



**2024-2025**



**Student**

**HANDBOOK**



# **Student Handbook**

**2024-2025**

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

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

The National Suicide Prevention Lifeline – 1-800-273-TALK (8255)

Suicide & Crisis Lifeline

- Text to 988

Teen Line – 1-866-714-0090

- Teenline.org
- Text “TEEN” to 839863

Crisis Text Line

- Text “HOME” to 741-741

Robert Young Center Crisis Hotline – 309-779-2999

BHC Police – QC 309-796-5913; EC 309-854-1784

Other emergency hotlines may be found [here](#).

## Table of Contents

<b>Vision</b> .....	<b>6</b>
<b>Mission</b> .....	<b>6</b>
<b>Core Values</b> .....	<b>6</b>
<b>Black Hawk College Accreditation</b> .....	<b>6</b>
<b>Student Enrollment Guidelines</b> .....	<b>7</b>
Registration Checklist .....	7
Student ID.....	7
myBHC.....	7
Student Email .....	7
Advisement Services .....	7
Faculty Advising .....	7
Degree Planning .....	8
Degree Programs, Training and Other Education Offered .....	8
Credit Hours .....	8
Registration Process .....	8
Online Registration and Degree Audit .....	8
Student Registration Form.....	8
Adding a Class.....	8
Dropping a Class .....	8
Things to Consider When Dropping a Course.....	9
<b>Withdrawing from College</b> .....	<b>9</b>
Tuition Refund Appeal from Students.....	9
Medical Withdrawal .....	9
<b>Paying for College</b> .....	<b>10</b>
Cost to Attend.....	10
Scholarship Information .....	10
Veterans Grants .....	10
Loans .....	10
<b>Financial Aid Office</b> .....	<b>10</b>
Citizenship.....	11
Drug Convictions and Federal Student Aid.....	11
Enrollment .....	11
Federal Pell Grant Lifetime Eligibility .....	11
Fraud Policy.....	11
Return of Aid.....	12
Repeated Coursework.....	12
Satisfactory Academic Progress (SAP).....	12
Verification Policies and Procedures.....	12
<b>Student Academic Privileges</b> .....	<b>13</b>
Academic Forgiveness Policy .....	13
Academic Progress Policy .....	13
Attendance.....	13
Developmental Education .....	14
Calculating the GPA.....	14
Grades and the Grading System .....	14
Incomplete .....	15
Mid-semester Grades.....	15
Repeat Enrollment .....	15
<b>Student Services and Resources</b> .....	<b>15</b>
Academic Advising .....	15
The American Council on Education (ACE).....	16
Bookstores .....	16

Bursar's Office .....	16
Campus Clubs/Organizations .....	16
Campus Security – Black Hawk College Police Department.....	16
Career Services.....	16
Clearinghouse Self-Service .....	17
Commencement.....	17
Counseling Services .....	17
Disability Resources & Access.....	17
Early Alert Program .....	18
Food Pantries .....	18
Emergency Notification System.....	18
Faculty Office Hours .....	18
International/ESL Students (Quad-Cities Campus).....	18
Library .....	19
Locations .....	19
Lost and Found.....	19
Military Students and Veterans Resource Center (Quad-Cities Campus).....	19
Mothers' Rooms .....	20
Parking and Traffic Information.....	20
Perkins Student Support Services.....	21
Safety Tips for the BHC Community .....	22
School Cancellation or Dismissal Due to Weather or Other Reasons.....	22
Student Activities .....	22
Student Government Association (East Campus).....	22
Student Government Association (Quad-Cities Campus) .....	22
Testing Centers.....	23
Transcripts .....	23
Transportation.....	23
TRiO Student Support Services (Quad-Cities Campus).....	23
Tutoring Center .....	24
Unisex/Gender-Neutral Restrooms.....	24
<b>Laws &amp; College Procedures .....</b>	<b>24</b>
Abused and Neglected Child Reporting Act (DCFS).....	24
Affirmative Action Plan .....	25
Campus Safety and Security Reporting.....	25
Children in Class .....	25
Chronic Communicable Disease Policy .....	25
Classroom Behavior (in-person and online).....	25
Clery Act (Jeanne Clery) Disclosure of Campus Security Police and Campus Crime Statistics Act .....	26
Student Complaint Procedure.....	26
Computer and Technology Usage .....	27
Concealed Carry Policy .....	27
Drug-Free College Policy.....	27
Equal Opportunity .....	27
Religious Observances .....	28
Smoking – Tobacco Use Policy.....	28
Student Right to Know .....	28
Use of Copyright Materials .....	29
<b>Student Code of Conduct and Disciplinary Procedures.....</b>	<b>29</b>
Scope and Jurisdiction.....	29
Proscribed Conduct .....	30
Faculty Authority for Academic Dishonesty Charges.....	33
Vice President for Student Services Authority.....	34
Student Code of Conduct Charges Procedures.....	34
Disciplinary Actions or Sanctions .....	36

Temporary or Interim Suspensions.....	37
Repeat or Continued Violations .....	37
Appeals .....	38
Definitions .....	38
Interpretation and Revision .....	39
<b>Violence Prevention .....</b>	<b>40</b>
<b>Academic Complaint Procedures .....</b>	<b>40</b>
<b>Black Hawk College Discrimination and Non-Harassment Policy .....</b>	<b>40</b>
Policy Statement.....	40
Harassment/Discrimination .....	41
Title IX .....	41
Contact phone numbers .....	41
<b>Disclosure of Student Information .....</b>	<b>42</b>
<b>Family Educational Rights and Privacy Act (FERPA) .....</b>	<b>42</b>
<b>Registered Sex Offender Protocols.....</b>	<b>42</b>
<b>Glossary .....</b>	<b>43</b>

### **Vision**

OUR VISION is to prepare learners to live and work in diverse global communities through the relentless pursuit of student success, innovation and educational excellence.

