

2023

# SECTION I ACADEMIC AFFAIRS



BLACKHAWK TECHNICAL COLLEGE | 6004 S County Road G ~ Janesville WI 53546



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**BLACKHAWK TECHNICAL COLLEGE  
SECTION I – ACADEMIC AFFAIRS  
POLICY**

**I-100 – EDUCATIONAL OFFERINGS**

<b>Authority</b>	District Board
<b>Effective Date</b>	December 18, 2002
<b>Revision Date(s)</b>	November 14, 2020; August 14, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	A-300 – Mission, Vision, and Values
<b>In Compliance With</b>	Wisconsin Statutes, Chapter 38 Wisconsin Administrative Code, Technical College System District Board, Chapters 1-16 The Higher Learning Commission, Commission Policies, Section I.A Wisconsin Technical College System Educational Services Manual

It is the intent of the College to offer high-quality education to prospective students and to continue the development and refinement of the curriculum to meet current and emerging requirements of students while upholding high standards. The District maintains oversight of educational offerings.

All educational offerings must align with the mission of **Policy A-300 – Mission, Vision, and Values**. Additionally, all educational offerings will meet the standards and guidelines of the Wisconsin Technical College System (Educational Services Manual), Higher Learning Commission (Commission Policies, Section I.A), Wisconsin State Statutes (Chapter 38), and Wisconsin Administrative Code (Technical College System Board section).

The President/District Director or designee has overall responsibility for educational offerings.





# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS POLICY

## I-102 – CREDIT HOUR

<b>Authority</b>	Vice President for Academic Affairs/CAO
<b>Effective Date</b>	April 2, 2019
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	December 9, 2020
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Wisconsin Technical College System Educational Services Manual

The College defines credit hour as stated in the Wisconsin Technical College System Educational Service Manual (ESM). This definition incorporates the aid codes and course standards and types as defined in the ESM.





# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS POLICY

## I-105 – COURSE SCHEDULING

<b>Authority</b>	Vice President for Academic Affairs/CAO
<b>Effective Date</b>	April 23, 2019
<b>Revision Date(s)</b>	November 9, 2022
<b>Reviewed Date(s)</b>	April 14, 2021
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Wisconsin Technical College System Educational Services Manual

The College establishes a framework for scheduling academic courses. The framework complies with the Wisconsin Technical College System Educational Service Manual (ESM). Exceptions to the scheduling framework must be approved in advance by the Vice President for Academic Affairs, or designee.





# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS PROCEDURE

## I-105.1 – COURSE SCHEDULING

<b>Authority</b>	Vice President for Academic Affairs/CAO
<b>Effective Date</b>	November 9, 2022
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	

### **COURSE SCHEDULE EXCEPTION AUTHORIZATION**

Scheduling of the following instructional activities requires advance approval of the appropriate instructional supervisor and the Vice President of Academic Affairs/CAO, or designee:

- Credit and noncredit classes are scheduled outside of campus business hours. Classes that are approved to be scheduled outside of campus business hours must also be approved by the Vice President of Finance and College Operations/CFO.
- Credit classes that do not conform to the College's approved schedule patterns in the CLSS scheduling system.





**BLACKHAWK TECHNICAL COLLEGE  
SECTION I – ACADEMIC AFFAIRS  
POLICY**

**I-110 – ACADEMIC FREEDOM AND RESPONSIBILITY**

<b>Authority</b>	Vice President for Academic Affairs/CAO
<b>Effective Date</b>	December 18, 2002
<b>Revision Date(s)</b>	August 14, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	April 14, 2021; January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	

In adopting the following statements concerning academic freedom and responsibility the College affirms that academic freedom should not be abridged or abused and joins the numerous other organizations which have endorsed such principles.

