SECTION J STUDENT SERVICES



TABLE OF CONTENTS	
J-050 – GUARANTEED RETRAINING POLICY	
J-100 – COLLEGE ADMISSION	
J-105 – AUDITING	
J-110 – HIGH SCHOOL AGE STUDENTS	11
J-120 – INTERNATIONAL STUDENTS-STUDENT ADMISSION AND ENROLLMENT	13
J-130 – STUDENTS CALLED FOR ACTIVE MILITARY SERVICE	15
J-135 – RECRUITING OF SERVICE MEMBERS	17
J-140 – APPROVED TUITION ASSISTANCE FOR SERVICE MEMBERS	19
J-150 – RESIDENCY DETERMINATION FOR PURPOSES OF ADMISSION AND TUITION	21
J-150.1 – RESIDENCY DETERMINATION APPEAL AND CHANGE	23
J-200 – TUITION AND FEES	25
J-210 – STUDENT ACTIVITY FEES AND FUND MANAGEMENT	
J-222 – TUITION AND FEE REFUNDS	29
J-300 – EDUCATION RECORDS, DIRECTORY INFORMATION, AND PRIVACY	31
J-320 – WITHHOLDING OF STUDENT RECORDS	35
J-350 – EDUCATION RECORDS: CHALLENGING CONTENT AND ACCESS LOG	
J-420 – ENROLLMENT PRIORITIES	39
J-450 – ATTENDANCE	41
J-490 – COURSE ADDS AND DROPS	43
J-495 – GRADUATION REQUIREMENTS FOR ACADEMIC PROGRAMS	45
J-550 – COUNSELING	47
J-600 – UNIVERSITY AND TRANSFER CENTER	49
J-625 – STUDENT FINANCIAL AID	51
J-625.2 – FEDERAL TITLE IV RETURN OF FUNDS (R2T4)	53
J-625.3 – PACKAGING FINANCIAL AID FUNDS	55
J-650 – STUDENT FINANCIAL OBLIGATION	57
J-670 – STUDENT FINANCIAL AID AND LENDER RELATIONS	59
J-750 – STUDENT EQUITY	61
J-770 - RELIGIOUS ACCOMMODATION	63
J-800 – STUDENT ORGANIZATIONS	65
J-810 – FUNDING OF NON-INSTRUCTIONAL STUDENT ACTIVITIES	67
J-825 – STUDENT ORGANIZATIONS FUNDRAISING	69
J-850 – STUDENT CODE OF CONDUCT	71
J-950 – STUDENT TRAVEL	73
J-975 – STUDENT AND COMMUNITY COMPLAINTS	75
J-975.1 – STUDENT AND COMMUNITY COMPLAINTS	77



J-050 - GUARANTEED RETRAINING POLICY

Authority	Executive Director of Student Services/CSSO
Effective Date	May 19, 1993
Revision Date(s)	August 12, 2020; May 19, 2010; October 19, 2005; December 19, 2001
Reviewed Date(s)	December 19, 2007
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 38.24 (4)

The College affirms that education and training offered by the College are designed to enable eligible persons to acquire occupational skills training necessary for full participation in the workforce.

To further assist graduates in obtaining job entry competencies, the College will provide guaranteed retraining for an eligible graduate of a one-year technical diploma, two-year technical diploma, or associate degree program who is skill deficient based on employer certification or if the graduate has not found employment within six (6) months of graduation. The retraining is subject to the limitations and guidelines defined in the procedures.



J-100 - COLLEGE ADMISSION			
Authority	Executive Director of Student Services/CSSO		
Effective Date	June 18, 1980		
Revision Date(s)	May 11, 2022; January 16, 2008; October 19, 2005; January 16, 2002		
Reviewed Date(s)	April 21, 2010		
Related Forms			
Related Policies	J-110 – High School Age Students		
and/or Procedures	J-150 – Residency Determination For Purposes of Admission and Tuition		
In Compliance With	WTCSB Policy 502		
	WTCS Administrative Code TCS 10		

The College maintains open admission for all students. Some programs within the College have competency recommendations and course prerequisites. The College accepts applications for admission on a rolling basis. However, there may be published deadlines for particular terms or programs.

The College commits to ethical and impartial treatment of all applicants for admission. In general, admissions is a "non-competitive" process. All students who satisfactorily complete admission requirements are accepted to a college program of study. Some programs have a petition process for clinical or core coursework that is managed post-admissions. No weight is given in the admissions process to age, gender, race, ethnicity, or first language origin. No college employee will offer or accept any reward or remuneration from a secondary school, college, university, agency, organization, or individual for recruitment or admission of students.

The College requires that all information provided by any applicant be accurate and complete. The signature (or electronic signature) section of the application attests to the accuracy and completeness of all questions on the application. Intentional failure to provide correct information may be grounds for revocation of admission.



J-105	5 – AU	DI	TIN	IG
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Authority	Executive Director of Student Services/CSSO
Effective Date	December 19, 1979
Revision Date(s)	June 29, 2022; July 21, 2020; January 16, 2008; October 19, 2005; January 16, 2002; March 16, 1988
Reviewed Date(s)	
Related Forms	
Related Policies	
and/or Procedures	
In Compliance With	Wisconsin Statutes Chapter 38.24(4m)

A student may audit credit classes with the permission of the Registrar. No one auditing a class shall displace any fee-paying credit student. Students are only permitted to register to audit a course one week prior to the start of each semester. Students taking a class for audit may not change to credit, nor may students change from credit to audit after the class begins.

When auditing a class, students participate in the classwork, complete assignments, and meet the instructor's attendance requirements. Students will pay all of the regular tuition and fees for audited courses. However, no credit will be granted for the course. An "AU" will appear on the student's transcript as a grade for the course. Tuition will be waived for students who are State of Wisconsin residents who are 60 and older. However, all other fees will be charged.



J-110 - HIGH SCHOOL AGE STUDENTS			
Authority	Executive Director of Student Services/CSSO		
Effective Date	September 17, 1980		
Revision Date(s)	October 21, 2020; October 19, 2005; March 20, 2002		
Reviewed Date(s)	April 21, 2010; December 19, 2007		
Related Forms			
Related Policies and/or Procedures			
In Compliance With	Wisconsin Statutes 38.001(3)(a) 1 and 2, 38.04(21) and (26), 38.12(8), 38.14(3) and 38.22 Wisconsin Statutes 118.15(1)(b), (cm) and (d), and (2)(b) Wisconsin Statutes 118.34 Wisconsin Statutes 118.55(7r) Wisconsin Statutes 106.13 Wisconsin Administrative Code TCS 9 Wisconsin Administrative Code PI 40		

The primary mission of the Wisconsin Technical College System (WTCS) is to serve adults with occupational and general education for employment and customized training and technical assistance for economic development. However, Wisconsin Statutes 38.001(3)(a)1 and (a)2 direct cooperation between technical college districts and local school districts to provide technical education opportunities and occupational curriculum articulation. As part of this effort, the College will coordinate and cooperate with all district high schools to provide educational opportunities for and facilitate the transition of high school-age students into post-secondary technical college opportunities. High school opportunities include credit for prior learning, dual credit, contractual agreements, and other arrangements that have the potential to benefit a high school student.

The College recognizes and supports the primary responsibility of the local school districts to provide education for all youth under the age of 18 or until such time as the student is exempted by the local authority. Normally, a student must be 16 years of age to enroll at the College. However, notwithstanding statutory provisions, a person who is under 16 years of age may be admitted to the College, in accordance with Wisconsin Statutes 38.22 provided the student complies with all administrative and procedural requirements contained in state law and administrative code as may be amended from time to time.

High school-age students must comply with all college policies and expectations contained in the College catalog.



