



# **Dual Credit/Dual Enrollment Student Handbook**

**2022-2023**

*Mission Statement: Black Hawk College inspires students, develops talent and strengthens communities.*

<http://www.bhc.edu>

## **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**

Black Hawk College inspires students, develops talent and strengthens communities.

## **Core Values**

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

## **Black Hawk College Accreditation**

Black Hawk College is accredited by the Higher Learning Commission, 230 South LaSalle St., Suite 7-500, Chicago, Illinois 60604, 800-621-7440, <http://www.hlcommission.org/>

Black Hawk College is recognized by the Illinois Community College Board.

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

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

*If you need an accommodation based on disability to fully participate in this program/event, please contact Disability Services at 309-796-5900, 309-796-5903 (CAPTEL) or 309-716-3310 (video phone). Students, faculty and staff at Black Hawk College participate in a variety of activities designed to assess and improve student learning and to bring about institutional change. Examples of such activities may include placement testing, surveys, collecting random samples of student work, exit testing, and portfolio evaluation. Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law.*

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

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# Welcome to Black Hawk College!

Black Hawk College takes pride in the opportunities we make available for our dual credit students. The transition from high school to college is exciting, but it can also be overwhelming. We hope that this handbook provides you with the resources to answer any questions you may have about our dual credit program. If you need additional information, please contact one of our dual credit coordinators.

Black Hawk College looks forward to working with you!

## Dual Credit Checklist

- ┌ **STEP 1:** Apply online to Black Hawk College at [www.bhc.edu/apply](http://www.bhc.edu/apply)
- ┌ **STEP 2:** Complete the Dual Credit Orientation online at [www.bhc.edu/dualorientation](http://www.bhc.edu/dualorientation)  
After your application is processed, you will receive your Black Hawk College ID number on your acceptance letter, and your “myBlackHawk” student portal username and password information by email. Keep this information in a safe place. You will need it for future reference.
- ┌ **STEP 3:** Obtain a dual credit registration form from your high school counselor.
- ┌ **STEP 4:** Placement test scores may be required for some classes. Check with your high school counselor for further information.
- ┌ **STEP 5:** Return the completed registration form with required signatures to your high school counselor.
- ┌ **STEP 6:** Confirm Dual Credit enrollment in classes by checking your myBlackHawk account.
- ┌ **STEP 7:** Purchase the required books and materials.
- ┌ **STEP 8:** Pay for your classes. All students will receive bills electronically through their myBlackHawk account. Dual Credit/Dual Enrollment students will also receive a paper copy by mail.
  - Payment can be made by cash or check on the Black Hawk College campus.
  - Payment may be mailed to:

Black Hawk College East Campus	Black Hawk College QC Campus
Enrollment Services	Bursar’s Office
26230 Black Hawk Road	6600 34 <sup>th</sup> Avenue
Galva, IL 61434	Moline, IL 61265
  - Payments can also be made online through your myBlackHawk account.
- ┌ **STEP 9: Check your myBlackHawk email FREQUENTLY!** MyBlackHawk is a primary communication method for Black Hawk College. Important information will be emailed and shared with you through this student portal. Again, check it often!

## Dual Credit Contacts:

<i>Dual Credit Coordinator Christine Adell 309.796.5160 adellc@bhc.edu</i>	<i>Dual Credit Coordinator Sara Dye 309.796.5464 dyes@bhc.edu</i>
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# Dual Credit / Dual Enrollment Program Basics

## **Overview of Dual Credit/ Dual Enrollment**

Black Hawk College provides opportunities for high school students in District 503 to take college-level courses prior to graduating from high school. These opportunities are widely known and state-supported as dual credit and dual enrollment courses. Black Hawk College offers these opportunities in partnership with the school districts in response to the educational needs that school administrators have identified for their students.

**Dual Credit:** college credit courses taken by high school students who receive both college credit and high school credit upon successful completion of the class.

**Dual Enrollment:** college credit courses taken by high school students who will receive only college credit for the class upon successful completion.

The courses taken for dual credit/dual enrollment have the same requirements whether the courses are offered on the college or high school campus. The courses must contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluation are the same for all students. If a high school instructor is teaching the college class, he/she must meet the same educational competencies in the discipline as other Black Hawk College instructors.

