate on the basis of, race, sex, sexual orientation, gender identity, religion, age, citizenship, national origin, ethnicity, veteran status, or disability in its educational programs and activities, including in admissions, or in employment.

Any member of the Black Hawk College student community who believes that they been harassed is encouraged to seek information and advice concerning applicable harassment policies, informal resolution and formal complaints, as well as counseling and other services. Complaints may be made to the Dean of Student Success at the Quad-Cities Campus in Building 1, Room 376 or at morenol@bhc.edu or 309-796-5041.

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

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 establishes the right of students to inspect and review their education records; provides that personally identifiable information will not, with certain exceptions, 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 Educational Rights and Privacy Act Office concerning alleged failures of the College to comply; and makes provisions for notice to the students concerning their rights.

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 confidential. 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, those who have graduated, and those students who have ceased attendance.

Students have the right to inspect and review their academic records. A student who wishes to review his/her academic records must make a request in writing and submit it to the Registrar's Office.

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.

Black Hawk College 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 FERPA.

The following student data is hereby designated 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
- Email 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

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.

Registered Sex Offenders must continue to notify the BHC Police Department of their status every semester they attend college. Notification must continue for a period of 10 years after the Registered Sex Offender's first enrollment with Black Hawk College after adjunction as a Registered Sex Offender by the court.

Questions should be directed to:

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

Glossary

Academic Progress

All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Falling below a minimum GPA of 2.0 will result in the following:

1st step – Academic Warning – A student will be placed on academic warning the first time his/her cumulative GPA falls below a 2.0 GPA.

2nd step – Academic Probation – Any student on Academic Warning not achieving the minimum 2.0 GPA will be placed on probation for a semester.

3rd step – Academic Suspension – A student on Academic Probation may be placed on Academic Suspension if he/she fails to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the College for a specified time period – one semester for the first suspension. Specific requirements may be placed on the student's re-entry into college.

Academic year

Two semesters (fall and spring), plus summer session and examination periods. The academic year runs July 1 through June 30.

Admission

Acceptance for enrollment. The status granted to an applicant who meets the prescribed entrance requirements of Black Hawk College.

Advisor

A BHC employee who helps students select the correct courses, review the course requirements in the field selected to pursue and helps with any academic problems students may encounter. This person is available to assist with clarifying life/career goals and developing educational plans. This person may be an educational advisor, counselor or faculty member (instructor/professor).

Affirmative Action/Equal Employment Opportunity Officer (AA/EEO)

A BHC employee who is responsible for overseeing all harassment complaints.

Associate degree

Awarded for (generally) completing a two-year program. The typical amount of classwork to complete an associate degree in two years is 14-16 semester credit hours per semester or a total of 64 credit hours if a student begins college eligible for college-level English and math. Black Hawk College has the Associate in Applied Science (AAS), the Associate in Arts (AA), the Associate in Science (AS), Associate in Fine Arts (AFA), and the Associate in Liberal Studies (ALS). The AA, AS and AFA degrees are designed to transfer to a four-year college or university. The AAS and ALS degrees are intended to lead to employment and not designed to transfer.

Associate in Fine Arts (AFA)

Provides the lower division preparation for student planning to major in art at a four-year institution pursuing a bachelor's degree in fine art (BFA).

Bachelor's degree (also called baccalaureate degree)

This is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a portion of the student's studies be dedicated to the arts – literature, language, music, etc. The Bachelor of Science degree requires that a portion of the studies be in the sciences – chemistry, biology, math, etc. The minimum credit hour requirement for a bachelor's degree is 120 hours at a semester school.

Bursar's Office (also called the Business Office)

The office where students pay tuition, fees and fines, or make payment arrangements including a deferred payment plan.

Cash registration

Period in registration just prior to the start of classes for the semester after payment due date. During cash registration, students have two business days to make payment on their account. No bills will be sent. Once classes begin, payment is due at the time of registration.

Catalog

The catalog is a comprehensive guide to programs and expectations at Black Hawk College. College catalogs provide all types of information parents and students need to know about a school. They list, for example: the institution's history and philosophy, policies and procedures, its accreditation status, courses of study, degrees and certificates offered, and physical facilities. They are considered the student's contract with the institution.

Certificate programs

Short-term career training programs are intended to lead to employment upon completion. Also called career programs. The college catalog lists the programs and their options.

Clearinghouse Self-Service

An online self-service where students can order official transcripts.

Credit hours

The amount of credit a student will receive for completing a specific course. Credit hours are based upon the number of hours a class meets per week that are then equated to college credit.

Cumulative GPA

Refers to the average grade point earned when all college courses attempted are computed into an overall average. A student must earn a 2.0 GPA to graduate or continue receiving financial aid or to remain enrolled at Black Hawk College.

Curriculum (program)

Courses required for a specific degree or certificate.

Dean

An administrator in charge of a division of a university or college.

Developmental courses

Non-credit courses that are intended to improve skills (writing, reading and math) to enable success in college-level courses.

Distance learning

A way to teach a course at several sites at a time by means of the interactive television system.

Drop and add

Students may change their schedule by dropping or adding classes. Check the academic calendar for the drop/add deadlines for each term or check with Enrollment Services.

Enrollment

The procedure by which students choose classes each semester. It also includes the assessment and the collection of fees. Students can be dis-enrolled (removed from their classes) if they fail to pay their tuition and fees.

Extracurricular activities

These are non-classroom activities that can contribute to a well-rounded education. They can include activities such as athletics, clubs, student government, recreational and social organizations, and events.