J-120 - INTERNATIONAL STUDENTS-STUDENT ADMISSION AND ENROLLMENT

AND LINKOLL	
Authority	Executive Director of Student Services/CSSO
Effective Date	September 18, 1991
Revision Date(s)	October 12, 2022, September 14, 2020; January 16, 2008; October 19, 2005; December 19, 2001; January 25, 1993, September 14, 2022
Reviewed Date(s)	April 21, 2010
Related Forms	Federal I-20 Form
Related Policies and/or Procedures	J-100 College Admission
In Compliance With	Administrative Bulletin 04-02, effective June 2004 Wisconsin Statute 38.22

The College provides the opportunity for International Students to participate in courses and programs offered by the College. Students from other nations may enroll in courses or programs where excess capacity exists or the District agrees to a contract for services providing completely dedicated courses at full cost recovery. However, enrollment of international students shall not displace or reduce the instructional access of resident students.

All international students shall comply with all applicable Department of Homeland Security regulations (I-20 requirements) and all International Student admission requirements established by the College for enrollment into a particular course or program. International Students shall be charged the out-of-state tuition and fees consistent with state statutes and administrative rules related to the charging of tuition and fees. International Students are not eligible to participate in the Federal Student Aid Program.

The College requires a \$200 application fee for all International Students. In addition, a \$5,000 refundable deposit is required to be able to release the I-20. The \$5,000 is refundable to the International Student upon graduation, or I-20 termination. The deposit will be applied to any account balance/debt the student has outstanding with the College prior to issuing the refund.



J-130 - STUDENTS CALLED FOR ACTIVE MILITARY SERVICE

Authority	Executive Director of Student Services/CSSO
Effective Date	November 21, 2001
Revision Date(s)	October 21, 2020; April 23, 2019; January 16, 2008; October 19, 2005
Reviewed Date(s)	April 21, 2010
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Administrative Rules s. TCS 10 Wisconsin Statute Chapter 38.12(13)

Students who are members of the National Guard or other military reserve units may be called to active duty during the term of their enrollment at the College. Students who are activated for military service shall have the following options:

- Students may be granted a full refund (100%) of all tuition and fees as allowable by
 Wisconsin Administrative Code TCS 10.08(3)(f). This refund will be approved for all
 classes the student is enrolled in during the current term, regardless of the amount of time
 remaining in the term. Students requesting a refund must do so in writing by using the
 Exception to the Refund form.
- Students who have completed 75.0% or more of a course and working in close cooperation with their instructor(s), may be granted a final grade for their course(s). The decision to issue a final grade rest solely with the course instructor with consideration given to the student's work and academic progress; or,
- Students who have completed less than 75.0% of a course and working in close cooperation with their instructor(s), may be permitted to complete course work via independent study, test out or some other mechanism to be determined by the instructor.

Students, previously enrolled at the College, will be guaranteed reenrollment priority upon returning from active duty in accordance with the special admission criterion allowable under Wisconsin Administrative Code TCS 10.07(5m). This opportunity is available to students for up to one year from the time they are released from active duty. Tuition and course fees in effect at the time of re-enrollment shall apply. Students desiring to reenroll should notify the College of their intent as soon as possible upon their return to the area, but no later than two (2) weeks prior to the start of the term. Students desiring to reenroll more than one (1) year from the time of release from active duty shall be admitted using the standard admissions process.



J-135 - RECRUITING OF SERVICE MEMBERS

Authority	Executive Director of Student Services/CSSO
Effective Date	July 29, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	DoDI 1322.25, March 15, 2011, 3(j) (2,3)
-	34 Code of Federal Regulations Part 668 (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)

The College will refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

The College will refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.



Related Policies and/or Procedures

BLACKHAWK TECHNICAL COLLEGE SECTION J – STUDENT SERVICES POLICY

If an eligible Service member decides to use Military Tuition Assistance (TA) from their branch of service (Service), the College will enroll them only after the TA is approved by the individual's Service. Service members will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit the College from pre-registering a Service member in a course to secure a slot in the course. If the College enrolls the Service member before the appropriate Service approves TA, then the Service member could be responsible for the tuition. All TA must be requested and approved prior to the start date of the course. The TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Service member requests. If a military student "self-identifies" their eligibility and the Service has not approved the funding, then the Service member will be solely responsible for all tuition costs, not the Service.

TA Eligible Courses. Courses will be considered eligible for TA if they are:

Part of an individual's evaluated educational plan.

In Compliance With | DoDI 1322.25, March 15, 2011, 4(d) (1-2)

- Prerequisites for courses within the individual's evaluated educational plan.
- Required for acceptance into a higher-level degree program, unless otherwise specified by Service regulations.



J-150 - RESIDENCY DETERMINATION FOR PURPOSES OF ADMISSION AND TUITION

Authority	Executive Director of Student Services/CSSO
Effective Date	January 16, 2008
Revision Date(s)	March 31, 2021
Reviewed Date(s)	April 21, 2010
Related Forms	
Related Policies and/or Procedures	J-150.1 – Residency Determination Appeal and Change
In Compliance With	Wisconsin Technical College System Administrative Code TCS 10 Wisconsin Statutes 38.22

Any person who is a resident of Wisconsin at the beginning of any semester or session for which the person makes an application is a resident of Wisconsin for admission and fee purposes. Additional statutory provisions are included in WTCS 10.03 and 10.04.

WISCONSIN RESIDENCE

In determining the state residence for the semester or session of application, the intent of the applicant to establish and maintain a permanent residence in Wisconsin is a determining factor.

In addition, the intent to maintain residence in Wisconsin may be demonstrated by the following:

- Filing of Wisconsin income tax returns.
- Eligibility to vote within the state.
- Motor vehicle registration in the state.
- Possession of a Wisconsin driver's license.
- Place of employment.
- Self-support.
- Signed rental agreement.

COLLEGE DISTRICT RESIDENCE

In determining district residence for the semester or session of application, the applicant's current address and a written declaration by the applicant of intent to establish and maintain a permanent residence in the district are determining factors.

In addition, district residence prior to application may be demonstrated by the following:

- Most recently filed Wisconsin tax return.
- Motor vehicle registration.
- Driver's license.
- Bank accounts.
- Voter registration.
- Signed rental agreement.

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J-150.1 - RESIDENCY DETERMINATION APPEAL AND CHANGE

Authority	Executive Director of Student Services/CSSO
Effective Date	March 31, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	J-150 – Residency Determination for Purposes of Admission and Tuition
In Compliance With	Wisconsin Technical College System 10.03, 10.04, and 10.05

Applicants for admission and students attending the College shall cooperate with college officials and supply requested residence verification and information as deemed necessary by the College to make the determinations required under TCS 10.03 and 10.04.

Prior to the beginning of any semester or session, a person may petition the College admissions office for a reconsideration of a residence determination based on changed circumstances. Upon receipt of such petition, the College shall issue a written decision. The written decision may be appealed to the Executive Director of Student Services/CSSO, or designee. A decision made by the Executive Director of Student Services/CSSO, or designee shall be subject to review pursuant to TCS 10.05.

Any residency determination reached by the College under TCS 10.03 and 10.04 may be appealed, in writing, to the Executive Director of Student Services/CSSO, or designee, within 30 days after the student received the determination. After review of available documentation, the Executive Director of Student Services/CSSO, or designee shall issue a written decision within 30 days after the date a written appeal is received.



J-200 - TUITION AND FEES

Authority	District Board
Effective Date	November 9, 2020
Revision Date(s)	March 31, 2021
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	J-150 – Residency Determination for Purposes of Admission and Tuition
In Compliance With	Wisconsin Administrative Code, TCS 10.08 Wisconsin Statues Chapter 38.24 (3) (3m) (4)

All college courses are subject to uniform tuition and fees (per credit) established by the Wisconsin Technical College System Board (WTCSB) and Wisconsin legislature. Rates are subject to change.

