



# Petition Guidelines for Radiography Program

**PETITION PERIOD: February 3<sup>rd</sup> to February 7<sup>th</sup>, 2025\* for Summer Semester 2025 Admission**

**\*Petitions submitted after this date will be marked 'Invalid'.**

## RADIOGRAPHY PROGRAM PETITION REQUIREMENTS

To be eligible to petition the program for entry, applicants **must** apply to the college, complete Advising, Registration, and Onboarding (ARO) process, meet all program-specific eligibility requirements, and attend a Radiography Program petition meeting for the current petition period.

**Required Courses** – must be completed with a grade of “C” or better, prior to petitioning. General A&P must be completed within five (5) years of petitioning into the Radiography program.

- General A&P (806-177)
- English Composition 1 (801-136)

**Admission Testing** - Students petitioning for Radiography must complete the Test of Essential Academic Skills (TEAS) before submitting their application. Information regarding scheduling and administration of the TEAS Test can be found on the BTC Placement Testing page: [BTC Placement Testing Page](#). If multiple attempts have been made, submit the highest test score. NOTE: If the admission test was NOT taken through BTC, a transcript must be sent to the BTC testing center before the close of the petition period. The transcript may be emailed to: [testingcenter@blackhawk.edu](mailto:testingcenter@blackhawk.edu).

## PETITION PROCESS

After meeting the minimum requirements, the applicant is eligible to petition. The online application link is active only during the specified petition period and must be completed in one sitting. It is the applicant’s responsibility to submit the online petition application during the specified petition period to be considered for entry into the radiography program. **This guide is for STUDENT USE ONLY, to help ensure that petitioners have collected all necessary information and to allow petitioners to track points earned.** The ONLINE petition application **MUST** be submitted.

As program entry is granted to only a designated number of students, petitioners are awarded points based on academic and other factors. These are outlined below. More information will be available at the petition informational meetings. *Please note: Continuous enrollment is not required to maintain a current application.*

## RADIOGRAPHY PROGRAM PETITION APPLICATION

Only students who have **completed the application process** and **meet all program requirements** are eligible to petition. **All online petitions must be submitted by 4:00 pm on the last day of the petition period as the link will deactivate promptly at 4:00 pm. This process disallows additions to or modifications to the submitted petition.**

**Failure to complete all applicable sections of the petition form will result in an invalid petition.**

## STUDENT INFORMATION

Student Name	BTC Student ID#	Date Student Attended Radiography Petition Meeting:
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When completing the Online Petition, applicants will be asked to read and affirm the following statements:

- While the petitioning process is completed using email, I have verified that Blackhawk Technical College (BTC) has my current mail address on file which will be used to notify successful petitioners of program acceptance.
- In the case of a tie in petitioning points, the earliest “Date of BTC Admission” as a date stamped by BTC Admissions will be used as the deciding factor.
- If selected and the applicant chooses not to begin the program this summer, a new petition process is required.
- If selected as an “alternate”, the alternate may be contacted after the start of the semester. If the alternate chooses not to begin the current semester courses, the alternate position is forfeited, and a new petition is required.
- A background check and drug screen will be completed before the start of the clinical education and/or anytime it is deemed necessary. The results of these may interfere with a student’s ability to be retained in the program.
- Program requirements for future petition periods may have different selection criteria, and those new requirements must be met if not selected in this current petition period and going forward.
- A petition meeting must be attended every year of program petitioning. Failure to attend a petition meeting every year before petitioning will result in an invalid/incomplete/void application.
- Transcripts will be reviewed as part of the petition process. Any relevant transfer coursework, including course name and course grade, **must be documented on the BTC transcript** at the time of the petition to be considered valid. *Failure to provide transcripts to BTC will result in an invalid petition.*
- Providing false information or failing to complete the petition survey in its entirety or completing it after the petitioning period ends will result in an invalid petition.

**I. COURSEWORK (160 total possible points)**

For each course, indicate where the course was completed and the grade that was achieved.