## **Benefits of Dual Credit/Dual Enrollment**

- Speeds up the time it takes to complete a college certificate or degree.
- Reduces overall college costs.
- Provides students with college credit that is transferable to other colleges and universities.
- Allows for a wider range of course options for students who are ready for more advanced study.
- Promotes challenging educational opportunities while students are still in high school, and encourages lifelong learning

## **Qualifications of Dual Credit/Dual Enrollment Students**

Students interested in dual credit/dual enrollment need to be highly motivated and dedicated to learning. The dual credit/dual enrollment program is an opportunity for students to take courses at the college level; therefore, the amount of work necessary to succeed is much greater than in high school classes. Dual credit/dual enrollment courses become part of a permanent college transcript. Therefore, performance in these courses is critical to future college plans and grade point averages.

Enrollment in dual credit college courses are generally found to be most appropriate for high school juniors or seniors, though there are exceptions. Students must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying. Any course prerequisites as identified in the Black Hawk College Academic Catalog must be satisfied prior to enrolling.

A student's dual credit/dual enrollment course selection must be approved by the student's high school counselor and/or school official. Students under 18 must obtain the approval of their parent/guardian to participate in the dual credit/dual enrollment program. We strongly recommend that students work with an academic advisor and dual credit coordinator to outline an appropriate pathway based on their interests and long-term goals.

## Location of Dual Credit/ Dual Enrollment Classes

Many high schools offer dual credit classes on their high school campus. Courses offered for dual credit/dual enrollment at the high school must meet college-level content requirements. All policies and procedures that define college level instruction and student prerequisite knowledge, skill, and performance expectations must apply to all dual credit courses.

High school students may also enroll in classes on a Black Hawk College campus where they are integrated with other college students. Additionally, qualified high school students may enroll in dual credit/dual enrollment courses offered online.

## Online Courses

Time management and organization skills are very important for students who wish to be successful in an online course. Students should work with an advisor or dual coordinator to select the online course that would be an appropriate fit. Students should also check their myBlackHawk email account daily for communication from their instructor.

## Participating High Schools

Alleman High School	Geneseo High School	Rock Island High School
AlWood High School	Kewanee High School	Rockridge High School
Annawan High School	Mercer County High School	Sherrard High School
Area Career Center	Moline High School	Stark County High School
Cambridge High School	Orion High School	United Township High School
Erie High School	Riverdale High School	Wethersfield High School
Galva High School		

## Differences Between High School-Level Classes and College-Level Classes

It is important that students realize the differences between high school-level classes and college-level classes. Some of the differences are listed below:

High School Classes	College Classes
Teachers record and report attendance.	Students are responsible for attending class.
Teachers tell students frequently when assignments are due and tests are scheduled.	Students are responsible for completing assignments & taking tests on time, as outlined in the syllabus.
Teachers allow students to make-up work.	Students must turn in assignments by deadlines.
Teachers tell students what they need to study.	Students determine what they need to learn.
Teachers provide outlines, notes, & study guides.	Students take notes and prepare their own outlines & study guides.
Teachers help students locate information.	Students must use their own library and research skills.
Teachers provide all information required for the class.	Students must locate supplementary materials.
Teachers provide progress/grade reports frequently.	Students monitor their own progress and grades.
Teachers discipline inappropriate behavior in class.	Students who display inappropriate behavior are not allowed in class.
Teachers provide all the information needed for successful completion of the class.	Students must have prerequisite knowledge and skills before starting the class.
Teachers ask questions and lead discussions.	Students are expected to generate questions and initiate discussion.
Teachers cover all course content during class time.	Students are responsible for learning all material whether or not it is presented in class.
Teachers give tests over the material and provide make-up tests and retakes.	Students take fewer tests over larger amounts of material and are not necessarily allowed to make-up or retake tests.
Grades are based on many assignments: class participation, extra-credit opportunities, and many quiz and test grades.	Student grades are based on a small number of assessments.

## **myBlackHawk**

This is the student portal through which important college information is provided to all students. Log in, and check often!