Rates reflect different costs for Wisconsin residents as defined in **Policy J-150 – Residency Determination for Purposes of Admission and Tuition**, and non-resident students.

Additional information reference:

- Non-resident fees and liabilities; remissions (Wisconsin Statues Chapter 38.24 (3)).
- Non-resident fee exemption for covered individuals (Wisconsin Statues Chapter 38.24 (3m)).
- Fee exemptions (Wisconsin Statues Chapter 38.24 (4)).
- Resident fees.



J-210 - STUDENT ACTIVITY FEES AND FUND MANAGEMENT

Authority	District Board
Effective Date	April 17, 1991
Revision Date(s)	March 31, 2021; June 19, 2019; June 21, 2017; October 17, 2013; January 16, 2008; January 16, 2002
Reviewed Date(s)	April 21, 2010; September 21, 2005
Related Forms	
Related Policies	
and/or Procedures	
In Compliance With	Wisconsin Statutes 38.12(2), 38.14 (9), 38.145, and 66.0607(6)
	Wisconsin Technical College System Policy Manual – Policy 401

The College student activity fee is established under Wisconsin Statutes 38.14(9). The fee will be assessed to all students and used to pay for services and activities that support students. The District Board may establish student activity and incidental fees under section 38.14 (9), Wisconsin Statutes, to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction.

In Compliance With Wisconsin Statutes 38.12(2), all student activity fees collected shall be deposited in one of the College's designated depositories and disbursed in accordance with Wisconsin Statute 66.0607(6). It is the responsibility of the College to ensure that all necessary records be created and maintained utilizing appropriate and sound accounting practices and procedures. The College shall ensure that student activity fee accounts and records are examined and disclosed annually as part of the District audit process.

According to Wisconsin Statute 38.145, students, in consultation with the President/District Director or designee, and subject to the final disposition of the District Board, have the responsibility for the disposition of student activity and incidental fees. A designated college staff person shall sign payments for any expenditures from student financial accounts.



J-222 - TUITION AND FEE REFUNDS

Authority	District Board
Effective Date	May 1977
Revision Date(s)	March 31, 2021; May 2, 2017; January 16, 2008; October 19, 2005; March 20, 2002
Reviewed Date(s)	April 21, 2010
Related Forms	
Related Policies	
and/or Procedures	
In Compliance With	Wisconsin Statutes Chapter 38.24(2)
_	Wisconsin Administrative Code, TCS 10.08

Wisconsin Statutes mandate a uniform refund policy for tuition and fees for all Wisconsin Technical College System (WTCS) colleges. Wisconsin Administrative Code outlines standard procedures and refund percentages applicable to all institutions in the WTCS.

The College shall refund tuition and fees, except where superseded by federal law, in accordance with the provisions of Wisconsin Administrative Code TCS 10.08 and any corresponding provisions of future or amended laws and regulations governing refunds to WTCS students.

Students have the right to appeal any refund decision. The College shall communicate annually with students informing them of the refund process and appeal procedures.

In certain extenuating circumstances, the President/District Director or designee may authorize exceptions to this Policy. All exceptions shall be approved and documented in writing.



J-300 - EDUCATION RECORDS, DIRECTORY INFORMATION, AND PRIVACY

Authority	Executive Director of Student Services/CSSO
Effective Date	February 19, 1975
Revision Date(s)	January 13, 2021; April 18, 2012; May 19, 2010; January 16, 2008; October 19, 2005; March 20, 2002; December 16, 1987
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	The Family Educational Rights and Privacy Act (FERPA)
	20 U.S. Code Section 1232g
	34 Code of Federal Regulations Part 99

The College shall assure that student records are maintained In Compliance With applicable federal and state laws relating to the privacy of student records.

The College will implement appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the College has a right of access to all student records relating to them maintained by the College.

No representative of the College shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this Policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

RIGHTS UNDER FERPA

FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
- Students should submit, to the Executive Director of Student Services/CSSO, written
 requests that identify the record(s) they wish to inspect. The Executive Director of Student
 Services/CSSO will make arrangements for access and notify the student of the time and
 place where the records may be inspected. At the time of viewing, the student will present
 some form of picture identification, such as a valid driver's license, before being allowed
 to view the record.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

J-300 – EDUCATION RECORDS, DIRECTORY INFORMATION, AND PRIVACY

Students may ask the College to amend a record that they believe is inaccurate or misleading. Students should write to the Executive Director of Student Services/CSSO, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see the section on exceptions below).
- The right to file a complaint with the U. S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office U. S. Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605

The College will maintain a cumulative record of enrollment, scholarship, and educational progress for each student.

Education records are those records that relate directly to a student and are maintained by the College or by someone acting for the College. Education records are not:

- A personal memory aid is kept in the sole possession of the person who created it and that are not accessible or revealed to anyone, except a temporary substitute for the person who made the record.
- Records of a law enforcement unit of the College.
 - Records of a law enforcement unit means those records, files, documents, and other materials that are created by a law enforcement unit; created for a law enforcement unit; and maintained by the law enforcement unit. Records or law enforcement do not include:
 - Records created by a law enforcement unit and for a law enforcement purpose that are maintained by a component of the College other than the law enforcement unit; or
 - Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.
- Records relating to an employee, that are made and maintained in the normal course of business; related exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose. However, studentemployee records remain education records.
- Medical or treatment records of a student who is 18 years of age or older, or is attending the College, that are:

J-300 – EDUCATION RECORDS, DIRECTORY INFORMATION, AND PRIVACY

- Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity or assisting in a paraprofessional capacity.
- o Made, maintained, or used only in connection with the treatment of the student.
- Disclosed only to individuals providing the treatment. For the purpose of this
 definition, "treatment" does not include remedial educational activities or
 activities that are part of the program of instruction at the agency or institution.
- Records created or received by the College after an individual left the College and not directly related to the individual's attendance as a student.
- Peer-graded paper grades before the instructor collects and records them.

RELEASE OF EDUCATION RECORDS

No instructor, official, employee, or District Board member shall authorize access to student records to any person except under the following circumstances:

- Education records shall be released pursuant to a student's written consent.
- "Directory information" may be released in accordance with the following information:
 - Student name.
 - Student address.
 - Student phone number.
 - BTC assigned a student email account.
 - Date and place of birth.
 - Major field of study.
 - Full-time or part-time status.
 - Dates of attendance.
 - Credits earned toward a diploma.
 - Degrees and awards received.
 - Photos and videos of students for use in college press releases, publications, and websites.

Students have the right to restrict the disclosure of Directory Information at any time. To restrict the disclosure of Directory Information, a student may file a Privacy Request Form to the Express Services or Registration Offices on the Central or Monroe Campuses. The request to restrict disclosure of Directory Information will be honored until the student notifies the Express Services or Registration Offices, in writing, to the contrary.

- Education records shall be released pursuant to a judicial order or a lawfully issued subpoena.
- Education records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Education records may be released to officials and employees of the College or the Foundation only when they have a legitimate educational interest to inspect the record.
- Education records may be released to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or State and local educational authorities, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by

J-300 – EDUCATION RECORDS, DIRECTORY INFORMATION, AND PRIVACY

those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

- Education records may be released to officials of another school, school system, or institution of postsecondary education where the students seek or intend to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
- Education records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. Insert local procedures or who is responsible for providing such information and defining procedures.
- Education records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies, or institutions for the purpose of developing, validating, or administrating predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.
- Education records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates, and places of birth, levels of education, major(s), degree(s) received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

CHARGE FOR TRANSCRIPTS OR VERIFICATIONS OF STUDENT RECORDS

A student/former student may order copies of the transcript of their record, by visiting the College website under Registration and Records.



