

# Petition Guidelines for Associate Degree Nursing (ADN)

**PETITION PERIOD:** July 8 – July 12, 2024, for Spring 2025

## NURSING PROGRAM PETITION REQUIREMENTS

In order to be eligible to petition the program for entry, you **must** apply to and be admitted by the college, attend an Advising, Registration, and Orientation (ARO) session, meet all program-specific eligibility requirements and attend a health sciences petition meeting specific to the program you plan to petition.

**Required Courses Prior to Petitioning** – completed with a grade of “C” or better

- Chemistry – one year of high school chemistry with lab OR one semester of college chemistry  
Acceptable BTC Courses include: Prep for Basic Chemistry (836-133), Chemistry Prep (856-787), General Chemistry (806-134), General, Organic, and Biochemistry (806-199), OR Intro to Biochemistry (806-186)
- English Composition 1 (801-136) or Written Communication (801-195)
- General Anatomy & Physiology (806-177)
- Developmental Psychology (809-188)
- Basic Nursing Assistant – must be completed within five (5) years of petitioning to the Nursing Program. Consideration will be given for those who are or have been employed as a Nurse Assistant.

**Admissions Testing:** TEAS for Allied Health Students – Information regarding the TEAS for Allied Health Students test scheduling and administration is found at [BTC's Admission Testing Page](#). A transcript/copy of your TEAS results must be emailed to [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu). If multiple attempts have been made, you may submit your highest test score. Even if your TEAS scores are on file with BTC, you still must submit your results to this e-mail.

**Attend a Nursing Petition Meeting within a year of petitioning:** During the meeting, you will review program-specific requirements during breakout sessions which typically last two-hours (and may run longer).

## PETITION PROCESS

After meeting the minimum requirements, you are now eligible to petition. It is your responsibility to submit a completed petition online form and all required petitioning documents to the [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu) e-mail during the designated petition period in order to be considered for entry into the clinical program. Even if all documents/information is on file with BTC, you still must submit all of the required documents to the e-mail.

As program entry is granted to only a designated number of students, the petition elements are awarded points. Note: There are additional factors (i.e., previous, related work experience) that may be considered and awarded extra points for competitive entry – these are outlined below. More information will be available at the required petition information meetings. *Please note: Continuous enrollment is not required in order to maintain a current application.*

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Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer, 6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711.

## NURSING PETITION GUIDELINES

Only students who have **completed the application process** and **meet all program-ready requirements** are eligible to petition. Petition forms and work experience forms **must be submitted/received no later than 4:00 p.m. on the last petition day**. Information regarding submitting the petition application is included at the end of this packet.

When filling out the online petition form, please read through, complete all required sections, and submit all required documents to [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu). **Failure to do so will result in an invalid petition.**

### STUDENT INFORMATION

<b>Student Name</b>	<b>BTC Student ID Number</b>	<b>Date of Nursing Petition Meeting Attended</b>
<input type="checkbox"/> <b>Full-Time Admission</b> <input type="checkbox"/> <b>Part-Time Admission*</b> <i>*Part-time admission is only available during the February petition period.</i>		

You will be asked to read & initial the following statements on the online petition form:

- I have verified that Blackhawk Technical College (BTC) has my current mailing address on file.
- In the case of a tie, the "Date of Pre-Clinical Admission" as a date stamped by BTC Admissions will be the deciding factor.
- If I am selected and choose not to begin the core clinical courses, I must petition again.
- If I am selected as an "alternate" I may be contacted as late as one month prior to the start of the core courses. If I choose not to begin the core clinical courses, I must petition again.
- I understand a background check and possible drug screen will be conducted and the results may prevent my placement at a clinical site and interfere with my ability to complete the program.
- I understand that program requirements for future petition periods may have different selection criteria and I must meet those new requirements if I am not selected in this current petition period or thereafter.
- I understand that a petition meeting must be attended every year that I petition. Failure to attend a petition meeting every year before petitioning will result in my application being considered incomplete and void.
- I understand that while I may take the required, program-specific test (i.e. TEAS-Allied Health) as many times as I choose, I may submit the highest score I received for consideration.
- I understand that I must send an e-mail to [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu) with an attached copy of the TEAS-Allied Health test score transcript (or ATI transcript validation for Allied Health).
- I understand that I must e-mail to [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu) an unofficial BTC transcript. Students can print unofficial transcripts through MyBTC at [mybtc.blackhawk.edu](http://mybtc.blackhawk.edu). Any relevant transfer coursework **must** be documented on the BTC transcript at the time of submission to be considered valid. *Failure to provide BTC transcripts will result in an invalid petition.*
- I understand that I must send a copy of my current Certified Nursing Assistant license or a copy of my name on the state Nursing Assistant registry to [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu) to verify my current standing as a Certified Nursing Assistant.
- I understand that an incomplete petition will be considered invalid.
- I understand if I choose a full-time or part-time track and want to switch, I will need to follow the process outlined in the BTC Nursing Handbook.