**ACADEMIC FREEDOM**

The College exists for the common good and not to further the particular interests of individual faculty members or administrators. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to teaching and other faculty duties. Academic freedom is fundamental for the protection of the rights of faculty in teaching and of students in freedom of learning. It carries with it both rights and responsibilities. Therefore, faculty are entitled to freedom in the classroom in discussing salient subject matter, while exercising appropriate judgment and vigilance not to introduce potentially controversial matters with no relation to the subject.

Faculty members are citizens, members of a profession, and representatives of the College. When speaking or writing as citizens, faculty should be free from institutional censorship or discipline. However, the faculty’s special position in the community imposes special responsibilities. And, as college representatives the public may judge the institution by the communications of its faculty. Hence, the College expects employees in public settings to exercise accuracy, self-restraint, and respect for the opinions of others, in addition to indicating that individuals are not acting as institutional representatives.

**ACADEMIC RESPONSIBILITY**

Membership in the academic community imposes on students, faculty members, and administrators an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals or damage institutional facilities or disrupt the classes of the College.

## I-110 – ACADEMIC FREEDOM AND RESPONSIBILITY

Speakers on campus must not only be protected from violence but also given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution. Students are entitled to an atmosphere conducive to learning and even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Students should not be forced to make personal choices as to political action or their part of society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

It is the faculty members' mastery of their subjects and their scholarship that entitles them to freedom in the presentation of their subjects. Thus, it is improper for faculty members to introduce material with no relation to subjects or topics taught in the course, or to fail to present the subject matter of their course as announced to their students and as approved by the faculty in their collective responsibility for the curriculum.

Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions, on the other. If such conflicts become acute, and the faculty members' attention to their obligations as citizens and moral agents precludes the fulfillment of substantial academic obligations, they cannot escape the responsibility of that choice but should either request leaves of absence, resign their academic positions, or be subject to disciplinary action.



# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-200 – CURRICULUM DEVELOPMENT, DESIGN, AND IMPLEMENTATION

<b>Authority</b>	Vice President for Academic Affairs/CAO
<b>Effective Date</b>	December 18, 2002
<b>Revision Date(s)</b>	December 9, 2021; September 18, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	A-300 – Mission, Vision, and Values
<b>In Compliance With</b>	Higher Learning Commission Policy CRRT.B Criteria for Accreditation Wisconsin Technical College System Educational Services Manual

The programs and curricula of the College shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the President/District Director or designee shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. This includes credit, non-credit, basic skills education, apprenticeship, customized training, and contracted offerings.

Program, curriculum, and course development are academic and professional matters which are initiated by faculty within discipline areas and submitted through the appropriate approval process. The College will make every effort to provide appropriate resources and opportunities to support curriculum design and the curriculum design process. The College will also monitor and adapt appropriate advances in the areas of curriculum and curriculum design as they become available.

The College adheres to all standards and procedures for curriculum development and implementation as established by Wisconsin Technical College System in the Educational Services Manual. The College supports the necessary district-level processes and structure to ensure program alignment with the College's mission, vision, and values as put forth in **Policy A-300 – Mission, Vision, and Values**. The College utilizes the same standards, processes, procedures, and structure to meet the accreditation criteria set by the Higher Learning Commission (Policy CRRT.B).

It is the expectation of the College that when developing and implementing curriculum all the following key issues be considered:

- Need, appropriate delivery location(s), and appropriate delivery methodology(ies) to address student and occupational demand.
- Resource sufficiency, i.e., the capability of the College to provide necessary human, physical, and financial resources to support the curriculum.
- Mission relevance, i.e., contribution to the College mission.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-210 – STANDARD SYLLABUS

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	September 28, 2022
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	J-450 – Attendance
<b>In Compliance With</b>	Wisconsin Technical College System Educational Services Manual Chapter 20: Chapter 20 Faculty Quality Assurance System (FQAS)

The syllabus is the College's record of the instructor, learning expectations, attendance policy, and classroom guidelines for students enrolled in that course. The College posts a course syllabus in the College's learning management system (Blackboard) for every associate degree, technical diploma, certificate, apprenticeship, and pre-college academic course that students are enrolled in.





# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS PROCEDURE

## I-210.1 – STANDARD SYLLABUS

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	September 28, 2022
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	J-450 – Attendance
<b>In Compliance With</b>	Wisconsin Technical College System Educational Service Manual Chapter 20: Faculty Quality Assurance System (FQAS)

The course syllabus will be consistently organized and formatted by the instructor following a master template and guidelines for using the College's curriculum management system (WIDS) syllabus template. The WIDS administrator is responsible for maintaining the syllabus template and archiving syllabi after each term.

Each course syllabus will contain all attendance expectations, rules, and requirements for which students and instructors will be held accountable. Any rules or requirements for a course section not contained in the course syllabi will not be enforceable.

The course syllabus will be available in each Blackboard course shell in a standard location under the syllabus button on the navigation link. The syllabus will be made available no later than the first scheduled class meeting. For an online course, the syllabus will be available no later than the first day of the semester.

The instructor may make changes to section-specific content and schedule (e.g., assignment due dates). All changes will be dated, posted, and announced to students using Blackboard. The College's syllabus of record for all courses and sections will be archived two (2) weeks after each term and stored in WIDS.

The Teaching Quality Committee will review the syllabus template annually and recommend changes to the Vice President of Academic Affairs/CAO. Changes to the syllabus template are reviewed by the Academic Leadership Team and approved by the Vice President of Academic Affairs/CAO for revision in the WIDS template.





**BLACKHAWK TECHNICAL COLLEGE  
SECTION I – ACADEMIC AFFAIRS  
POLICY**

**I-230 – INTELLECTUAL PROPERTY**

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	December 18, 2002
<b>Revision Date(s)</b>	June 23, 2021; August 14, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	

The College endeavors to develop and maintain a post-secondary educational system marked by academic excellence. The development of original, creative, inventive, and innovative works that require intellectual property protection is a vital part of the academic community. The College may create or commission the creation of such works on its behalf and adopts as its policy the traditional commitment to faculty and student ownership in scholarly work.

The ownership rights to a creation shall be determined by the following provisions: but ownership may be modified by a written agreement between the creator and the College and/or other sponsoring entity.

**INSTITUTIONAL WORKS**

Intellectual property rights in institutional works belong to the College. Institutional works are works made in the course and scope of employment by employees or by any person with the use of college resources, unless the resources were available to the public without charge, or the creator had paid the requisite fee to utilize the resources. Course materials up to the level of the syllabus; examples of institutional works include, but are not limited to, title, student outcomes, and Worldwide Instructional Design System (WIDS) documentation.

**SCHOLARLY WORKS**

Intellectual property rights in scholarly works belong to the faculty member, student, or professional staff who created the work unless an agreement with the College or sponsoring entity provides otherwise. Scholarly works are creations that reflect research, creativity, and/or academic effort. Scholarly works include course materials beyond the level of the syllabus (such as daily lesson plans and lectures), journal articles, literary works, works of art, computer software/programs, electronic works, sound recordings, musical compositions, and similar creations.

## I-230 – INTELLECTUAL PROPERTY

### **PERSONAL WORKS**

Intellectual property rights in personal works belong to the creator of the work. Personal work is work created by an employee or student outside their scope of employment and without the use of college resources other than resources that are available to the public or resources for which the creator has paid the requisite fee to utilize.

### **STUDENT WORKS**

Intellectual property rights in student work belong to the student who created the work. A creative work by a student to meet course requirements using college resources for which the student has paid tuition and fees to access courses/programs or using resources available to the public is the property of the student. A work created by a student employee during the course and scope of employment is an institutional work and intellectual property rights to such creation belong to the College unless specifically agreed otherwise.

College employees are responsible for adhering to all legal and ethical requirements in accordance with applicable laws when developing intellectual property.