J-320 - WITHHOLDING OF STUDENT RECORDS

Authority	Executive Director of Student Services/CSSO
Effective Date	January 13, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies	
and/or Procedures	
In Compliance With	

The College may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the College. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include but is not limited to student fees; obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the College. A proper financial obligation does not include any unpaid obligation to a student organization.



J-350 - EDUCATION RECORDS: CHALLENGING CONTENT AND ACCESS LOG

Authority	Executive Director of Student Services/CSSO
Effective Date	July 21, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	Student, Staff, and Community Complaint Form
Related Policies	
and/or Procedures	
In Compliance With	

Any student may request to amend their student record that the student alleges to be inaccurate, misleading, and in violation of the student's rights of privacy by first seeking an informal resolution with the Registrar. If a resolution is not satisfactory, a student may submit a formal complaint through the online Student, Staff, and Community Complaint Form on the College website.

ACCESS LOG

A log or record shall be maintained for each student record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their records.
- Parties to whom directory information is released.
- Parties for whom written consent has been executed by the student.
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the Registrar, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.



J-420 - ENROLLMENT PRIORITIES

Authority	Executive Director of Student Services/CSSO
Effective Date	March 31, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies	
and/or Procedures	
In Compliance With	Harry W. Colmery Veterans Educational Assistance Act of 2017

All courses of the College shall be open to enrollment and subject to the established priority registration dates.

Enrollment in courses and programs may be limited to students meeting properly established course prerequisites, co-requisites, program requirements, or petition program procedures.

Enrollment may be limited due to the following: course caps, start dates, program caps, and program requirements.

Course enrollment priority dates/timelines are established by the Registrar and are made available on the College website.

Current priority levels are established as:

- 1. Veterans.
- 2. Continuing Students.
- 3. New Students.



Authority Executive Director of Student Services/CSSO Effective Date March 31, 2021 Revision Date(s) Reviewed Date(s) Related Forms Related Policies and/or Procedures In Compliance With

Course attendance is critical to a student's academic success. Students are expected to be present, prepared, and active participants. Students must discuss absences with instructors. The attendance policy for courses will be shared in class and included in the course syllabus.

If you are receiving financial aid, be aware that failure to attend classes may affect your financial aid.

NON-ATTENDANCE

Failure to actively participate in any course, during the first 10% of a course's actual hours of instruction, is considered non-attendance. This includes participation in online courses beyond logging into the course. If an instructor reports a student as non-attending, the student is removed from the course and notified of their removal via their Blackhawk student email. At this point, students are no longer considered registered in that course and cannot start attending unless written approval from the instructor is received. If permitted, the student must re-register by contacting Registration and Records. Removal from a course due to not attending may affect financial aid.

Students are responsible for the cost of any course they are registered in after the start of the semester. Please refer to the College Event Calendar and Policy J-222 – Tuition and Fee Refunds for important dates regarding semester deadlines and refund eligibility.



J-490 - COURSE ADDS AND DROPS

Authority	Executive Director of Student Services/CSSO
Effective Date	July 21, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	J-490F Add/Drop/Withdrawal Form
Related Policies and/or Procedures	J-222 – Tuition and Fee Refunds
In Compliance With	

A student can add/drop classes through the Student Portal (until the semester starts) or by completing an Add/Drop/Withdrawal Form and submitting it to Registration and Records within the published timeframe.



J-495 - GRADUATION REQUIREMENTS FOR ACADEMIC PROGRAMS

Authority	Executive Director of Student Services/CSSO
Effective Date	June 29, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The College grants the degrees of Associate of Applied Science, Associate in Arts, Associate in Science, Two-Year Technical Diploma, One-Year Technical Diploma, Short Term Technical Diploma, and Certificates to those students who have completed the curriculum requirements for graduation including maintaining a cumulative GPA of 2.0 and that 25% or more of the coursework was completed at the College.

The requirements for graduation are established and updated annually by the Office of the Registrar and are published in the Academic Catalog. The Office of the Registrar will audit and verify that all requirements have been completed for all graduation candidates.

The Program of Record (curriculum and academic year that a student is responsible for) is established by the student's matriculation date and subsequent enrollment continuation. The student is allowed to update the current curriculum at any time.



J-550 - COUNSELING

Authority	Executive Director of Student Services/CSSO
Effective Date	July 21, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The College is committed to providing a supportive environment for all students.

The counseling services available within the College include at least the following:

- Limited solution-focused counseling and referral services.
- Referrals to community/campus resources.
- Mental Health First Aid.
- Provide educational opportunities for students in the following areas:
 - o Drug and Alcohol use prevention (Title IV participation requirement).
 - Sexual Assault Prevention.
 - o Diversity and Inclusion.
 - o Wellness.



J-600 - UNIVERSITY AND TRANSFER CENTER

Authority	Executive Director of Student Services/CSSO
Effective Date	July 7, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies	
and/or Procedures	
In Compliance With	

The College incorporates as part of its mission the transfer of its students to baccalaureate-level institutions through partnerships and facilities that support transfer opportunities.



Related Policies

and/or Procedures

In Compliance With

BLACKHAWK TECHNICAL COLLEGE SECTION J – STUDENT SERVICES POLICY

34 Code of Federal Regulations Part 668 (U.S. Department of Education

regulations on the Integrity of Federal Student Financial Aid Programs under

3-023 - STODENT TINANCIAL AID			
Authority	Executive Director of Student Services/CSSO		
Effective Date	August 24, 1977		
Revision Date(s)	September 15, 2021; April 23, 2019; January 16, 2008; October 19, 2005; April 17, 2002; June 21, 1989		
Reviewed Date(s)	May 20, 2019; April 21, 2010		
Related Forms			

STUDENT FINANCIAL AID

J-222 – Tuition and Fee Refunds

20 U.S. Code Sections 1070 et seg.

The District Board authorizes the President/District Director or designee to apply for and accept funding from federal, state, and private sources to be used for financial assistance for qualified students. The President/District Director or their designee shall ensure that appropriate policies and procedures are in place to properly administer, award, and account for all financial aid funds.

Title IV of the Higher Education Act of 1965, as amended)

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements. The programs of financial aid to students will include but are not limited to, scholarships, grants, loans, and work and employment programs.

College financial aid staff will be knowledgeable about the current laws and regulations and ensure that College processes are In Compliance With 34 CFR § 668 and applicable guidance. The College shall communicate at least annually by email with students to inform them of financial aid policies and procedures, as well as via various means on an ongoing basis, such as the catalog, individualized counseling, and information sessions.

The President/District Director or their designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs. The College shall develop and maintain a procedure that refunds unearned aid In Compliance With 34 CFR § 668.22.

MISREPRESENTATION

Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in "substantial misrepresentation" of:

- The nature of its educational program.
- The nature of its financial charges.
- The employability of its graduates.

J-625 - STUDENT FINANCIAL AID

The President/District Director or their designee shall establish procedures for regularly reviewing the College's website and other informational materials for accuracy and completeness and for training college employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the College's educational programs, financial charges, and employment of graduates to assure compliance with this Policy.

The President/District Director or their designee shall establish procedures wherein the College shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This Policy does not create a private cause of action against the College or any of its representatives or service providers. The College and its District Board do not waive any defenses or governmental immunities by enacting this, Policy.



J-625.2 - FEDERAL TITLE IV RETURN OF FUNDS (R2T4)

Authority	Executive Director of Student Services/CSSO
Effective Date	March 14, 2018
Revision Date(s)	October 6, 2021
Reviewed Date(s)	February 1, 2018; June 21, 2021
Related Forms	
Related Policies	D-370 – Tuition/Fee Payment
and/or Procedures	J-222 – Tuition and Fee Refunds
	J-650 – Student Financial Obligation
In Compliance With	2020-2021 Federal Student Aid Handbook, Volume 5 - Policy on Return of Title IV
-	Funds Federal Regulation

This Return to Title IV procedure applies to students who completely withdraw from the College before more than 60% of the term has been completed or who do not officially withdraw and receive all failing grades for the term.