### **Mission**

OUR MISSION is to inspire students, develop talent and strengthen communities.

### **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

Illinois Board of Higher Education  
Illinois Community College Board  
Illinois State Board of Education

<http://www.hlcommission.org>

*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.*

### **COVID-19 NOTICE & ACKNOWLEDGEMENT**

Black Hawk College may implement guidelines and protocols to reduce the spread of COVID-19 among the campus community. These guidelines and protocols may change over time in light of the evolving nature of the pandemic. Course, program or other student modifications may be made as required by local, state or federal guidance or as otherwise deemed to be in the best interests of the College.

**PLEASE NOTE:** The College's COVID-19 protocols will not be printed as part of the Student Handbook and will be disseminated to students separately. All students will continue to be required to read, understand and adhere to the College's COVID-19 safety protocols.

# 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](http://www.bhc.edu/checklist).

## Student ID

Black Hawk College does not have a student ID card at this time.

## myBHC

MyBHC, 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. MyBHC is the way important college information is provided. Log in and check it often!

By logging in to myBHC, 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 myBHC, go to the Black Hawk College website ([www.bhc.edu](http://www.bhc.edu)) and click on the link to myBHC, or go to [mybhc.bhc.edu](http://mybhc.bhc.edu). Students will need their username and password to access the system and will receive this information after completion and processing of their Application for Admission. Students who have trouble logging in to myBHC 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 [student.bhc.edu](mailto:student.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 myBHC. Students should check their [student.bhc.edu](mailto:student.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 15 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 myBHC. 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](http://www.bhc.edu/transfer) and select the degree. Students should go over this sheet with their educational 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, the Advising Center at East Campus and online at:

- Credit degree and certification programs – <https://www.bhc.edu/academics/career-programs/>
- Non-credit and continuing education programs – [www.bhc.edu/pace](http://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. Walk-in, mail or scanned registration form sent via email is also available to [registrar@bhc.edu](mailto:registrar@bhc.edu).

## **Online Registration and Degree Audit**

1. Go to [mybhc.bhc.edu](http://mybhc.bhc.edu) or the Black Hawk College website ([www.bhc.edu](http://www.bhc.edu)) and click on the myBHC link.
2. Log in to myBHC.
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 register online. If the student uses the Black Hawk College Student Registration Form paper version, 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 myBHC online registration during regular registration periods. Students who wish to add a class after the 100% refund period must complete the Black Hawk College Student Registration Form paper version. This form requires an advisor's signature. After the 100% refund period, additional signatures are required as outlined below.

- To add a class after the 100% refund period but before the 10th day of the class, the student will need to complete the Student Registration 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 Form and obtain signature approval from both an administrator AND faculty.

## **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](mailto: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 start date of the semester and through week 1 is entitled to a 100% refund. Withdrawals during the second week of classes are eligible for a 50% refund. No refunds are given after the second week of class. Contact Enrollment Services for questions about courses less than 16 weeks long. An up-to-date refund policy may be found at [www.bhc.edu/refund](http://www.bhc.edu/refund).
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 Add/Drop Form or send a letter with the student's name, ID number and course information. The Student Registration Form, letter or email must be returned to Enrollment Services at either campus. For withdrawal via email, students should use their myBHC email and send withdrawal notice to [registrar@bhc.edu](mailto:registrar@bhc.edu).

### 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 [here](#). Once completed, it can be emailed to [bursar@bhc.edu](mailto: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](http://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](http://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](http://www.bhc.edu/tuition) as well as on the Student Billing tab in myBHC. The most current contact information for the Bursar's Office locations are listed on both the website and the Student Billing tab in myBHC.

### 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 15 through May 15 and can be found at [www.blackhawkcollegefoundation.org](http://www.blackhawkcollegefoundation.org) and [www.bhceastfoundation.org](http://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](http://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](http://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](http://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](http://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](http://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) ([www.fafsa.gov](http://www.fafsa.gov)) is used to determine eligibility. If needed, computers are available at both campuses for students to complete their FAFSA.

To be considered for financial aid, a student must have earned a high school diploma or equivalent, be enrolled in an eligible program leading to a degree or certificate at Black Hawk College, and not be scheduled to receive federal or state financial aid from another institution.

### **Citizenship**

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. If a student's status is not confirmed by the Social Security Administration (SSA) or Department of Homeland Security (DHS), additional documentation will be required.

### **Drug Convictions and Federal Student Aid**

In accordance with the Anti-Drug Abuse Act of 1988, some federal or state drug convictions may deny student aid benefits to individuals who have received such a judgement.

### **Enrollment**

Financial aid awards will be based on 10th day enrollment. Students who plan to change their course schedule after enrollment has begun should contact the Financial Aid Office first to determine how eligibility may be impacted.

### **Federal Pell Grant Lifetime Eligibility**

The Consolidated Appropriations Act, 2012 (Public Law 112-74) limits the use of the Federal Pell Grant to the equivalent of 12 full-time semesters (or 600%) throughout a person's lifetime. Additional information is available at <https://studentaid.gov/understand-aid/types/grants/pell/calculate-eligibility>.