The College shall undertake any efforts it deems necessary to preserve its rights in original work for which the College is the sole or joint owner of intellectual property rights.

The President/District Director or designee has overall responsibility for monitoring intellectual property.



# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS POLICY

## I-250 – REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	December 18, 2002
<b>Revision Date(s)</b>	August 14, 2018; July 9, 2007; June 15, 2005
<b>Reviewed Date(s)</b>	June 21, 2021; January 20, 2010
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	1976 Copyright Act, Section 107

Copyright owners of original works, regardless of the format of the work, have exclusive rights with respect to their creations as provided by the laws of the United States (i.e., the 1976 Copyright Act). The College promotes the recognition and protection of these rights, including the rights of reproduction, reparation of derivative works, distribution, and performance. The College also recognizes that reproduction and use of original works in accordance with fair use limitations (as defined in section 107 of the 1976 Copyright Act) can further teaching, research, and public service.

College resources, including computer and network resources, shall not be used to infringe on a copyright owner's original works. This includes downloading, storing, or transmitting said original works using college resources.

College employees are responsible for adhering to all legal and ethical requirements in accordance with Federal law with respect to copyright.

The College shall undertake any efforts it deems necessary to preserve its rights in copyrighted materials for which the College is the sole or joint owner.

The President/District Director or designee has overall responsibility for monitoring copyright.





# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS POLICY

## I-300 – CERTIFICATION

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	December 18, 2002
<b>Revision Date(s)</b>	June 23, 2021; September 18, 2018; January 20, 2010; June 20, 2007
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Wisconsin State Statute 38.04(4)(a) Wisconsin Administrative Rule, Chapter TSC 3.01 Higher Learning Commission Policy I.A.1a Accreditation

The certification of faculty ensures quality education. Following Wisconsin Statute 38.04(4)(a), the Wisconsin Technical College System District Board establishes and maintains an instructor competency program through Administrative Code TCS 3.01, which clearly defines the certification process. As such, the Administration adheres fully to TCS 3.01 by establishing and maintaining the necessary internal processes and structure for certification. Further, the Administration utilizes the same certification processes and structure to meet the accreditation criteria set by the Higher Learning Commission (Policy I.A.1a Accreditation).

Faculty are responsible for obtaining and maintaining the appropriate certification. Failure to fulfill this responsibility shall be cause for termination from the position.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-400 – LEARNING ENVIRONMENT

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	May 21, 2003
<b>Revision Date(s)</b>	August 25, 2021; September 18, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Americans with Disabilities Act

It is the intent of the College to respond to the learning needs of students in the most appropriate and productive manner allowed by the resources available. The College recognizes that each student is unique and, as much as possible, the College needs to provide a learning environment that considers the needs of all students. The learning environment encompasses all that the learner encounters while interacting with the College in their quest to learn. This includes but is not limited to, learning modalities, faculty quality, support technology, course scheduling, physical surroundings, and online learning environments, as well as the human and cultural dimensions that shape a learning environment.

To support inclusive and equitable educational opportunities for all students, it is the expectation of the College to provide conditions that encourage faculty and academic staff to utilize a wide range of learning methodologies. It is expected that all learning experience design and delivery be universal in nature, to meet the learning needs of all students. This entails engaging faculty and academic staff continuously in professional learning related to planning, implementing, and reflecting on the learning experiences of our students. Additionally, the College expects that all guidelines of the Americans with Disabilities Act are followed and that students who are covered under the Act will be provided appropriate accommodations as defined within the Act.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-450 – ACADEMIC AUDIO AND VIDEO RECORDING

<b>Authority</b>	Executive Director of Student Services/CSSO
<b>Effective Date</b>	May 13, 2020
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	

College faculty and students will respect the privacy of all individuals in the educational setting. Recordings of the educational setting may serve many academic and workplace purposes to improve the educational experience and effectiveness for students.