Federal financial aid includes Pell Grant, Supplemental Education Opportunity Grant (SEOG), and Direct Student loans (subsidized, unsubsidized, PLUS). Federal financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of federal financial aid funds that the student was originally scheduled to receive.

If a recipient of federal financial aid grant or loan funds withdraws after beginning attendance, the amount of grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid not received.

The withdrawal date is defined as the actual date the student begins the withdrawal process, the student's last date of an academically related activity, or the midpoint of the payment period for a student who leaves without notification to the College. If a student ceases attendance (drops or withdraws) from all their federal financial aid-eligible courses in a payment period or period of enrollment, the student must be considered a withdrawal for federal financial aid purposes.

When a student receives federal financial aid in excess of earned aid, the student's repayment obligation is determined after the school's share is calculated. The school returns the lessor of the amount of Federal financial aid funds that the student does not earn, or the amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned. The student is responsible for

J-625.2 – FEDERAL TITLE IV RETURN OF FUNDS (R2T4)

repaying all unearned aid. The student is billed for funds the College is required to return. Accounts not paid within 30 days may be turned over to a collection agency.

If the College determines that a student is responsible for returning unearned Federal Direct Student Loan funds, the student will repay their loan servicer the funds under the terms and conditions of the Master Promissory Note under which the loans were disbursed. The total loan balance repayable by the student may include both earned and unearned amounts.

If the College determines that the student is responsible for the return of unearned federal grants as a result of their withdrawal, the student is considered to be in an "overpayment" status. Within 30 days of the determination, the College will notify the student by mail of their overpayment status, as well as the options they have for resolving the overpayment. If the student does not exercise one of the two (2) options listed below within 45 days of the issuance of the notification, the College will notify the U.S. Department of Education (ED) of the unresolved overpayment and will refer the overpayment to ED's Default Resolution Group for collection. Students with an unresolved grant overpayment are ineligible to participate in any Federal Student Aid programs at any institution of higher education.

Within the 45-day period following the notification of overpayment status, the student may take either of the following actions to retain eligibility for Federal Student Aid beyond the 45-day period:

- Option 1: The student may repay the overpayment in full to the school.
- Option 2: The student may sign a repayment agreement with ED.

Once a student has completed more than 60% of the payment period, financial aid is considered to be fully earned.

The College will offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew. The College will return any unearned Federal financial aid funds we are responsible for returning within 45 days of the date the school determined the student withdrew. The College will return federal financial aid funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source: Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, Pell Grant, SEOG.

DEFINITIONS

R2T4 – Return to Title IV.



J-625.3 - PACKAGING FINANCIAL AID FUNDS

Authority	Executive Director of Student Services/CSSO
Effective Date	March 27, 2019
Revision Date(s)	July 7, 2021
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	2020-2021 Federal Student Aid Handbook, Volume 3

All financial aid awards will be based on federal need analysis methodology. Wisconsin residents and non-residents will be included in the same pool for packaging. Financial aid applicants must have an Expected Family Contribution of \$0 to be awarded SEOG. The college is notified by the State of Wisconsin of student eligibility for state grant funds. Work-study funds will be awarded to new and continuing students on a first-come, first-served basis. Applicants will be batch-packaged assuming initial full-time enrollment for all academic years. Federal subsidized and unsubsidized loans will be awarded to all applicants who have remaining needs after scholarships and grants have been awarded. All federal, state, and institutional funds will be awarded until expended.

Funds are packaged in the following order:

- Pell grants
- Scholarships awarded by college departments and non-college donors
- SEOG
- State grants
- FWS
- Subsidized loan
- Unsubsidized loan
- PLUS loan



J-650 - STUDENT FINANCIAL OBLIGATION

Authority	District Board
Effective Date	May 15, 2002
Revision Date(s)	October 21, 2020; September 4, 2018; February 7, 2017; January 16, 2008; October 19, 2005
Reviewed Date(s)	April 21, 2010
Related Forms	
Related Policies and/or Procedures	D-370 – Tuition/Fee Payment
In Compliance With	

Students are expected to pay all program and material fees, student fees, student loan obligations, or other financial/property obligations owed by a student to the District in full prior to the first scheduled day of the semester or class. The student must select an approved payment plan or have accepted their Financial Aid award which covers their full tuition and fees. Any student who has not paid his/her financial obligations may have a hold placed on their record and/or may be withdrawn from all their classes. A hold will prevent the student from registering or enrolling in any other program or classes until the past-due obligation is paid. The College will not release student transcripts or other student documents until the outstanding financial obligation has been paid.

The District reserves the right, after exhausting reasonable efforts to collect past due financial obligations, to use a collection agency or to initiate legal action against anyone with unpaid fees.

The President/District Director or designee will establish and maintain an accounting system for identifying and tracking student financial obligations. The system shall include procedures for turning past due obligations over to a collection agency or when to initiate legal action.



J-670 - STUDENT FINANCIAL AID AND LENDER RELATIONS

Authority	Executive Director of Student Services/CSSO
Effective Date	January 16, 2008
Revision Date(s)	July 7, 2021
Reviewed Date(s)	April 21, 2010
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Technical College System Board Policy 503
	TCS 6.06(1), Wis. Adm. Code
	Wis. Stats. §19.41, et seq.
	Code of Ethics for Public Officials and Employees

The College financial aid staff assists students in making informed decisions regarding their choice of student loan provider. The staff works with lenders to provide information to students. This Policy governs the ethical conduct of college financial aid staff related to working with student aid lenders.

- The College and its employees will not:
 - Solicit, accept, or enter into any agreement in which an educational loan lender provides fees, revenue sharing, or material benefits to the College in exchange for the College or its employees recommending the lender or its loan products.
 - Enter into an agreement with a lender of education loans for, or solicit or accept from a lender of education loans, any funds that would be allocated or used for opportunity loan pools or any similar arrangements.
 - Solicit or accept assistance for call center or financial aid staffing from a lender of education loans.
 - Solicit, accept, or enter into any agreement in violation of the College policy on student financial aid operations and may not engage in conduct that violates the College code of ethics under TCS 6.06(1), Wis. Adm. Code., or any applicable provisions of Wis. Stats. §19.41, et seq., Code of Ethics for Public Officials and Employees.
 - Receive compensation or reimbursement from an educational loan lender for any costs incurred as part of participating on an advisory council of the lender.
- College employees may participate on an advisory council of an educational loan lender for the purpose of improving services to students.
- The College must inform students in writing, who apply for financial aid:
 - o That they may use any lender who is eligible to make education loans.
 - Students are encouraged to explore and weigh the use of federal loans that are guaranteed, regulated, and may be more advantageous, before pursuing private or alternative loans.

J-670 - STUDENT FINANCIAL AID AND LENDER RELATIONS

- The availability of federal and state government loans and comparative information on private and government loans.
- The College may maintain a list, either in print or other media, of educational loan lenders for the benefit of students, subject to the following:
 - The District will use an evaluative process for the inclusion of lenders on the list.
 Information regarding the selection of lenders, the evaluative process used, and the criteria used for such selection will be available to the public upon request.
 - Any college lender list will be accompanied by a statement explaining that students are not limited to the lenders included on the list.
 - o A lender list will include a minimum of three (3) lenders.
 - The College will work with the educational loan lenders on the list to ensure that specific loan information and key details (including, but not limited by enumeration to, the terms, interest rate, and repayment requirements) are available from the lender in a clear and understandable manner.
- The College and its employees may accept from lenders of education loans:
 - Counseling and educational materials for use by students and their families regarding student lending laws, education loans, financial literacy, debt management, and other topics relevant to providing students and their families with financial aid assistance; any such materials must disclose the source of said materials and may not use trademarks, logos, mascots or other symbols associated with the College or that would suggest any college endorsement of the lender or product.
 - Training college employees regarding student lending laws, education loans, financial literacy, debt management, and other topics relevant to providing students and their families with financial aid.