### **Fraud Policy**

If Black Hawk College's Financial Aid Office suspects that a student, employee or other individual has misrepresented 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](mailto:oig.hotline@ed.gov)

Web: [www.ed.gov/about/offices/list/oig/hotline.html](http://www.ed.gov/about/offices/list/oig/hotline.html)

For more information, contact the Financial Aid Office at [finaid@bhc.edu](mailto:finaid@bhc.edu).

Quad-Cities Campus  
Monday-Friday from 8 a.m. to 5 p.m.  
Building 1, Room 227  
309-796-5400

East Campus  
Monday-Friday from 8 a.m. to 5 p.m.

Building A, Room 102  
309-854-1710

Please visit [www.bhc.edu/financialaid](http://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

### **Return of Aid**

Aid is awarded to students under the assumption that the student will attend classes for the entire period for which the aid was given. Students “earn” the aid by attending and participating in classes.

For students who do not begin enrollment or participation in a course, enrollment hours will be adjusted, and funds will be returned to federal and state aid programs. The student will be billed.

For students who withdraw from all courses during the term, eligibility will be recalculated to determine how much aid was earned based on term attendance. Unearned aid will be returned to federal and state aid programs. The student will be billed.

Additional details are available at [www.bhc.edu/financial-aid-policies](http://www.bhc.edu/financial-aid-policies).

### **Repeated Coursework**

Upon successful completion of a class (with a D or better), students may retake the course once with financial aid. Passing grades include A, B, C, D or P. Failing grades include F, I, X and W.

This policy does not limit a student’s ability to retake a course without financial aid.

### **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).
3. Complete program requirements before attempting 150% of required credit hours.

If the required completion rate or the cumulative grade point average are 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 125% of required credit hours will be alerted of their limited remaining time frame. Students who exceed 150% of required credit hours will be placed on financial aid dismissal and will not be eligible for financial aid.

Additional information is available at [www.bhc.edu/academic-progress](http://www.bhc.edu/academic-progress).

### **Verification Policies and Procedures**

Verification is the process of checking the accuracy of the information a student provides when submitting their FAFSA. Applicants selected for verification are notified of any requirements at their myBHC email and requirements are posted to myBHC under *Student > Financial Aid > Requirements Needed*.

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 more detailed information regarding the Academic Forgiveness Policy, contact 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 this 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. The student will be required to continue to meet with an advisor before enrolling while on academic probation.

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 a Black Hawk College academic suspension by submitting a written appeal to the Registrar explaining circumstances and plans for ensuring 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 Academic Suspension Appeal Form, go to [www.bhc.edu/enrollmentforms](http://www.bhc.edu/enrollmentforms).

### **Attendance**

Regular class attendance and participation 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. Regular participation and engagement with course materials, assignments, online discussion boards and course meetings, if applicable, constitutes attendance in an online environment.

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Students are required to comply with each Instructor's attendance policy. 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 recommended. 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 have identified prerequisite skills needed for college-credit courses. Students must take the developmental education course if their placement test scores or previous academic experience indicates 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 educational advisor to develop their course schedules.

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

### **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 [myBHC](#).

#### **Grading System:**

<b>Letter Grades</b>	<b>Grade Point Value</b>
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 the form 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 an Educational Advisor prior to being allowed to reregister for subsequent attempts. The student will be required to follow all recommendations of the Educational Advisor as a requirement for continued enrollment. This could include meeting with the counseling center, student success center, tutoring office, or other measures. Should the student fail to meet the conditions set, the student may be removed from the class without a refund of tuition. Should the student timely seek to be removed from the class pursuant to the College’s withdrawal policy, the student shall be entitled to a tuition refund if approved by the College.

## **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 Educational 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 assist currently enrolled and prospective students on a year-round basis. Academic advising is mandatory for all students who have not completed 15 semesters hours at BHC or in combination with another college or university.

The East Campus Advising Center and Quad-Cities Campus 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](http://www.bhc.edu/advising).
- Provide articulation information on the transferability of career and transfer program courses. Students can visit [www.bhc.edu/transfer](http://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 to provide 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](http://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.
- Manages collection on delinquent accounts.

Students may utilize services through the Student Billing tab on myBHC. 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](http://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](http://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](http://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 résumé, career advising and career research. For more information visit the Career Services website at [www.bhc.edu/career-services](http://www.bhc.edu/career-services).

To schedule an appointment for services such as: career assessments, mock interview or assistance with a résumé, call the Career Services Center at the Quad-Cities Campus at 309-796-5626 or email [crstudent@bhc.edu](mailto:crstudent@bhc.edu).

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](http://www.collegecentral.com/bhc).

### **Clearinghouse Self-Service**

BHC students can order official transcripts via the Clearinghouse Self-Service at [www.bhc.edu/transcripts](http://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](http://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.

There are times when personal or family issues may negatively affect a student's work or academic life. A BHC Counselor is here to help with concerns including but not limited to relationships, addictions, anxiety, depression, sexual assault, suicidal thoughts, harassment, etc. A BHC Counselor will also help students get connected with community resources for basic needs, such as food, housing, rent/utility assistance, childcare, transportation, and legal services. Counseling services are available by calling 309-796-5199 or emailing [counseling@bhc.edu](mailto:counseling@bhc.edu).