College courses, both credit and non-credit, may be audio or video-recorded by the instructor using College recording software. These recordings may be posted and used for educational purposes within the College's Learning Management System or shown directly in class by the instructor exclusively. Audio or video recordings shall not be publicly shared, such as on the internet, social media, in public viewings, or any other media. The recording (audio or video) of classes, meetings, or other conversations on college premises, including telephone calls, by students is strictly prohibited.

Students with certain types of accommodation needs may need to have an audio or video recording of a class as a reasonable accommodation. Students that require a recording accommodation must contact the College Office of Accommodations and Accessibility to document the need and receive approval "prior" to use any device to make audio or video recordings of a class.





# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS POLICY

## I-500 – LEARNING RESOURCES

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	May 21, 2003
<b>Revision Date(s)</b>	August 25, 2021; October 16, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Higher Learning Commission Criterion 3. Teaching and Learning: Quality, Resources, and Support

The College must make the most efficient and appropriate use of its resources to provide for the educational needs of the citizens of its District. The mission of the College is to provide opportunities for flexible education in a supportive environment. The allocation of resources shall be annually aligned with the accomplishment of this mission. Resources include finances, personnel, facilities, equipment, and materials.

The College Administration manages the resources of the College to effectively and efficiently support student learning. It is expected that the College has the faculty and staff needed to sustain high-quality programs and student services.

New program development will proceed only if the College Administration determines that resources are available to provide support for student learning and effective teaching.





# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS POLICY

## I-600 – ACADEMIC ACHIEVEMENT AND TESTING

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	December 17, 2003
<b>Revision Date(s)</b>	December 8, 2021; October 16, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Wisconsin Technical College System Educational Services Manual, Chapter 7 – Course Standards

The College recognizes academic achievement through testing and assessment of student learning. The College strives to maintain a flexible and supportive environment to accomplish that responsibility.

The College maintains policies, procedures, and processes for testing and assessment of student learning and achievement that meet the requirements of the Higher Learning Commission, the Wisconsin Technical College System, and program-specific accreditation agencies.

The Instructor of record assigned to any given course offering has a responsibility to both the student and the College for evaluating, monitoring, and reporting student achievement.

The College has sole responsibility for awarding final grades, credits, certificates, diplomas, degrees, and any other recognition of achievement.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-700 – ARTICULATION

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	May 21, 2003
<b>Revision Date(s)</b>	October 16, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	J-110 – High School Age Students
<b>In Compliance With</b>	Wisconsin Statute 118.34 Wisconsin Technical College System Board Policy 323 Wisconsin Technical College System Board Administrative Code TCS9 Wisconsin Technical College System Educational Services Manual, Chapter 12 Wisconsin Department of Public Instruction – Administrative Rules

The College encourages the seamless education of secondary students and awards college credit (i.e., articulation).

To that end, the College will make every effort to provide suitable pathways for articulation based upon suitable criteria established by the College working in concert with secondary education institutions.

All aspects of articulation to the College will follow the guidelines and procedures as prescribed by the Wisconsin Technical College System District Board (Educational Services Manual) and the guidelines and procedures established by the Wisconsin Department of Public Instruction (Administrative Rules).





# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS POLICY

## I-720 – TRANSFER

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	May 21, 2003
<b>Revision Date(s)</b>	June 1, 2022; October 16, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	I-730 – Credit for Prior Learning
<b>In Compliance With</b>	Wisconsin Technical College System Educational Services Manual, Chapter 10 – Credit for Prior Learning

The College encourages the seamless transfer of students between the College and other accredited two-year and four-year post-secondary institutions.

To that end, the College will make every effort to provide transfer advising and aligned curricular pathways for transfer out of students with appropriate college credits to support success and completion at their receiving institutions.

Transfer of students to the College with credits applicable to a degree or credential will be based upon transfer agreements or other suitable criteria established by the faculty in coordination with sending institutions. Limitations on the number of credits that a student may transfer in and apply to a degree or credential are defined in [Policy I-730 – Credit for Prior Learning](#).