To locate myBlackHawk, go to the Black Hawk College website ([www.bhc.edu](http://www.bhc.edu)) and click on the link to myBlackHawk, or go to [myblackhawk.bhc.edu](http://myblackhawk.bhc.edu). Students will need their username and password to access the student portal, and will receive an email containing that information after processing of their admission application is complete. If you have problems logging into myBlackHawk, please click on the link under “Having problems logging in?” or call the ITS Help Desk at (309)-796-5555.

After logging into myBlackHawk, you will be able to:

- View your schedule of courses.
- Pay for classes, check registration status, view your class schedule, view your account balance, and make credit card payments.
- Access information about your courses.
- View student records (academic holds, past grades, unofficial academic transcript).
- View your student ID number.
- Receive announcements about events, dates, activities and course cancellations.
- Send/receive e-mail from your BHC e-mail account.

## **Student E-mail**

All students are assigned an e-mail account at [mymail.bhc.edu](http://mymail.bhc.edu). Communication from various departments at the College will be sent to this e-mail account. The e-mail account is accessed through myBlackHawk. Be sure to check your [mymail.bhc.edu](http://mymail.bhc.edu) mailbox frequently for important information about your classes and the College.

## **Emergency Notification**

To be notified by text/email if BHC closes due to weather, and to receive emergency alerts, students should sign up for the emergency notification located in their myBlackHawk account, on the home page.

## **Student ID**

All students taking college-credit classes are eligible to obtain a Black Hawk College ID. For more information, contact the Bursar’s Office on your campus.

- Quad Cities Campus: Building 1, Phone (309)-796-5200.
- East Campus: Building A, Room 100; Phone (309)-854-1706.

## **Withdrawing from Courses**

Students must meet with their high school counselor prior to withdrawing from dual credit courses and complete the dual credit drop form that includes the high school counselor’s signature. The counselor will submit this form to the dual credit coordinator. It is important to officially drop the class to avoid an “F” on the student’s transcript. The student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date according to the BHC Refund Policy. To ensure the drop has been processed, students should check their myBlackHawk account within 24-48 hours. Students should contact their dual credit coordinator if the course is still showing on the student’s schedule.

**Things to Consider When Dropping a Course** – Before dropping a course, the student should consider the impact dropping the course has on future financial aid eligibility, 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 is entitled to a 100% refund. Students are refunded 75% of the tuition during Week 1 of the semester. Students are refunded 50% of the tuition during Week 2 of the semester. After completion of Week 2, no refund is given to students who withdraw on that date or later.
2. Impact on grades – If a student does not officially withdraw from a course, the student may receive an F for the course. This grade remains permanently on the student's college transcript.
3. Transcript notation – After the start date of a course, any dropped course will be recorded on the student's transcript as a W (withdrawal).
4. Financial aid – Withdrawing from a course may impact future financial aid eligibility.

### **Dual Enrollment Exceptions to the Published BHC Refund Policy**

Black Hawk College recognizes that high school semester calendars and college semester calendars do not always perfectly align. Additionally, we recognize that fulfilling high school graduation requirements is a high priority and this sometime entails making adjustments to student schedules at the start of classes. Students are encouraged to proactively ensure their schedule aligns with their academic goals and extra-curricular priorities prior to the start of the class. When required, or necessary changes need to occur in a student's schedule at the direction of the high school counselor or Black Hawk College staff, Black Hawk College reserved the right to direct students through the appropriate refund process. In instances when unavoidable circumstances occur that warrant a schedule change, students may not be required complete the refund appeal process, rather professional judgement will be used to reverse tuition fees during the first week of dual credit classes, where applicable. All other circumstances are subject to Black Hawk College's standard tuition fees and refund policy.

### **Financial Aid**

Federal financial aid (Title IV funding) is not available to dual credit/dual enrollment students. However, because these courses appear on a college transcript, dual credit/dual enrollment classes count as credits attempted/completed and are included when determining a student's eligibility for **future** financial aid.

**Students' future financial aid eligibility may be based on the following requirements:**

- **GPA Requirement** -- A student must earn and maintain a 2.0 cumulative grade point average.
- **Completion Rate Requirement** -- A student's total number of **earned** (completed) hours must be equal to or greater than **67% of the cumulative** total of their **attempted** credit hours for *all periods of enrollment* at Black Hawk College. Hours attempted are the credit hours a student is enrolled in after the start of classes. Grades of A, B, C, D, or P are considered earned hours. *Grades of F, I, W, or X are not considered earned hours.*
- **Maximum Time Frame Requirement** -- A student is eligible to receive federal financial aid for a maximum of 96 attempted credit hours at Black Hawk College. For a certificate program, the maximum attempted credit hours are 48.