In effort to expand and enhance our traditional services, BHC has partnered with TimelyCare – a virtual mental health and well-being platform for enrolled students. TimelyCare offers telehealth services in medical health, mental health and emotional support for BHC students from anywhere in the US at no cost. Services offered through TimelyCare include:

- **Medical (24/7)**: on-demand or scheduled access to a medical provider that can treat a wide range of common illnesses like cold and flu, sinus infection, allergies, and more
- **TalkNow (24/7)**: on-demand access to a mental health professional to talk about anything at anytime
- **Scheduled Counseling**: scheduled appointments to meet with a licensed counselor (limit 6 per year)
- **Psychiatry**: scheduled appointments available through a campus counseling referral
- **Free classes** – yoga, meditation, and other wellness-oriented sessions

To access this resource, visit [www.timelycare.com/bhc](http://www.timelycare.com/bhc) or download the app and register an account with your BHC student email address.

### **Disability Resources & Access**

Black Hawk College is committed to making its services, programs and activities equally available to people with disabilities. Disability Resources & Access staff assist students with a wide range of disabilities including hearing loss, vision loss, mobility disabilities, learning disabilities, chronic health disabilities, ADHD, mental and chronic illness 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 Resources & Access 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 Resources & Access at the Quad-Cities Campus at 309-796-5900 or [accessQC@bhc.edu](mailto:accessQC@bhc.edu), at the East Campus at 309-854-1713 or [accessEC@bhc.edu](mailto:accessEC@bhc.edu), or online at [www.bhc.edu/disability](http://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 or advisor, they will provide insight on necessary steps to take to be successful in a course(s).

### **Food Pantries**

Black Hawk College has two on-campus food pantries full of fresh and non-perishable food: "Hawk's Cupboard" at the Quad City Campus and "The Kitchen" at the East Campus. They are both available 24/7, free, and with no eligibility requirements to any enrolled BHC student. If there isn't a student worker present, students can contact either BHC Police or Counseling Departments for walk-in access. There are also bi-monthly drive-up events on each campus for students. Updated information on dates, times, and locations for each campus can be found at: [www.bhc.edu/counseling](http://www.bhc.edu/counseling).

### **Emergency Notification System**

Black Hawk College will send emergency alerts from the college's Emergency Notification System. Alerts are sent via phone call, text message and/or email. Students are automatically enrolled in the system with the option to unsubscribe. Unsubscribe instructions are included in each alert.

### **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 <https://www.bhc.edu/about-us/>.

### **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.

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

- Academic ESL Program Coordinator – 309-796-5183

For international student F-1 Visa needs, contact:

- Dean for Student Services; PDSO – 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 student ID number to borrow and place holds on library materials.

Black Hawk College Library resources include print and online books, databases for magazine, journal and newspaper articles, DVDs and streaming videos, 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 myBHC username and password to log in. To find and access library resources go to [www.bhc.edu/library](http://www.bhc.edu/library).

Other library resources and services:

- Research assistance
- Study tables and rooms
- Scanning/printing equipment
- Local newspapers
- Course reserve textbooks
- Loanable technology
- 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, Tom Reagan, at 309-796-5501 or email [msvcstudent@bhc.edu](mailto:msvcstudent@bhc.edu).

## **Mothers' Rooms**

### **QC Campus**

#### **Building 1**

Located on the third floor of Building 1-room 354 (*around the corner from Renae Just's office*). Those who wish to use the space for nursing should work with Renae Just to schedule a time beforehand. If Renae is out of the office, please contact our Disability Resources and Access Office.

Renae Just, ASC  
Q1-355  
309-796-5421  
[justr@bhc.edu](mailto:justr@bhc.edu)

Disability and Access Services Office  
Q1-241  
309-796-5900

#### **Health Science Center**

Located on the third floor of HSC-room 322. To use stop by the front desk in HSC and if no one is at the desk see Stephanie Gray, HSC 311. There is a sign on the door that can be turned around when it is in use and turned back when not in use.

HSC Front Desk  
HSC-313

Stephanie Gray, ASC  
HSC-311  
309-796-5379  
[grays@bhc.edu](mailto:grays@bhc.edu)

### **East Campus**

Located in building 1-room 112. A key can be checked out at the PD which is also located in this building.

E1-112

#### **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 Bookstore.

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 309-796-5486.

### **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 available to the public. The sex offender information is available at <https://isp.illinois.gov/Sor/Disclaimer>.

### **School Cancellation or Dismissal Due to Weather or Other Reasons**

Black Hawk College may close for periods of time due to emergencies, weather or other unforeseen circumstances. 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 or other reasons. Students also should check the college's home page ([www.bhc.edu](http://www.bhc.edu)), myBHC (<https://mybhc.bhc.edu/>) and Facebook ([www.facebook.com/blackhawkcollege](http://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, when necessary. Students also should check their myBHC email and/or Canvas in case an instructor has canceled an individual class.

### **Student Activities**

For detailed information about the student activities, college honor societies, clubs and organizations visit [www.bhc.edu/studentlife](http://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](http://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](http://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 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](http://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 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](mailto:registrar@bhc.edu).

### **Transportation**

MetroLINK Bus Pass (Quad-Cities Campus) – A student's Black Hawk College library card may 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 library cards, please visit the Black Hawk College library in Building 1 of the Quad-Cities Campus.

Black Hawk College Transit Service (East Campus) – Please contact the Executive Director of the BHC East Campus Foundation/ East Campus Liaison 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 students with documented disabilities.