Authority Executive Director of Student Services/CSSO Effective Date September 2021 Revision Date(s) Reviewed Date(s) Related Forms Related Policies and/or Procedures In Compliance With Wisconsin Technical College System

The Wisconsin Technical College System, the Wisconsin Technical College District Boards Association, and the leadership of all 16 technical colleges have committed to five (5) specific efforts to create greater diversity, equity, and inclusion.

SUSTAINED CONVERSATIONS ON SYSTEMIC RACISM AND POLICY REFORM

WTCS will support facilitated, sustained space for conversation and policy work on the impact and dismantling of systemic racism starting internally at each college and the System Office. While this is work each college must initiate and implement, the System Office will look for ways it can support the colleges with facilitation and other resources. For the System Office, this work will build upon ongoing conversations on diversity, equity, and inclusion.

FOCUS ON EQUITY IN STUDENT ACCESS AND SUCCESS

WTCS will conduct comprehensive evaluations of policies and practices – through an equity lens – in the areas of instruction, student services, and professional development to identify unconscious biases, make modifications to enhance empathetic understanding, and build emotional intelligence skills and capacity. The System Office will provide facilitation and other resources in support of colleges' evaluation efforts. These evaluations will begin with WTCS law enforcement and correctional service programs but will be undertaken across all instructional areas.

USE DATA TO CLOSE EQUITY GAPS

WTCS will leverage data and research findings to inform college efforts to close equity gaps in student access and outcomes. This work will build upon the action research agenda of the WTCS Student Success Center and may be supported, in part, by Perkins and GPR grant resources.

REVIEW HIRING AND RETENTION POLICIES

WTCS will identify and take intentional steps to diversify our workforce, including addressing cultural and community issues of equity and inclusion. This work will be led by the Presidents Association's special task force on Workforce Diversity. It will incorporate data from existing

J-750 - STUDENT EQUITY

System research, including the WTCS System-wide Equity Report, may be supported in part by Perkins Reserve Capacity Building grant and GPR Professional Development grant resources.

INCREASE TRANSPARENCY

WTCS will establish clearer, more transparent, and more frequent communication regarding WTCS equity and inclusion initiatives and outcomes. This work will be led by the System Office with college support. This initiative will create a public-facing central messaging hub to share System assessment, research, and outcomes data from the Student Success Center, as well as other diversity, equity, and inclusion resources.

We stand with black citizens who are hurting badly. We stand with diverse communities who, with loved ones and supporters, raise their voices in justified anguish and anger. We stand with our law enforcement faculty, students, and graduates who chose a law enforcement career for the right reasons and risk their safety to protect and serve Wisconsin communities. We stand firmly against racism, discrimination, oppression, and exclusion of all types. And we stand against damage to property, livelihoods, and communities by a disconnected few. The Wisconsin Technical College System (WTCS) is committed to creating safe spaces to support our students and colleagues who are suffering; training future law enforcement officers who are prepared to do an increasingly complex, demanding job with compassion, courage, and humanity; delivering educational pathways to economic opportunity for all; and raising our collective voices to oppose injustice in all of its forms. Together, we have the power to create a more inclusive and equitable society for each other and the future.

The College is committed to this initiative in both respect and in demonstration of student equity.

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the campus-wide IDEA Committee (Inclusion, Diversity, Equity, and Access).



J-770 - RELIGIOUS ACCOMMODATION

Authority	District Board
Effective Date	September 15, 1993
Revision Date(s)	March 30, 2022; October 19, 2005; December 19, 2001
Reviewed Date(s)	April 21, 2010; December 19, 2007
Related Forms	
Related Policies	J-975 – Student and Community Complaints
and/or Procedures	J-975.1 – Student and Community Complaints
In Compliance With	Wisconsin Statutes s.38.04 (16)
	Wisconsin Statutes Chapter 227
	Wisconsin Administrative Code TCS 4 and 14

In recognition of a student's religious beliefs, the College will provide reasonable accommodations, so an academic requirement does not unnecessarily interfere with a student's observation of a religious event.

Observation of a religious event does not exempt students from any course requirement but allows the students an opportunity to complete the assignment through an alternate means as arranged with course instructors.

Conflicts between a student's religious observation and completion of academic requirements should be resolved between students and instructors whenever possible. Unresolved conflicts should be referred to the Dean of the academic department responsible for the course offering. In the event the conflict cannot be resolved at that level, the student can pursue an appeal by submitting a formal complaint through the Student, Staff, and Community Complaint Form located on the website.



J-800 - STUDENT ORGANIZATIONS

Authority	District Board
Effective Date	September 17, 1980
Revision Date(s)	December 8, 2021; May 19, 2010; January 16, 2008; October 19, 2005; January 16, 2002; August 18, 1987
Reviewed Date(s)	
Related Forms	
Related Policies	J-210 – Student Activity Fees and Fund Management
and/or Procedures	J-810 – Funding of Non-Instructional Student Activities
In Compliance With	Student Activities Manual

The College is committed to providing co-curricular learning opportunities for all students. Student organizations enhance student learning, provide professional and personal growth opportunities, and promote a positive image of the College.

The types of organizations that will be recognized by the College fall into two (2) categories:

- Occupational Organizations: Groups that represent a particular instructional program or occupational division and provide a service or learning experience to directly enhance the instructional program and curriculum.
- **Special Interest Organizations:** Groups that provide social, recreational, or service activities for students, and provide students with organizational or leadership development.

To receive official recognition and financial support, an organization must apply for recognition and meet certain criteria as set forth by the Student Government Association (SGA). Organizations that fail to comply with SGA rules, and the Code of Conduct, and/or who engage in activities that are unlawful or bring disgrace to the College, may lose their official recognition of the organization. Such notice will be provided in writing by the Student Engagement Specialist. Any organization may appeal the decision to withhold official recognition by utilizing the Student Complaint process available under student resources on the website.



J-810 - FUNDING OF NON-INSTRUCTIONAL STUDENT ACTIVITIES

ACTIVITIES	
Authority	District Board
Effective Date	September 16, 1987
Revision Date(s)	March 31, 2021; January 16, 2008; October 19, 2005; January 16, 2002
Reviewed Date(s)	April 21, 2010
Related Forms	
Related Policies and/or Procedures	J-210 – Student Activity Fees and Fund Management
In Compliance With	Wisconsin Technical College System Board Policy 401 and 402 Wisconsin Statute 38.145

The College makes available to students a variety of activities and services, which are not a direct part of the instructional process.

The College recognizes that some of these activities and services are an integral part of postsecondary education and are necessary for the educational environment to be effective. The cost of providing these activities and services shall be eligible for state aid (aidable).

Other student activities and services are cultural, recreational, and supportive in nature. These activities and services are not aidable. The College student activity fee supports these activities and services.

Section 38.145, Wisconsin Statutes, empowers students to plan the use of student activity and incidental fees (**Policy J-210 – Student Activity Fees and Fund Management**). This authority is to be exercised in consultation with the President/District Director and the resulting plans are subject to adoption by the District Board.

The Accounting Guidelines section of the Financial Accounting Manual contains examples of aidable and non-aidable student activities and services.