### **Tuition & Fees for Dual Courses**

Dual credit courses taught by high school instructors are \$25.00 per credit hour. Courses taught by Black Hawk College faculty will be charged at the current Black Hawk College tuition rate,



which may be viewed at <https://www.bhc.edu/admissions/paying-for-college/tuition-payments/>. Some high schools offer assistance with the cost of tuition, fees, and books. Students should contact their high school counselor for details.

To check the balance, please follow the steps below.

1. Login to [myBlackHawk](#)
2. Click the 'Student Billing' tab
3. Click 'My Billing Detail by Term'
4. Select Term and Submit

### **Paying for Dual Credit Courses**

- Payment can be made by cash or check on the Black Hawk College campus.  
*Please include the student's BHC ID number on the check!*
- Payment may be mailed to:  
Black Hawk College East  
Campus  
Enrollment Services  
26230 Black Hawk Road  
Galva, IL 61434  
Black Hawk College QC Campus  
Bursar's Office  
6600 34<sup>th</sup> Avenue  
Moline, IL 61265
- Payments can also be made online through the student's myBlackHawk account.  
How to Make Online Payments - Credit/Debit/E-Check:
  1. Login [myBlackHawk](#)
  2. Click the 'Student Billing' tab
  3. Acknowledge you have read the BHC Alcohol and Drug Policy  
(If you have done this before, proceed to next step.)
  4. Select 'Make a Payment'
  5. Select the term that you are making a payment
  6. In the box provided, enter the amount you are paying and click 'Submit'
  7. Select method of payment, enter payment information and Click 'Submit'

### **Financial Holds**

If a student has an unpaid bill to the college, a hold will be placed on their account. Students with a hold on their account will not be permitted to register for any courses or obtain a transcript from Black Hawk College until the bill is paid.

### **Textbooks**

Students may be responsible for obtaining their own textbooks and materials for college classes. Please use the following link to find information on books and materials required for specific classes. <https://www.bhc.edu/academics/academic-resources/bookstore/> Students should contact their high school counselors or dual credit coordinator for additional details.

### **Textbook Return Policy**

#### **Textbook Return Policy for books purchased at the Black Hawk College bookstore - ALL RETURNS ARE SUBJECT TO MANAGEMENT APPROVAL**

- **You MUST have a receipt for all returns/exchanges.**
- Books must be unmarked, unopened, with seals intact, and in resalable condition for returns/exchanges.
- Type of refund will be based on the original method of payment.
- Check purchases require a **5 BUSINESS DAY** waiting period for a cash refund.
- Photo **ID REQUIRED** for all check, financial aid, and credit card transactions.

- **NO RETURNS** on access codes, software, tablets, computers, electronics, and consumables (flash drives, batteries, etc.), and special orders of any kind.
- **NO REFUNDS** on shipping/handling fees or lost receipt fees.
- **FALL/SPRING- 5 BUSINESS DAYS** from the first day of the semester, 10 days from the first day of the semester with a drop slip.
- **NO RETURN/EXCHANGE** for books purchased after the 10<sup>TH</sup> day of the semester.
- **ONLINE ORDERS** - the bookstore is not responsible for return shipping of product. It is the customer's responsibility to return all merchandise BEFORE the refund deadline. Refunds will not be given until product is received via mail or in-person or without the appropriate receipt.

## Helpful Tips

### **FERPA (Federal Family Educational Records Privacy Act)**

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 college 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
- College-issued 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

### **Right to Review Educational Record/Disclosure of Student Information under FERPA**

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

With regard to high school students who are concurrently enrolled in postsecondary institutions, FERPA permits high schools and postsecondary institutions that have dual enrolled students to share information. When a student is enrolled in both a high school and a postsecondary institution, the two schools may share education records without the consent of either the parents or the student.

For full student records policy, please reference the current Academic Catalog, Student Records section, which may be found at: [www.bhc.edu/catalog](http://www.bhc.edu/catalog).