Transfer of students into and out of the College will be conducted in accordance with the policy and procedures of the Wisconsin Technical College System and of the receiving/sending institutions.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-730 – CREDIT FOR PRIOR LEARNING

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	December 17, 2003
<b>Revision Date(s)</b>	June 16, 2021; October 30, 2018; February 17, 2010; July 9, 2007; June 15, 2005
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Wisconsin Technical College System Board Policy 323 Wisconsin Technical College System Educational Services Manual, Chapter 7 – Course Standards Wisconsin Technical College System Educational Services Manual, Chapter 10 – Credit for Prior Learning Higher Learning Commission, Policy CRRT.B.10.020 Assumed Practices B.1.b and g.

The College recognizes that students may acquire the knowledge, skills, and competencies they need for success in several ways other than participation in technical college educational programming. This recognition is furthered by providing opportunities for students to obtain credit toward the completion of their technical college programming that is based upon this prior learning. A student must earn a minimum of 25% of the credit hours required for a degree, diploma, or certificate through courses taken at the College.

The College recognizes six (6) goals that form the basis for its comprehensive policy on the awarding of credit for prior learning:

- Support life-long learning.
- Facilitate transfer of credits from other institutions of higher education, high school (articulated/transcripted) credit, the military, and business and industry training.
- Support evaluation of previous work and life experience, including the use of work histories, portfolios, and/or proficiency testing.
- Communicate to current and prospective students, employers, parents, staff, and policymakers the conditions upon which students may receive technical college credit for prior learning experiences.
- Ensure consistency with state policy for the provision of credit for prior learning while balancing district concerns with institutional autonomy; and
- Facilitate fair and equal treatment of students and employers with respect to the evaluation of prior learning experiences.

All aspects of granting credit for prior learning will follow the guidelines and procedures as prescribed by the Wisconsin Technical College System Educational Services Manual and the Higher Learning Commission.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### PROCEDURE

#### I-730.1 – CREDIT FOR PRIOR LEARNING

<b>Authority</b>	Vice President for Academic Affairs/CAO
<b>Effective Date</b>	October 30, 2018
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	I-730 – Credit for Prior Learning
<b>In Compliance With</b>	

The College will make every effort to provide pathways for the appropriate awarding of college credits for prior learning. The awarding of credit will be based on suitable criteria and processes established by the College.

A student enrolled at the College may obtain credit for prior learning by:

- Transferring only postsecondary credits awarded a minimum 2.0-grade point on a 4.0 scale from a nationally or regionally accredited institution of higher education.
- Completing a prescribed school or work-based learning experience while in high school.
- Completing a registered apprenticeship.
- Demonstrating competency in a subject by passing a College-developed or national examination.
- Providing evidence of previous work experience, education or training, or other prior learning comparable in content and level of rigor to a specific technical college course or courses.

Students must complete at least 25% of the total program credits through coursework at the College. This shall include 25% of occupational core credits associated with the program from which the student will graduate.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-735 – ADVANCED STANDING

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	May 24, 2023
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Wisconsin Technical College System Educational Service Manual Chapter 10: Credit for Prior Learning

Advanced Standing articulation agreements are developed between the College and district high schools for dual credit. When a student enrolls at Blackhawk Technical College, the College will award college credits for Advanced Standing high school courses that were covered by an articulation agreement between the College and the high school at the time when the courses were completed.

An Advanced Standing course is defined as a high school course that teaches content aligned with a college course and assesses at least 80% of all the College course competencies. Students are required to achieve a grade of “B” or better in the high school course to earn Advanced Standing credit at the College. Advanced Standing credit is noted on the high school transcript as “TR” for transfer credit on the official college transcript.

If a student is enrolled in an Associate of Applied Science (AAS) or Technical Diploma program at the College, an Advanced Standing course may meet a program requirement, but is not guaranteed for transfer credit to another institution.