FAFSA

Stands for Free Application for Federal Student Aid. This is the standard form used to apply for any form of financial aid.

Fees

Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs and publications.

Financial Aid

Aid for paying college expenses is made available from grants, scholarships, loans and part-time employment from federal, state, institutional and private sources. Financial aid from these programs may be combined in an award package to meet or defray from the cost of education. The types and amounts of aid awarded are based upon financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Full-time enrollment/part-time enrollment

A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a summer term may require fewer credit hours). A part-time student is enrolled in fewer than 12 credit hours in a semester.

Full-time student

Anyone taking 12 credit hours or more during the fall or spring semester.

GED® (General Education Development examination)

An examination to show high school diploma equivalency.

General Education requirement

A group of courses a student chooses from in specific categories to earn a degree; provides a broadly based education.

Grade point average (GPA)

The total number of points per credit hour earned (A=4, B=3, C=2, D=1, F=0) divided by college-level credit hours attempted.

Minimester

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

Non-credit courses

Some courses have zero (0) credit hours and do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes – to explore new fields of study, increase proficiency in a particular skill area or profession, develop potential or enrich life experiences.

Online courses

Courses a student takes via the internet.

Part-time student

Anyone taking 11 credit hours or less during the fall and spring semesters.

Prerequisites courses (aka prereq)

A prerequisite is a condition that must be met before a student can enroll in a course. The prerequisite can include a specific skill level (a minimum ACT, SAT or basic skills test score) or the completion of a specific course, called a prerequisite course. For example, Accounting I is a prerequisite for Accounting II. Specific courses a student must successfully complete with a “C” or better before enrolling in another specific course.

Registrar

The registrar of an institution is responsible for maintaining all academic records. Duties also may include maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of the eligibility of veterans, and verification of the completion of degree requirements for graduation.

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.

Resident/non-resident status

The amount of tuition a student pays to a public (state-supported) college is determined by the student's state residence status. If a student is a resident of the state, then the student pays a lower tuition rate. A non-resident will pay a higher tuition rate. Residency requirements vary from state to state, but are determined by where a student's parents live, if the student is younger than a certain age.

Sexual Violence Elimination (also known as the Campus SaVE Act)

The SaVE Act is an update to the Clery Act, expanding the scope of this legislation in terms of reporting, response and prevention education requirements around rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking.

Schedule of classes

Colleges publish and distribute a class schedule book for each semester. With the help of academic advisors or faculty advisors, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the class schedule by course department, course number, time and days the course meets, the room number and building name, and the instructor's name.

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, six-week or eight-week session. Also referred to as a term.

Syllabus

A course syllabus is summary of the course. It usually contains specific information about the course; information on how to contact the instructor, including the instructor's office location and office hours; an outline of what will be covered in the course, with a schedule of test dates and the due dates for assignments; the grading policy for the course; and specific classroom rules. Each instructor distributes a syllabus at the beginning of the semester.

TBA

A designation used in the schedule that indicates class meeting times are "to be arranged." Students will need to contact instructors to make arrangements for completing such classes.

Title IX Coordinator

A BHC employee who is responsible for investigating complaints alleging gender or sexual harassment of students.

Transcript

This document is a complete record of all courses taken and grades received at Black Hawk College. Information on how to order your transcript is available at www.bhc.edu/transcripts. There is a small fee for official transcripts. Official transcripts are sent from college to college or to other third parties in need of grades or enrollment verification.

Transfer of credits

Some students attend more than one institution during their college careers and want accumulated credit hours from the former institution to transfer to the new one. To transfer credits, a student must have an official transcript sent to the new institution, which will determine which courses will apply toward graduation requirements.

Transfer programs

Curriculum that can be applied toward bachelor's degree programs at four-year colleges and universities.

Tuition

The cost of college classes based on the student's residence and how many credits the student enrolls in for any given semester. Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees or room and board.

Tutors

A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades.

Withdrawal

The process of discontinuing enrollment in a course or courses. A grade of W is recorded on the student transcript.

Work-study

A financial aid program where students work part-time at the college or other non-profit organizations to gain work experience.

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.

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). Students should direct inquires to Title IX Coordinators, Luis Moreno and Jana Koch, Black Hawk College, Building 1, First Stop Center, 6600 34th Avenue , Moline, IL 61265. Phone 309-796-5041 or 309-796-5177 or e-mail morenol@bhc.edu or kochj@bhc.edu. Faculty and Staff should direct inquiries to Title IX Coordinator, Stacey Cary, Black Hawk College, Building 1, Human Resources, 6600 34th Avenue, Moline, IL 61265. Phone 309-796-5225 or e-mail carys@bhc.edu.

If you need an accommodation based on disability to fully participate in this program/event, please contact Disability Services at 309-796-5900, 309-796-5903 (CAPTEL) or 309-716-3310 (video phone). Students, faculty and staff at Black Hawk College participate in a variety of activities designed to assess and improve student learning and to bring about institutional change. Examples of such activities may include placement testing, surveys, collecting random samples of student work, exit testing, and portfolio evaluation. 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.

Accessible parking and entrances are marked at all campuses. If an individual has questions, he/she can contact the Disability Services Coordinator at the Quad-Cities Campus at 309-796-5900 or at the East Campus at 309-854-1713.



Quad-Cities Campus

6600 34th Avenue
Moline, Illinois
309-796-5000

East Campus

26230 Black Hawk Road
Galva, Illinois
309-854-1700