### **Course Selection**

Students are encouraged to take courses with their intended program of study in mind. If you are uncertain of your career plans, there are many classes that will benefit you. For more information about programs of study, or course transferability, contact an advisor at your campus.

- QC Advising (309) 796-5100
- East Campus Advising (309) 854-1709

### **Student Attendance**

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

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

Courses taken at the college campus will meet according to the college class schedule. Class attendance is the student's responsibility. **Students may be required to attend dual credit classes on campus during high school breaks. Whenever the college is in session, students are expected to attend classes; however, students have a responsibility to consider their own personal safety during inclement weather when traveling to and from campus. If the college is closed, be sure to check your myBlackHawk email for communication from your instructor.**

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

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

### **Syllabus**

The syllabus lists a course's objectives and requirements and is distributed at the beginning of the semester. It includes information about the course, course policies and procedures, textbook information, grading rubrics, assignments, schedules, and study aids. The syllabus is a contract between the student and the instructor. Students should check it regularly. The syllabus is subject to change with adequate notice.

### **Grades**

The final grade for dual credit/dual enrollment classes will appear on the student's Black Hawk College transcript. This will follow the student for the remainder of his/her college career. There is no way to remove classes or grades from the student's college transcript.

Black Hawk College does not mail out midterm or final grades. Students receive a class syllabus at the start of each course that explains the instructor's grading system and point values for each assignment. Students should save every assignment and keep track of the grade he/she is earning in the class so there are no surprises at the end of the semester.

Students may view and print their college grades online via their myBlackHawk account at <https://myblackhawk.bhc.edu>. Grades are usually posted within a week after the class ends.

### **Calculating Grade Point Average (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 final grades online in the myBlackHawk student portal.

#### **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 class has started, the grade W will appear on the student’s transcript. The W grade does not affect the grade point average, but does impact course completion rate, which can factor in to future financial aid eligibility.

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

### **Incomplete**

To request an incomplete (I) grade in a course, the student must, in writing, arrange with the course faculty member to fulfill the appropriate course requirements. An incomplete grade is granted in cases where a student has not completed the required work by the end of the semester because of illness, accident, death or serious illness in the immediate family, or a reason that is considered appropriate by the instructor.

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

If after one year, the course requirements remain unsatisfied, the I grade will automatically change to an F or an X grade, depending upon the grading system used by the course in question. After the required work has been completed, the faculty member will complete a paper Grade Change Form used to update the student’s grade and turn it in to Enrollment Services to update the student’s official record.

### **Transcript Ordering**

The Enrollment Services office will issue official transcripts of a student’s academic record – including courses, grades, GPA and degree – upon request of the student. Official transcripts are ordered online. Black Hawk College has authorized the National Student Clearinghouse to provide transcript ordering via the web. There is a \$6 fee associated with the transcript order. Provide a major credit or debit card when placing the order. A credit card will only be charged after the request is complete.

To order an official BHC transcript: go to [www.bhc.edu/transcripts](http://www.bhc.edu/transcripts). Log in to the National Student Clearinghouse secure site. This site will walk 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. If there are any problems with ordering, or to update a student address, contact Enrollment Services at [registrar@bhc.edu](mailto:registrar@bhc.edu).

### **Transferability of Black Hawk College Courses**

Black Hawk College is part of the Illinois Articulation Initiative, a statewide transfer agreement with more than 100 participating colleges and universities in Illinois. Most dual credit classes transcribed on a BHC transcript will transfer. Students should contact the college or university they are considering attending, in order to verify transferability.

### **Attending Black Hawk College after High School Graduation**

During their last semester of high school, students MUST submit a new application in order to attend as a college student, and pay the \$20 application fee at <http://www.bhc.edu/admissions/apply/>. The student must choose the application type of College Credit (Quad Cities Campus or East Campus). This will update the student's Black Hawk College record to show he/she has graduated from high school and allow the student to choose a program of study that may be eligible for financial aid.