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](http://www.bhc.edu/trio), call 309-796-5138, or email [trioss@bhc.edu](mailto:trioss@bhc.edu). Students can also submit an application online at [www.bhc.edu/TRIOAPP](http://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 myBHC).

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 wide variety of 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](http://www.bhc.edu/RequestATutor), or email [tutoring@bhc.edu](mailto: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](http://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 (325 ILCS 5/4), all Black Hawk College employees are designated by the State of Illinois as mandated 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](http://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 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 Vice President for Student Services.

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.*

### **Classroom Behavior (in-person and online)**

Willful failure to comply with a reasonable directive of the classroom instructor, other intentional conduct that has the effect of disrupting college classroom instruction or interfering with the instructor's ability to manage the classroom constitutes disruptive conduct. 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 must report the incident to the appropriate supervisor and the Vice President for Student Services.

The Student Code of Conduct ensures that all students are aware of their rights and responsibilities as a Black Hawk College student. The Student Code of Conduct applies to all students enrolled at the College, regardless of the modality of instruction. Online students are expected to maintain decorum in the online classroom

environment. These expectations extend to discussion boards, e-mail correspondence, chat-rooms, proctored exams, video-conferencing, or other methods of communication that might be used in an online class. Communication and behaviors that are deemed inappropriate to an educational setting will be addressed and adjudicated in the same manner face to face classes are managed. Any student engaging in such conduct shall be subject to disciplinary sanctions pursuant to the Student Code of Conduct. Repeated classroom disruption or actions that threaten or have the potential to harm another student may be grounds for immediate dismissal from the classroom, laboratory or other area used for instruction, and may result in failure of the course.

**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](http://www2.ed.gov/admins/lead/safety/handbook.pdf).

**Student Complaint Procedure**

Black Hawk College continually strives to provide excellent service. The Student Complaint Procedure provides a means for individual students to resolve specific concerns in an expeditious and fair manner and is intended to help all students learn constructive approaches to problem and conflict resolution.

A complaint is defined as a statement describing dissatisfaction when written college policies or procedures are allegedly violated or inequitably applied. After submitting a complaint through the Student Complaint Procedure, a student may be directed to follow a specific process outlined in other College policies (i.e. for academic complaints, complaints regarding misconduct, discrimination, harassment, retaliation, sexual misconduct or violence). Students who need help in understanding the applicable procedure for their complaint may contact a Dean, the Vice President for Student Services, 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 or just cause, to the extent required by law.

To file a complaint under the Student Complaint Procedure, students may contact the Vice President for Student Services at the Quad-Cities Campus at 309-796-5041 or the East Campus office at 309-854-1723.

In order to comply with federal regulations and the Higher Learning Commission (HLC), the College will maintain records of the formal, written student complaints filed with the offices of the President or Vice President for Student Services (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 Vice President for Student Services.

**The following chart illustrates the various complaint processes that may be utilized based on the circumstances presented:**

ISSUE	POLICY/PROCEDURE	POINT OF CONTACT
Concern that written college policies or procedures are violated	Student Complaint Procedure	Dean/Vice President for Student Services
Concern regarding course content or final grade	Academic Complaint Procedure	Faculty member

Concern of discrimination, harassment or retaliation	Policy Against Discrimination and Harassment	Director of Human Resources or Title IX Coordinator
Concern of sexual misconduct	Sexual Misconduct Guideline	Title IX Coordinator
Concern regarding student misconduct	Student Code of Conduct and Disciplinary Procedures	Dean for Student Services
Concern regarding academic dishonesty	Student Code of Conduct and Disciplinary Procedures	Faculty member/Dean for Student Services

### **Computer and Technology Usage**

Students who use or access technology provided by Black Hawk College are responsible for reading, understanding and following all college policies and guidelines. Examples of technology include: PCs and other computers, telephone systems, email, myBHC, online coursework, networks, wireless access, internet, 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 [mybhc.bhc.edu](http://mybhc.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. Students are required to comply with all Responsible Use rules, policies and standards.

Security, legal and behavior standards are covered in the Responsible Use Guidelines 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 these policies, guidelines and regulations shall be subject to the Disciplinary Procedures by Black Hawk College. Students who suspect or are aware of computer security violations are encouraged to report such security violations to BHC Police Department immediately. 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](http://www.ilga.gov/legislation/98/HB/09800HB0183enr.htm).

### **Drug-Free College Policy**

Black Hawk College complies with the Drug-Free Schools and Communities Act Amendments of 1989 and 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](http://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 on the basis of any characteristic protected by law. 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 Department of Human Resources oversees complaints and investigates alleged discriminatory practices.

Any employee or student 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 of employment.

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 obtain a reasonable accommodation, 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. A student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination, study or work requirement and shall be provided an opportunity to make up the examination, study or work requirement that he/she may have missed because of such absence on a particular day so long as the student notifies the faculty member or instructor well in advance of any anticipated absence. The makeup examination, study or work requested as an accommodation by the student may not impose or create an unreasonable burden on the College.

No fees of any kind shall be charged by the institution for making available to the student such a makeup opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of this requested accommodation. 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 Complaint 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 Optional Disclosure of Private Mental Health Act**

In accordance with the Student Optional Disclosure of Private Mental Health Act (IGP 59.1) Black Hawk College provides students the opportunity to authorize, in writing, the disclosure of certain private mental health information to a designated person of their choosing. This designated adult will be contacted in the event that the student experience a mental health emergency that puts them or others at risk for serious injury or death. For more information on this act or if designation for an Emergency Mental Health Contact is requested, please fill out the online form found on the counseling webpage: [www.bhc.edu/counseling](http://www.bhc.edu/counseling).