Advanced Standing courses will not count as credit toward the Associate of Arts (AA) or Associate of Science (AS) degrees at the College. Advanced Standing courses will also not count toward residency credit requirements at the College.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-845 – STUDENT IDENTITY VERIFICATION FOR INSTRUCTION

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	March 29, 2023
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	Student Code of Conduct
<b>In Compliance With</b>	34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended) Family Educational Rights and Privacy Act (FERPA) Higher Learning Commission (HLC) Policy Number FDCR.A.10.050

Consistent with federal regulations pertaining to federal financial aid eligibility, the College must authenticate or verify that the student who registers in distance education courses (online, hybrid, MyEdChoice) is the same student who participates in and completes the course and receives the academic credit.

The purpose of verifying student identities at the College is (1) to ensure students have access to the correct courses in the learning management system (Blackboard), and (2) to verify that the individual engaged in the course and submitting assignments is the individual registered.

All individuals participating in distance education classes, or classes that require access to the College’s learning management system, must securely access their courses by using the unique identifier username and password provided to them by the institution. Users of the College’s learning management system are expected to maintain the security of their usernames and passwords and are required to utilize multi-factor password authentication methods when not connected to a campus network.

The College’s Student Code of Conduct prohibits possessing or displaying any form of false identification or any identification information that is not their own. Students shall not utilize technology to conceal their identity, such as masking an IP address or using VPN technology for anonymity, when using the learning management system and/or other institutional resources.

All methods of verifying student identity are protected under the Family Educational Rights and Privacy Act (FERPA).





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### PROCEDURE

#### **I-845.1 – STUDENT IDENTITY VERIFICATION FOR INSTRUCTION**

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	March 29, 2023
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	Student Code of Conduct
<b>In Compliance With</b>	34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended) Family Educational Rights and Privacy Act (FERPA) Higher Learning Commission (HLC) Policy Number FDCR.A.10.050

The first time a student registers for a distance education course, or any course that requires access to the learning management system (Blackboard), they will be provided with a unique login identification and a temporary password. At the time of registration, the College will provide each student a statement of the protections and any additional student fees in place to protect student privacy.

#### **SECURE CREDENTIALING/LOGIN PROCEDURES**

The College shall utilize secure credentialing/login and password to authenticate or verify the student's identity using the following procedure:

- When first logging into the College's information technology system the student will be automatically prompted to create a new password.
- After creating a password, students are required to set up password recovery options and multi-factor authentication (MFA) methods.
- Students may reset their password by clicking the "can't access your account" button at the MyBTC login screen and using the verification method configured at first log in.
- Passwords are required to be changed every 180 days.

#### **TESTING CENTER PROCEDURE**

A valid photo ID that displays a first name and last name that matches the name on the assigned test is required for students taking an assessment at the College's Testing Centers.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### POLICY

#### I-875 – ACADEMIC STANDING

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	November 9, 2022
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	

The College defines the requirements students must meet to maintain good Academic Standing. These requirements apply to students that are registered in three (3) or more college credits during the fall and/or spring semester and enrolled in an associate degree and/or technical degree program.





# BLACKHAWK TECHNICAL COLLEGE

## SECTION I – ACADEMIC AFFAIRS

### PROCEDURE

#### I-875.1 – ACADEMIC STANDING

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	November 9, 2022
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	<a href="http://catalog.blackhawk.edu/policies/academic-standards">http://catalog.blackhawk.edu/policies/academic-standards</a>
<b>In Compliance With</b>	

#### ACADEMIC STANDING REQUIREMENTS

This procedure defines the process the College uses to identify, notify, and provide assistance to students who fall below Academic Standing requirements.

The following actions are determined only at the end of the Fall or Spring semester. The three (3) factors used to determine the student's academic standing are the student's standing at the beginning of the semester, the student's semester GPA, and the student's cumulative GPA.