**Required Prerequisite General Education Courses** – these two courses must be completed before petitioning.

Points will be awarded based on the grade achieved as follows **(Points are doubled for General A&P\*)**:

**A = 20 points, AB (A-/B+) = 16 points, B = 10 points, BC (B-/C+) = 6 points, C = 0 points.**

Course#	Grade	Points	Location Taken#	Total Points
General A&P*				
English Composition 1				

#Original transcripts from outside BTC must be submitted to the Registrar’s office at BTC by the time of petition submission.

**Remaining General Educational Courses:** These courses are required for graduation but are not required before petitioning. If they are complete, please document them in this section.

Points will be awarded based on the grade achieved as follows: **(Points are doubled for Advanced A&P\*)**:

**A = 20 points, AB (A-/B+) = 16 points, B = 10 points, BC (B-/C+) = 6 points, C = 0 points.**

Course#	Grade	Points	Location Taken#	Total Points
Advanced A&P*				
Speech				
Intro to Psychology				
Intro to Sociology				

#Original transcripts from outside BTC must be submitted to the Registrar's office at BTC by the time of petition submission.

## II. ADMISSIONS TESTING (75 total possible points)

Points will be awarded based on the TEAS Allied Health test score, as follows:

TEAS Score	0-59	60-64	65-69	70-74	75-79	80-100
Points Awarded	0	15	30	45	60	75

**If multiple attempts have been made, submit the highest test score.**

**NOTE:** If the admissions test was NOT taken through BTC, the transcript must be received by the BTC Testing Center before the close of the petition period. Transcripts may be emailed to [testingcenter@blackhawk.edu](mailto:testingcenter@blackhawk.edu)

## III. PREVIOUS DEGREE (20 total possible points)

Indicate the highest, previous degree obtained. Points will be awarded as follows for the degree level achieved:

**Bachelor or higher = 20 points, Associate = 10 points, Diploma or Certificate = 5 points.**

Institute Granting Degree	Year Obtained	Degree / Certificate	Points

## II. RELATED WORK EXPERIENCE -Direct patient care / Customer Service / Military Service (60 maximum points)

Indicate related work experience (**ONLY direct patient care OR Customer Service experience**) or military service within the last five years. Identify the type of work experience FIRST in column one (if any), and then fill out the corresponding row. Final candidates will be audited to verify work experience. Complete the Verification of Occupational Experience sheet on the online petition.

<b>Type of Work Experience*</b> – (Record <u>ONE</u> job per row)	<b>Full Time</b> – If the position was full-time, complete the corresponding cell to indicate length of service.	<b>Part Time</b> – If the position was part-time, complete the corresponding cell to indicate length of service.	<b>Position Title/ Facility Name and Address – or Branch Contact Information</b>
<b>Direct Patient Care (Job #1)</b>	<input type="checkbox"/> <b>0 points</b> – less than 1yr <input type="checkbox"/> <b>15 points</b> - 1-2 years <input type="checkbox"/> <b>30 points</b> – 2+ - 4 years <input type="checkbox"/> <b>60 points</b> – more than 4 yrs	<input type="checkbox"/> <b>0 points</b> – less than 1yr <input type="checkbox"/> <b>7 points</b> - 1-2 years <input type="checkbox"/> <b>15 points</b> - more than 2yrs <input type="checkbox"/> <b>30 points</b> – more than 4yrs	
<b>Direct Patient Care (Job #2)</b>	<input type="checkbox"/> <b>0 points</b> – less than 1yr <input type="checkbox"/> <b>15 points</b> - 1-2 years <input type="checkbox"/> <b>30 points</b> – more than 2yrs <input type="checkbox"/> <b>60 points</b> – more than 4 yrs	<input type="checkbox"/> <b>0 points</b> – less than 1yr <input type="checkbox"/> <b>7 points</b> - 1-2 years <input type="checkbox"/> <b>15 points</b> – more than 2yrs <input type="checkbox"/> <b>30 points</b> – more than 4yrs	