### **Student Right to Know**

This information is available online at [www.bhc.edu/studentrighttoknow](http://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](http://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 [mybhc.bhc.edu](http://mybhc.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 are required to conduct themselves in accordance with the regulations of the College and such laws of the city, state, and federal governments. 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](http://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(s), including:
  - a. The specific code violation(s); 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 and Jurisdiction**

The Code of Conduct covers acts of all students and/or student guests 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, but not limited to, 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 a 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 Student 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 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.

In addition, conduct which violates the Code of Conduct and is 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 Vice President for Student Services may elect to restrict the individual's registration and resolve the complaint later when the individual seeks to re-enroll.

Proceedings under the Student Code of Conduct may be initiated against students charged with a potential 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 Vice President for Student Services.

Students with questions regarding the Student Code of Conduct should contact the Vice President for Student Services or send an email to [studentconduct@bhc.edu](mailto:studentconduct@bhc.edu).

## **Proscribed Conduct**

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

### **1. Academic Dishonesty**

Academic dishonesty includes, but is not limited to the following: including, but not limited to:

- a. Cheating, which includes, but is not limited to: 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 or images prepared by another person;
  - c. Use of any agency engaged in the selling of term papers or other academic materials;
1. Lying, materially misrepresenting information or furnishing false information related to an academic environment to any College personnel, including a member of the Police Department.
  2. Forgery, alteration or misuse of any College document, record, form, or instrument of identification in an academic environment;
  3. Alteration or sabotage of another student's work, such as tampering with laboratory experiments;
  4. Tampering with the election of any college-recognized student organization or student trustee election.

5. Unauthorized collaboration, including intentionally sharing or working with others in an academic exercise when such actions are not allowed or approved by the course instructor.
  6. Aiding or facilitating academic dishonesty by permitting or assisting, attempting to permit or assist, another to engage in academic dishonesty, altering or sabotaging another student's product or work.
3. **Non-Academic Dishonesty**
- a. Lying, materially misrepresenting information or furnishing false information to any college personnel, including a member of the Police Department.
  - b. Forgery, alteration or misuse of any college document, record, form, or instrument of identification;

4. **Disruptive Conduct**

Disruptive conduct is that which impairs, interferes with or obstructs the orderly conduct, process and functions of the College and includes, but is not limited to, the following:

1. Disruption or obstruction of any operation of the College which 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 classroom behavior, including, but not limited to a willful failure to comply with a reasonable directive of the classroom instructor, intentional conduct that has the effect of disrupting classroom instruction or interfering with the instructor's ability to manage the classroom.
3. 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.
4. 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;
5. Obstruction of the free flow of pedestrian or vehicular traffic on college premises, or at college-sponsored or supervised functions;
6. Conduct performed in such unreasonable manner as to alarm another and which is disorderly; aiding, abetting, or procuring another person to breach the peace;
7. Conduct covered and/or prohibited in a BHC faculty member's classroom syllabus.

5. **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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.



- e. Any violation of Black Hawk College's Responsible Use policies or procedures.
- 6. 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.
- 7. Drug Violation**
- a. Use, possession or distribution, of a narcotic or other chemical substance except as expressly permitted by law.
  - b. Being under the influence of drugs on college property or locations being used for instructional purposes.
- 8. Sexual Harassment as defined by Black Hawk College's Policy Against Discrimination and Harassment.** See page 38.
- 9. Harassment as defined by Black Hawk College's Policy Against Discrimination and Harassment.** See page 38.
- 10. Discrimination as defined by Black Hawk College's Policy Against Discrimination and Harassment.** See page 38.
- 11. Stalking**  
Engaging in a course of conduct toward another person under circumstances that would cause a reasonable person to feel fear.
- 12. 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.
- 13. 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.
- 14. 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, including the attempted sale of stolen items from any source.
- 15. 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.
- 16. 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.
- 17. 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.

**18. Unauthorized Trademark Use**

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

**19. 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.

**20. 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.

**21. 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 or Vice President for Student Services in accordance with the procedures described herein. This includes violating the terms or conditions of disciplinary probation.

**22. 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.

**23. 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. Any act or acts that violate a written College policy, regulation, guideline or announcement shall be subject to disciplinary action.

**24. Conduct Detrimental to the College.**

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.

**25. 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 Conduct Committee or college official;
2. Falsification, distortion, or misrepresentation of information before a Student Conduct 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 Conduct 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 Conduct 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;

**Faculty Authority for Academic Dishonesty Charges**

- A. Faculty members may address charges of academic dishonesty that do not involve suspension or expulsion. In the event the charge may result in suspension or expulsion, the matter shall be referred to the Dean for Student Services.
- B. An instructor who has reason to believe that a student has engaged in academic dishonesty in violation of the Student Code of Conduct must notify the student in writing of the allegation and the basis of the allegation. Notice by email to the student is sufficient.