J-825 - STUDENT ORGANIZATIONS FUNDRAISING

Authority	District Board
Effective Date	April 20, 1977
Revision Date(s)	March 31, 2021; January 16, 2008; October 19, 2005; March 20, 2002; March 15, 1989; January 18, 1984
Reviewed Date(s)	April 21, 2010
Related Forms	
Related Policies	
and/or Procedures	
In Compliance With	Wisconsin Statutes Chapter 38.04(11)2(b) & (bm) and 38.12(2)
-	Wisconsin Technical College System District Board Financial Accounting Manual

College-approved student clubs and organizations as well as the Student Government Association (SGA) and Student Activity Fee Allocation Committee (SAFAC) provide valuable experiences to students by fostering student leadership development, career opportunities, and community relations. These activities are considered to be an integral component of the total educational experience at the College.

While these experiences are supported financially through student activity fees, additional funds are often needed to help with educational and social activities. Therefore, the District Board authorizes SGA, SAFAC, and sanctioned student organizations and clubs to conduct fundraising projects to supplement funds received from student activity fees.

All fund-raising activities shall be compatible with the mission of the College and promote a positive image of the College. The District Board directs the SAFAC, under the supervision of a designated college staff person, to establish and publish guidelines governing fundraising activities. All fund-raising projects shall comply with these guidelines and manage funds In Compliance With Wisconsin Statutes 38.12 (2).

The District Board further directs that In Compliance With Wisconsin Statutes 38.12(2), all proceeds from fundraising activities shall be turned over immediately to the College's Business Office so the funds can be deposited in one of the College's designated depositories. The President/District Director shall ensure that all necessary records, according to Wisconsin Technical College System Board regulations, and sound accounting practices and procedures, are created and maintained. The College shall ensure that, as necessary, fund-raising records are examined and disclosed annually as part of the District's audit of student activity accounts.



Related Policies and/or Procedures In Compliance With

BLACKHAWK TECHNICAL COLLEGE SECTION J – STUDENT SERVICES POLICY

Authority Executive Director of Student Services/CSSO Effective Date June 18, 1980 Revision Date(s) December 8, 2021; January 16, 2008; October 19, 2005; December 19, 2001 Reviewed Date(s) April 21, 2010 Related Forms

The College's mission and promise to every student is to provide an opportunity to build a future through flexible education in a supportive environment. In support of its mission, the College seeks to provide the opportunities and protections which best serve the educational process. Students are entitled to basic rights and protections as individual members of society. At the same time, they are also subject to obligations as a member of the College community. The College has adopted a Student Code of Conduct that sets forth the standards of conduct expected of students who choose to enroll at the College. Students in violation of The Code of Conduct may face disciplinary action. The Student Code of Conduct is intended for the benefit, protection, safety, and well-being of everyone involved in the learning environment and activities at the College.

Students are expected to know and willingly follow the code in their everyday activities including college-sponsored activities held off campus. The student conduct regulations are intended to give students general notice of prohibited conduct. However, they are not meant to define misconduct in every circumstance. The Student Code of Conduct is updated annually and made available on the College website.



In Compliance With

BLACKHAWK TECHNICAL COLLEGE SECTION J – STUDENT SERVICES POLICY

J-950 - STUDENT TRAVEL		
Authority	Executive Director of Student Services/CSSO	
Effective Date	January 16, 2008	
Revision Date(s)	May 19, 2010	
Reviewed Date(s)		
Related Forms	Student Travel Code of Conduct and Liability Form	
Related Policies and/or Procedures	J-850 – Student Code of Conduct	

Extracurricular events may be sponsored or co-sponsored by the College student organizations. Students who participate in these events are expected to follow the rules and regulations set forth by the College regardless of whether the events are held on campus or off campus.

- Participants' behavior traveling to or from, or during the event, should be such that it reflects credit to the group/organization, school, and the individual at all times.
- At all times, participants should show respect and courtesy toward others.
- Advisors must be present at all off-campus functions. Students are not allowed to attend conferences or other off-campus events without the presence of an advisor or other designated College staff member pre-approved by the Student Services office.
- All individuals (students and staff) attending off-campus functions must sign and have on file in the Student Life office the College Extracurricular Travel Liability Waiver form.
- Conference identification badges or College Student/Staff IDs will be worn by each participant at all times.
- Participants will dress appropriately for each situation (e.g., no jeans, T-shirts, sweats, etc. at formal get-togethers and/or banquets).
- Participants are expected to attend all business meetings, workshops, and other scheduled event programs. Please be prompt and prepared for sessions.
- Participants are to report any accidents, injuries, or illnesses to the advisor or head delegate immediately.
- Alcoholic beverage consumption is not allowed at any conference-related functions. The
 consumption of alcohol outside of conference sessions is allowed only at the discretion of
 the advisor but must adhere to all local, state, and national laws.
- The use and/or possession of illegal drugs, handguns, or weapons are not allowed.
- Participants responsible for theft and/or vandalism to properties during the event will be held financially liable and will be subject to disciplinary action.
- Any long-distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant and cannot be reimbursed using college funds.

J-950 – STUDENT TRAVEL	
 The advisor(s) to the student organization or group participating in the extracurricular travel who accompanies the group shall have total authority over the supervision of the event and its participants. Participants who disregard or violate these rules may be subject to disciplinary action through the Student Code of Conduct, in addition to any disciplinary actions acted upon by local, state, or national law enforcement officials. 	
Page 2 of 2	



J-975 - STUDENT AND COMMUNITY COMPLAINTS

Authority	District Board
Effective Date	March 4, 2020
Revision Date(s)	
Reviewed Date(s)	December 9, 2020
Related Forms	
Related Policies	
and/or Procedures	
In Compliance With	Blackhawk Technical College Catalog

The College, being a continuous quality improvement institution, seeks feedback from stakeholders regarding the quality of offerings and services.

In cases where informal channels are not sufficient, a formal process is needed. The College shall provide a mechanism for students and community members to inform the institution of a formal complaint. The College shall make students and community members aware of the opportunity on the College website as well as providing information within the College Catalog.



J-975.1 - STUDENT AND COMMUNITY COMPLAINTS

Authority	Executive Director of Institutional Research and Effectiveness
Effective Date	August 5, 2019
Revision Date(s)	
Reviewed Date(s)	July 29, 2019
Related Forms	Student and Community Complaint Form Student and Community Complaint Appeal Form Higher Learning Commission Inquiry Form WTCS Student Complaint Form
Related Policies and/or Procedures	J-975 – Student and Community Complaints
In Compliance With	

PURPOSE/SCOPE

The College is required to provide an opportunity for students and members of the community to register complaints through a systematic complaint process. The U.S. Department of Education requires the College to keep track of all complaints. The Higher Learning Commission (HLC) monitors the College's student and community complaint records as part of the re-accreditation process. Reports must be included in the institution's Federal Compliance Filing, and the HLC site visit team will review the institution's procedures and records.

RESPONSIBILITIES

• The Office of Institutional Research and Effectiveness will have the primary role in this procedure.

PROCEDURE

Complaint Procedure – Informal Phase

The College recognizes that disputes may sometimes arise. Students and members of the community are encouraged to seek informal resolution of their complaints or concerns. The informal complaint procedure is intended to encourage communication between the parties involved in order to facilitate a mutual understanding of different perspectives regarding the complaint.

Step 1: Informal complaints (concerns, expressions of dissatisfaction or disagreement) should be handled through direct communication (conversation, email, or letter) with the student or member of the community and the College staff or department/division involved. The majority of complaints can be addressed through communication with the individual(s) involved.

Step 2: If the issue remains unresolved, the informal complaint should be directed to the appropriate department/division supervisor. Students and members of the community may also consult with the Director of Student Services if they are unsure about where or how to address

J-975.1 - STUDENT AND COMMUNITY COMPLAINTS

a complaint or concern. If a complaint remains unresolved, students or members of the community would initiate the formal phase of the complaint process.