\*Work Experience data table continues – see next page

<b>Type of Work Experience</b> – continued (Record <u>ONE</u> job per row)	<b>Full Time</b> – If the position was full-time, complete the corresponding cell to indicate the length of service.	<b>Part-Time</b> – If the position was part-time, complete the corresponding cell to indicate the length of service.	<b>Position Title/ Facility Name and Address – or Military Branch Contact Information</b>
<b>Customer Service (Job #1)</b>	<input type="checkbox"/> <b>0 points</b> – less than 1yr <input type="checkbox"/> <b>10 points</b> - 1-2 years <input type="checkbox"/> <b>15 points</b> – more than 2yrs	<input type="checkbox"/> <b>0 points</b> – less than 1yr <input type="checkbox"/> <b>05 points</b> - 1-2 years <input type="checkbox"/> <b>08 points</b> – more than 2yrs	
<b>Customer Service (Job #2)</b>	<input type="checkbox"/> <b>0 points</b> – less than 1yr <input type="checkbox"/> <b>10 points</b> - 1-2 years <input type="checkbox"/> <b>15 points</b> – more than 2yrs	<input type="checkbox"/> <b>0 points</b> – less than 1yr <input type="checkbox"/> <b>05 points</b> - 1-2 years <input type="checkbox"/> <b>08 points</b> – more than 2yrs	
<b>Military Service (Honorable discharges only)</b>	<u>Record beginning and end service dates here:</u>  	<input type="checkbox"/> <b>05 points</b> – less than 4yr <input type="checkbox"/> <b>08 points</b> – 4-6 years <input type="checkbox"/> <b>15 points</b> – 6+ years	

### III. BTC DISTRICT RESIDENT (15 total points)

Applicants who currently reside within the Blackhawk Technical College District (Rock or Green Counties in Wisconsin), will be awarded 15 petitioning points. District residence will be verified by the program.

#### ELECTRONIC PETITION SUBMISSION

Petitions will only be accepted via the electronic petition submission link. Once started, the petition survey must be completed in full. It may not be saved and completed later.

Students will be notified within two months of the petition deadline regarding the status of their petition packet. Letters will be sent to the address on record in the college computer system.

<b>STUDENT USE ONLY</b>  <b>Attended Radiography Program Petition</b>  <b>Meeting on (date): ___ / ___ / _____</b>	Program Coursework	/160 points
	Program Admission Testing	/75 points
	Previous Degree	/20 points
	Work Experience	/60 points
	BTC District Resident	/15 points
	<b>Total Points Possible</b>	<b>* /330 points</b>
<small>*A tie in petitioner point totals will be decided by the student with the earliest BTC college application date.</small>		



## Verification of Occupational Experience Form

**Radiography Program -Please carefully read the following instructions.** All work/military service experience listed above must be verifiable. The Radiography Program will verify relevant work experience for the final applicants only. However, authorization to contact the employer(s)/military is collected at the time of petition.

Please provide the following data for verification. The applicant should notify the listed persons that they may be contacted.

<b>Applicant Name</b>		<b>BTC Student ID Number</b>	
<b>Applicant Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>(1) Business/Military Name</b>		<b>Position Held</b>	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Contact Person</b>		<b>Phone Number (with Area Code)</b>	
<b>(2) Business/Military Name</b>		<b>Position Held</b>	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Contact Person</b>		<b>Phone Number (with Area Code)</b>	
<b>(3) Business/Military Name</b>		<b>Position Held</b>	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Contact Person</b>		<b>Phone Number (with Area Code)</b>	

I authorize employer/former employer/military rep to release this information to Blackhawk Technical College:

<b>Applicant Signature</b>	<b>Date</b>
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*After petitions are reviewed, selected applicants for the program based on petition points earned will undergo verification of employment/service via contact with employers/military representatives. Non-verifiable data will not be credited in the petition process.*