- C. The student will then be given an opportunity to respond to the charge of academic dishonesty and present any information or documentation he/she deems relevant.
- D. The faculty member will review all relevant information and/or documentation related to the charge of academic dishonesty and shall then make a determination as to whether the student engaged in academic dishonesty. The standard of review to be used is whether it is more probable than not that the student engaged in academic dishonesty.
- E. If the student is found to have engaged in academic dishonesty, the faculty member shall report such findings to the Dean for Student Services at [studentconduct@bhc.edu](mailto:studentconduct@bhc.edu) and may impose sanctions for academic dishonesty as outlined in the faculty member's course syllabus related to the course at issue only. If the student wishes to appeal the sanction imposed, the student may file a written appeal with the Dean for Student Services within 10 days of receipt of the faculty member's decision. If the student is not found to have engaged in academic dishonesty, no sanctions shall be imposed for those charges.

#### **Vice President for Student Services Authority**

- A. The Vice President for Student Services is responsible for administration of the Student Code of Conduct. The Vice President for Student Services may delegate his/her authority to one or more other administrators. All references to the "Vice President for Student Services" or to the "VP/SS" in this Student Code of Conduct include such designees, unless specifically stated to the contrary.
- B. The Vice President for Student Services has the authority, in his/her discretion, to impose discipline as provided herein. The Vice President for Student Services has the authority and discretion to recommend college suspension or college expulsion. In some situations, the Vice President for Student Services 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 Vice President for Student Services may, in his/her discretion, refer any listed disciplinary matter to the Student Conduct Committee.
- C. Confidential files should be maintained by the Vice President for Student Services for the purpose of recording actions taken.
- D. For the purposes of this policy, the acronym "VP/SS" shall mean the Vice President for Student Services.

#### **Student Code of Conduct Charges Procedures**

- A. **Filing of 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 VP/SS. Charges should be submitted as soon as possible after the event giving rise to the charge takes place or becomes known. The VP/SS 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 VP/SS will dismiss the charge and notify the parties involved.
- B. **Notice of Charges 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. This may include notice as provided by a faculty member. 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. In the event the student does not contest the conduct at issue, the VP/SS reserves the right to resolve the matter as appropriate and impose sanctions, except that if suspension or expulsion is sought, the matter shall be referred to the Student Conduct Committee for hearing.

For all notices, except those for academic dishonesty not involving suspension or expulsion, the Notice of Charges shall include or state the following:

1. A copy of the Student Code of Conduct;
2. Specific factual allegations of misconduct and reference to any specific rules which the facts, as alleged, violate;
3. The student is being offered an opportunity to meet with the VP/SS to discuss the complaint, procedures and options for resolution of the charges;

4. The student has the option to engage in the Informal Resolution Procedure or may request a hearing before the Student Conduct Committee;
5. The student has a right to have an advisor accompany him/her during the disciplinary process and that individual may serve in an advisory role only.

**C. Investigation**

If the VP/SS determines the charges warrant an investigation, he/she will conduct an investigation. During the investigation, the accused student shall be given an opportunity to respond to the charges and provide any documentation or information the student deems relevant to adjudication of the complaint. Following the investigation, the VP/SS shall make a determination of whether there are sufficient facts to support a finding that a violation of the Student Code of Conduct occurred. The VP/SS shall commence a hearing before the Student Conduct Committee if the VP/SS determines the sanctions may include a suspension or expulsion or the VP/SS otherwise determines a hearing is warranted.

**D. Informal Resolution Process**

The VP/SS may direct that the student engage in the Informal Resolution Process any time prior to hearing. The student may also request to engage in the Informal Resolution Process. During the Informal Resolution Process, the VP/SS shall meet with the student to review the violations or charges and the student will be given an opportunity to respond to the same and provide any information the student deems relevant to adjudication of the charge(s). If the investigation was concluded prior to the Informal Resolution Process, meetings between the VP/SS and the student from the investigation may constitute the necessary meeting(s) for this purpose under the Informal Resolution procedure.

In the event the VP/SS determines there are sufficient facts to support a finding that a violation of the Student Code of Conduct occurred, the VP/SS shall determine whether the matter may be resolved without a hearing by mutual consent of the parties involved on a basis acceptable to the VP/SS. During the Informal Resolution Process, the VP/SS may recommend disciplinary action for the conduct at issue or convene the Student Conduct Committee. If the student agrees to the recommendation of the VP/SS and/or waives his/her right to a hearing, the student shall receive the imposed sanction and the matter shall be deemed closed. A student may not later appeal a decision that was mutually agreed to during the Informal Resolution Process.

The hearing procedures before the Student Conduct Committee shall commence if the charges cannot be mutually resolved through the Informal Resolution Process and may result in a suspension or expulsion.

**E. VP/SS Authority to Impose Discipline Without a Hearing.**

At the conclusion of the investigation or after engaging in the Informal Resolution Process, the VP/SS has the authority to impose discipline for violations of the Student Code of Conduct found to have occurred. In the event the VP/SS recommends suspension or expulsion, the VP/SS shall commence a hearing before the Student Conduct Committee. In the event the VP/SS recommends sanctions less severe than suspension or expulsion, the VP/SS may impose such sanctions against the student without a hearing. Such disciplinary sanctions are subject to the same appeal rights outlined below.

**F. Student Conduct Committee Hearing**

The Student Conduct Committee shall consist of one (1) faculty member, one (1) student services staff member and one (1) administrator. The administrator shall serve as chair of the Committee (“SDC Chair”).

In the event the charges are referred to the Student Conduct Committee for hearing the VP/SS shall organize the Student Conduct Committee and the chair shall administer the Student Conduct Committee hearing.