Complaint Procedure – Formal Phase

If resolution is not satisfactory at the informal complaint level, a formal complaint must be submitted if seeking resolution. Formal complaints must be made in writing and submitted via the online Student and Community Complaint Form.

The College will deal with complaints in a fair, prompt, and objective manner. All complaints will be dealt with in strict confidence, but shared with any person who may be the subject of a complaint. Formal complaints must be filed within 30 college business days of the occurrence that prompted the complaint.

EXAMPLES OF COMPLAINTS

Academic Complaints

Students who have complaints related to course grades, conduct of classes, or other course matters should address those complaints first with the instructor of the course as noted under Complaint Process.

Informal Phase. If the student is not satisfied with the resolution, the student may then
go to the appropriate program dean. If a resolution is not achieved with the appropriate
program dean, a student may submit a formal complaint via the online Student and
Community Complaint Form located on the College's website: https://tinyurl.com/BTCComplaints.

Non-Academic Complaints

As noted under Complaint Process – Informal Phase, students and members of the community who have complaints related to College staff or services (Financial Aid, Registrar, Library, Academic Advising, etc.) should first address those complaints directly with the College staff. If they are not satisfied, the complaint can then be taken to the appropriate department/division supervisor as noted under Complaint Process.

 Informal Phase. If resolution is not achieved there, they may submit a formal complaint via the online Student and Community Complaint Form located on the College's website: https://tinyurl.com/BTC- Complaints.

PROCEDURES FOR FILING A FORMAL COMPLAINT

Step 1. The student or member of the community must seek an informal complaint resolution of the matter as noted above under Complaint Process – Informal Phase before moving to Step 2 below.

Step 2. Complete the online Student and Community Complaint Form. The formal complaint must specifically state the basis for the complaint (person or area to whom the complainant addresses) and the resolution that the complainant seeks. Formal complaints submitted via the online Student and Community Complaint Form are directed to the Office of Institutional Research and Effectiveness. The office does not act as an advocate for any party to a complaint, but are facilitators to ensure a fair process. They will then refer the complaint to the appropriate College staff to acknowledge receipt of, review, and resolve.

J-975.1 – STUDENT AND COMMUNITY COMPLAINTS

Step 3. The complainant should expect a preliminary response from a College staff member within five college business days from filing the complaint. The appropriate College staff member will investigate the complaint to determine its validity, and will include the following:

- Communication with the complainant. Communication with the instructor or staff
 member against whom the complaint was lodged. In the case of a complaint regarding
 procedures, the meeting would be with the College staff member responsible for the
 particular program or service in question.
- Could include meeting with complainant and instructor or staff member against whom complaint was filed.

Step 4. The College staff member, will respond in writing (by way of a mailed letter) to the complainant within ten (10) college business days from the preliminary response. The response will include:

- A written description of the complaint, including all pertinent details.
- A statement regarding action taken.

COMPLAINT PROCEDURE - APPEAL PHASE

Formal appeals must be made in writing and submitted via the online Student and Community Complaint Appeal Form located on the College's website: https://tinyurl.com/BTC-Appeal-Form.

Phase 1: Vice President of Academic Affairs or Director of Student Services

If the student or member of the community does not get a satisfactory resolution to his/her formal complaint, resolution may be sought by appealing to the Vice President of Academic Affairs or the Director of Student Services by submitting a formal written request via the online Student and Community Complaint Appeal Form located on the College's website: https://tinyurl.com/BTC-Appeal-Form. The appeal must be received within ten (10) college business days after date of the mailed letter as outlined in Step 4 above.

Upon conclusion and investigating the nature of the complaint, the Vice President of Academic Affairs or Director of Student Services will respond in writing (by way of mailed letter) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, including all pertinent details, and a statement regarding action taken.

Phase 2: Complaint Committee

If a satisfactory resolution has not been reached with the Vice President of Academic Affairs or Director of Student Services, the student or member of the community may appeal to the Complaint Committee by submitting a formal written request via the online Student and Community Complaint Appeal Form located on the College's website: https://tinyurl.com/BTC-Appeal-Form within ten (10) college business days after receipt of the decision notification (the date of the mailed letter). The Office of Institutional Research and Effectiveness shall send a copy of the complaint and related documentation to the Academic or Non-Academic Complaint Committee. The committees will not be standing committees but will be formed by the Office of Institutional Research and Effectiveness when an appeal arises.

Academic Complaint Committee

The committee consists of two (2) instructors, two (2) students, and one (1) staff member for a

J-975.1 – STUDENT AND COMMUNITY COMPLAINTS

total of five (5) members. The Academic Complaint Committee will review the complaint and related documentation of receiving said material and upon conclusion and investigating the nature of the complaint, will respond in writing (by way of mailed letter) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, including all pertinent details, and a statement regarding action taken.

Non-Academic Complaint Committee

The committee consists of one (1) instructor, one (1) student, and three (3) staff members for a total of five (5) members. The Non-Academic Complaint Committee will review the complaint and related documentation of receiving said material and upon conclusion and investigating the nature of the complaint, will respond in writing (by way of mailed letter) to the complainant within ten (10) college business days after the date the appeal was received. The response will include a written description of the complaint, including all pertinent details, and a statement regarding action taken.

If the complaint is still unable to be resolved in a manner acceptable to all parties, the student or member of the community may appeal to the President/District Director by submitting a formal written request via the online Student and Community Complaint Appeal Form located on the College's website: https://tinyurl.com/BTC- Appeal-Form within ten (10) college business days after receipt of the decision notification (the date of the mailed letter). The Office of Institutional Research and Effectiveness will forward the complaint and related documentation to the President/District Director.

Phase 3: President/District Director

If a satisfactory resolution has not been reached with the Complaint Committee, the student or member of the community may appeal to the President/District Director by submitting a formal written request via the online Student and Community Complaint Appeal Form located on the College's website: https://tinyurl.com/BTC- Appeal-Form within ten (10) college business days after receipt of the decision notification (the date of the mailed letter).

Once the President/District Director receives the formal complaint, they have five (5) college business days to reply in writing (by way of mailed letter) a preliminary response to the complainant. The President/District Director, upon conclusion and investigating the nature of the complaint, will respond in writing (by way of mailed letter) to the complainant within ten (10) college business days after the date the preliminary response was received (the date of the mailed letter).

The response will include a written description of the complaint, including all pertinent details and a statement regarding action taken. Once the President/District Director makes a decision on the appeal, that decision is FINAL. No further appeal is heard.

RECORDS

The College staff member supervising the area where the complaint is filed shall keep all documents associated with the complaint as part of the files of the College. The records may be subject to public disclosure laws and will be kept according to the state records retention laws.

J-975.1 - STUDENT AND COMMUNITY COMPLAINTS

To comply with federal regulations, BTC will maintain a record of formal complaints and their resolution, including those complaints reported to external agencies. The record will be housed within the Institutional Research and Effectiveness office and made available to the Higher Learning Commission peer reviewers for their review. Complaints to Third Parties Procedure.

In the unlikely event that an issue cannot be resolved internally, students and the members of the community may file a complaint with the Wisconsin Technical College System (WTCS) and/or the Higher Learning Commission (HLC). These agencies should be contacted only after the student or member of the community has utilized the established informal and formal complaint process.

Wisconsin Technical Colleges System
Attn: Student Complaint Resolution 4622 University Avenue
PO Box 7874
Madison WI 53707-7874 The Higher Learning Commission
230 South LaSalle Street Suite 7-500
Chicago IL 60604

DISTANCE LEARNING STUDENTS

The College is a member of the State Authorization Reciprocity Agreement (SARA). SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of post-secondary distance education courses and programs. If you are a student living out of the State of Wisconsin you may also file your complaint with the state in which you reside (see Student Complaint Information by State.