1. When a student is in Good Academic Standing at the beginning of the semester:
  - a. A semester GPA of 1.999 or below will result in Academic Warning.
2. When a student is on Academic Warning at the beginning of the semester:
  - a. A semester GPA of 2.0 or better will result in a return to Good Academic Standing.
  - b. A semester GPA of 2.0 or better but less than a 2.0 cumulative GPA will result in continuation on Academic Warning.
  - c. A semester GPA of 1.999 or below will result in Academic Probation.
3. When a student is on Academic Probation at the beginning of the semester:
  - a. A semester and cumulative GPA of 2.0 or better will result in a return to Good Academic Standing.
  - b. A semester GPA of 2.0 or better but less than a 2.0 cumulative GPA will result in continuation on Academic Probation.
  - c. A semester GPA of 1.999 or below will result in Academic Dismissal.
4. When a student who has been on Academic Dismissal for a year comes back at the beginning of the semester on Final Academic Probation:
  - a. A semester and cumulative GPA of 2.0 or better will result in a return to Good Academic Standing.
  - b. A semester GPA of 2.0 or better but less than a 2.0 cumulative GPA will result in continuation on Final Academic Probation.
  - c. A semester GPA of 1.999 or below will result in Academic Dismissal for at least another year.

## **I-875.1 – ACADEMIC STANDING**

### **ACADEMIC DISMISSAL**

If placed on academic dismissal, the College will place a registration hold on a student's account, which prevents them from registering for classes. If a student is registered for the upcoming term, their classes will be dropped.

Students will be notified in writing from Registration and Records and provided information about the appeal process. Once a student is academically dismissed from the College, they may not re-enroll in credit classes for one academic year.

### **READMISSION AFTER ACADEMIC DISMISSAL**

If a student is academically dismissed and wishes to re-enroll after one year, they must re-apply for admission to the College. Prior to re-admission, they will be asked to complete an Academic Recovery Plan and meet with their assigned academic advisor.

The Academic Recovery Plan will help a student identify factors that contributed to their lack of academic success and assist with identifying strategies that may help them find greater success in their next semester. The Academic Recovery Plan and advisor meeting must take place before a student is allowed to register for courses.

Upon re-admittance, the student will be placed on Academic Probation and will need to follow guidelines and expectations set up with their academic advisor.

Re-admission and course registration does not guarantee reinstatement of financial aid, if applicable. Readmission must be completed by April 1 for the summer semester, July 1: for the fall semester, and December 1: for the spring semester.



# BLACKHAWK TECHNICAL COLLEGE SECTION I – ACADEMIC AFFAIRS POLICY

## I-900 – INSTRUCTIONAL PROGRAM EVALUATION AND REVIEW

<b>Authority</b>	Vice President of Academic Affairs/CAO
<b>Effective Date</b>	May 21, 2003
<b>Revision Date(s)</b>	October 12, 2022; November 6, 2018; June 15, 2005
<b>Reviewed Date(s)</b>	January 20, 2010; June 20, 2007
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	
<b>In Compliance With</b>	Wisconsin Technical College System Board Policy 310 Program Approval, Suspension and Discontinuance Wisconsin Technical College System Educational Services Manual, Chapter 3 Creating a New Program Higher Learning Commission Criterion 4. Teaching and Learning: Evaluation and Improvement

The College is responsible for providing a breadth and depth of quality educational offerings to the citizens of the District through the effective utilization of college resources. The College requires that all educational offerings be subjected to periodic evaluation and review through processes designed to promote continuous improvement and effective utilization of resources. These processes will ensure the quality of the College's educational offerings, learning environments, and support services within the context of effectiveness for student learning and impact upon the District.

The format and frequency of evaluation and review will be structured such that it allows the College to make suitable and timely decisions with respect to the offerings and the necessary related actions (such as resource allocation, development and implementation timelines, and marketing). All evaluation and review processes will adhere to the criteria and standards established by the Wisconsin Technical College System, the Higher Learning Commission, and the College.