### **Disability Services**

Black Hawk College is committed to making its services, programs and activities equally available to people with disabilities. Disability Services staff provide assistance to students with a wide range of disabilities including hearing loss, vision loss, mobility disabilities, learning disabilities, chronic health disabilities, ADHD/ADD and others. Examples of services to students include note-taking assistance, screen-readers, test accommodations, computer-assistive technology, adaptive equipment and sign language interpreters. Appropriate accommodations are identified on an individual basis. It is the student's responsibility to self-identify to Disability Services staff and provide current documentation of disability. Persons with disabilities are encouraged to complete this first step as early as possible before the start of the semester. Service animals are defined by the ADA as any guide or signal dog specifically trained to work or perform tasks for a person with a disability, and the work is directly related to the individual's disability. An emotional support animal is not specifically trained to perform tasks for a person with a disability. Unlike a service animal, an emotional support animal is not granted access to places of public accommodations, such as the college. For information regarding accommodations, contact Disability Services at the Quad-Cities Campus at 309-796- 5900 or at the East Campus at 309-854-1713, or online at [www.bhc.edu/disability](http://www.bhc.edu/disability).

### **QC Campus Career Services Center**

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

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

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

### **Testing Centers (Quad Cities and East Campuses)**

Quad-Cities Campus – The Quad-Cities Testing Center provides students a quiet place to take paper, online, Accuplacer and nursing program tests. This center also provides proctoring of tests

from other institutions, such as colleges/universities, GED®, PearsonVUE, 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.

## **Library**

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

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

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

Other library resources and services:

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

## **Black Hawk College Locations**

### **Quad-Cities Campus**

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

### **Outreach Center**

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

### **East Campus**

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

### **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

## **Read & Write Gold**

Read & Write Gold is a free tool that helps students increase their reading speed and comprehension, as well as improving research, writing, studying, and test-taking skills. It can be permanently downloaded onto a laptop, home computer, MP3 player, or tablet by logging into myBlackHawk and clicking on the Student/Academics tab.

## **Tutoring**

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

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

Students interested in scheduling a tutor appointment should stop by to fill out a request form, call 309-796-5138, submit an appointment request online at [www.bhc.edu/RequestATutor](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).

## **Computer and Technology Usage**

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

Links to both the Computer Security and Responsible Use and the Responsible Use Guidelines and Procedures are available online at the bottom of the login page for <https://myblackhawk.bhc.edu> by clicking on the [Black Hawk College Board Policy Manual Section 8.90](#).

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

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

## **Student Conduct and Rights**

Students choosing to earn college credit while in high school must be in good standing at their respective high school in order to enroll in and attend Black Hawk College. Students enrolled to earn Black Hawk College credit must abide by the school handbook of the local school district, as well as the rules and policies spelled out in the Black Hawk College Student Handbook, located here: <https://www.bhc.edu/academics/academic-resources/catalog-academic-calendar-and-student-handbook/> Black Hawk College is committed to maintaining a safe environment for all students, faculty, staff and visitors. Student conduct that interferes or disrupts effective instruction or safe classroom operation will be addressed by following the *Student Code of Conduct and Disciplinary Procedures* section of the Black Hawk College Student Handbook.



## Glossary

### **Academic Progress**

A student will be subject to this policy once he/she has attempted 12 credit hours at Black Hawk College. Falling below a minimum GPA of 2.0, after attempting 12 college credits, 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 Black Hawk College.

### **Academic year**

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

### **Admission**

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

### **Advisor**

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

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

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

### **Associate degree**

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

### **Associate in Fine Arts (AFA)**

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

**Bachelor's degree (also called baccalaureate degree)**

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

**Bursar's Office (also called the Business Office)**

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

**Cash registration**

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

**Catalog**

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

**Certificate programs**

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

**Clearinghouse Self-Service**

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

**Credit hours**

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

**Cumulative GPA**

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

**Curriculum (program)**

Courses required for a specific degree or certificate.

**Dean**

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

**Developmental courses**

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

**Distance learning**

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

**Drop and add**

Students may change their schedule by dropping or adding classes. Verify the drop/add deadlines and refund implications for each term or contact 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 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 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.

**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 fewer than 12 credit hours during a fall or spring semester.

**Plagiarism**

- a. Use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment;
- b. Unacknowledged use of materials prepared by another person;
- c. Use of any agency engaged in the selling of term papers or other academic materials;

**Prerequisites courses (a.k.a. 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.

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