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## I. COLLEGE COURSEWORK (\_\_\_\_/130 points)

For each course, indicate where the course was completed and points based on what grade was achieved. Award the following points per grade achieved: A = 10pts, A-/B+ = 8pts, B = 5pts, B-/C+ = 3pts, C or less = 0pts. ***Blackhawk's Credit for Prior Learning process must be complete in order for courses taken at other institutions to be considered for petitioning.***

**Required Pre-Requisite Courses** – these courses must be completed in order to petition:

Course	Location	Grade Received	Awarded Points
<b>Chemistry*</b> (806-134; 836-133; 856-787; 806-199; or 806-186)			
<b>Written Communication or English Composition 1</b> (801-195 or 801-136)			
<b>General A&amp;P*</b> (806-177)			
<b>Developmental Psychology</b> (809-188)			

**Additional Points for Additional Courses** – these are needed for graduation but not required for petitioning:

Course	Location	Grade Received	Awarded Points
<b>Oral/Interpersonal Communication or Speech</b> (801-196; 801-198)			
<b>Microbiology*</b> (806-197)			
<b>Advanced A&amp;P*</b> (806-179)			
<b>Intro to Sociology</b> (809-196)			
<b>Intro to Psychology</b> (809-198)			

\* Points are doubled for science and math courses.

How did you complete the Nursing Assistant petition course requirement?

- I have taken the nursing assistant course within the last five years. (documented on unofficial transcripts)
- I am an active Certified Nursing Assistant. (license/certification documentation submitted to [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu))
- I obtained special written permission and the documentation was submitted to [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu).

## II. WORK EXPERIENCE (\_\_\_\_/20 points)

Indicate if you have any related work experience within the last five years. You will be asked to submit contact information for the occupational experience points you are claiming on the online petition form. Only the final candidates will be audited.

Position Title/Location	Type of Position	Time in Position
	<input type="checkbox"/> No customer/patient interaction (0pts) <input type="checkbox"/> Customer care/service (5pts) <input type="checkbox"/> Direct patient care (10pts)	<input type="checkbox"/> 0-1 year (0pts) <input type="checkbox"/> 1-5 years (5pts) <input type="checkbox"/> 5+ years (10pts)

**For clinical placement**, have you ever worked in a long-term care facility or at an acute care facility? If so, please explain (no points are awarded for this:

**Have you ever been enrolled in the BTC ADN program in the past year?** ☐ Yes ☐ No

**Have you previously petitioned and your employment information has not changed since then?** ☐ Yes ☐ No

### III. STUDENT NURSE ASSOCIATION (SNA) (\_\_\_\_/20 points)

Role in SNA	Awarded Points
Active Member – attended at least two meetings/semester (10 points)	
Served/serving as an officer in SNA (10 points)	

### IV. PROGRAM ADMISSION TESTING (\_\_\_\_/100 points)

**Test Score:** \_\_\_\_\_

Award the following points for your TEAS-Allied Health score: 0-59% = 0pts, 60-64% = 20pts, 65-69% = 40pts, 70-74% = 60pts, 75-79% = 80pts, 80-100% = 100pts. **Note:** A transcript/copy of your test results must be emailed to [nursingap@blackhawk.edu](mailto:nursingap@blackhawk.edu). If multiple attempts have been made, you may submit your highest test score.

### V. BTC DISTRICT RESIDENT (\_\_\_\_/10 points)

If you are a resident of the Blackhawk District (i.e., live in Rock or Green Counties in Wisconsin), you will receive 10pts. If not, you will receive 0pts. District residence is verified by BTC by the address on file but is not a requirement.

<b>FOR OFFICE USE ONLY</b>  <b>Final Ranking Process</b>	Nursing Petition Meeting Attended: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	College Coursework	____/130 points
	Work Experience	____/20 points
	Student Nurse Association	____/20 points
	Program Admission Testing	____/100 points
	BTC District Resident	____/10 points
	<b>Total Points</b>	<b>____/280 points</b>

### SUBMITTING THE PETITION PACKET

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 by US mail 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.

# Verification of Occupational Experience Form

## Associate Degree in Nursing Program

Please carefully read the following instructions:

All work experience listed above must be verifiable. Pertinent, verifiable volunteer work and military service will also be considered to meet this criterion. The Associate Degree Nursing Program will verify relevant work experience for the final applicants only. However, authorization to contact the employer(s) will be collected at the time of petition.

### THE FOLLOWING INFORMATION WILL BE COLLECTED:

Nursing Applicant Name		BTC Student ID Number	
Street Address	City	State	Zip Code
Business Name		Position Held	
Street Address	City	State	Zip Code
Contact Person		Phone Number (with Area Code)	
Employment Began (MM/DD/YYYY)	Employment Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	If part-time, list average weekly hours:	
Last Day Employed (MM/DD/YYYY)		Total Hours:	

☐ I authorize my employer/former employer to release information to Blackhawk Technical College:

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After petitions are reviewed, **if the applicant is selected for the program based on petition points earned**, the applicant's employer will be contacted for verification of employment.

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