The proceeding will be conducted by the Student Disciplinary Committee according to the following guidelines:

- a. the hearing will be conducted privately, unless otherwise mutually agreed upon by the responding party and the SDC Chair;
- b. the SDC Chair has the sole discretion to determine who can be admitted to the hearing;
- c. the Complainant and the Respondent have the right to be assisted by an advisor they choose at their own expense. The advisor may be an attorney. The Complainant and Respondent must notify the College of any advisor attending within the timelines provided by the College or the Committee.

The reporting party and respondent are responsible for presenting their own case at their own expense. Advisors accompanying any party must serve in an advisory role. The SDC Chair 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 an audio or video camera and may be used in the event of an appeal to the President of the College.

#### **G. Imposition of Discipline and Decision After Hearing**

If a hearing is conducted with the Student Conduct Committee and the Committee determines that a violation of the Student Code of Conduct occurred, the Committee shall submit a report stating its findings and the violations that occurred. The Vice President for Student Services shall review the Committee's Findings and shall determine the appropriate sanction to be imposed, if any. The student shall then receive the sanction imposed by the Vice President for Student Services. If, after the hearing, the Student Conduct Committee determines no violation of the Code occurred, it shall render a decision stating such and no discipline or sanctions shall be imposed.

#### **Disciplinary Actions or Sanctions**

The following list outlines examples, not intended to be exhaustive, of disciplinary action which may be imposed, singly or in combination. Sanctions will be proportionate to the severity of the violation and cumulative conduct record of the student.

- 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, of the student from the College for a period of no more than two years, after which the student may be eligible to return. The student must comply with the College’s Reinstatement and Re-Admittance Policy when seeking to return at the completion of the suspension.
- M. College Expulsion** – Permanent separation, with consequent loss of tuition and fees, of the student from the College. Black Hawk College President will be notified of any student who is considered for expulsion. A student will become eligible for re-admittance three (3) years from the time of expulsion. The student must comply with the College’s Reinstatement & Re-Admittance Policy when seeking to return after the expiration of the three (3) year period.

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

Disciplinary sanctions will be made part of the student’s permanent academic record, but will not appear on a student’s transcript. Disciplinary dispositions are confidential records maintained by the VP/SS.

### **Temporary or Interim Suspensions**

#### **A. Class Suspension**

An instructor or the VP/SS 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 VP/SS 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 VP/SS, following a conference with the student.

#### **B. College Suspension**

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

1. To ensure the safety and well-being of members of the College community or preservation of College property; or
2. To ensure the physical or emotional safety and well-being of the student or other College individuals; 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 VP/SS determines appropriate.

### **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 found to have occurred.

## Appeals

### Decision from the VP/SS or the Student Conduct Committee

A decision reached or discipline imposed by the VP/SS or after a hearing is conducted by the Student Conduct Committee may be appealed to the President of the College within five (5) business days after receipt of the decision.

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 Conduct Committee hearing was conducted and such evidence is material to the outcome; or
  - b. If the student alleges the Student Conduct Committee hearing was not conducted fairly in light of the charges and evidence presented; or
  - c. Hearing 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
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 necessary and 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 sanction of the VP/SS or the report from the Student Conduct 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. **No Right of 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 or amend the disciplinary action on appeal if the appeal basis is demonstrated by the appealing party.
9. **Finality of Decision** – The decision of the President on appeals 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 Vice President for Student Services.

- 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 VP/SS or a designee for final determination.
- B.** The Code will be reviewed periodically and amended as necessary under the direction of the Vice President for Student Services.



## 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

The Academic Complaint Procedure applies only to academic decisions that affect a student's academic standing at Black Hawk College. Primarily, but not exclusively, these actions involve final grade appeals or complaints regarding course content.

Once the instructor has submitted grades to the Registrar, the grade becomes permanent on the student record. Extenuating circumstances may result in a student requesting to appeal for a change of grade. Students have six (6) months from the end of the course to appeal. The procedure for appealing the grade are as follows:

- **Step 1** – Student notifies the faculty member of the complaint and address the complaint with the faculty member to try to resolve the complaint informally.
- **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 the Academic Complaint to the department chair in writing within 10 days of a decision from the instructor.
- **Step 3** – If the student is dissatisfied with the outcome of Step 2, the student can appeal the Academic Complaint to the respective Dean in writing within 10 days of a decision from the Department Chair. The Dean shall issue a decision on the appeal within 10 business days of the appeal, unless a longer period of time is needed and communicated to the student.
- **Step 4** – If the student is dissatisfied with the outcome of Step 3, the student can appeal to the Vice President for Instruction and request a hearing with the Academic Appeals Board. This request must be made in writing within 10 days of a response from the Dean. The student will be given at least five (5) college business days advanced notice of a scheduled hearing date. The Academic Appeals Board will only consider materials that have been submitted in the first three steps of this process. The decision of the Academic Appeals Board is final.

## 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 retaliation of or by any employee or student on any basis protected by law. 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 learning and working environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal 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.

### **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, disability or any other protected status recognized by law 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 Vice President for Student Services or the Dean for Student Services.

### **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](http://www.bhc.edu/SexualMisconduct).

### **Contact phone numbers**

Title IX Coordinator– Jana Koch, 309-796-5177

Title IX Investigator & Director of Student Life & Engagement – Jana Koch, 309-796-5177

Counseling Departments- Wendy Bock, 309-796-5199

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

## **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 60 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 and may be found at [www.bhc.edu/catalog](http://www.bhc.edu/catalog). 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 federal 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 educational 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](http://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.