

# President's Welcome

Greetings, and welcome to Butler County Community College.

I am honored to be writing to you as President of this fine institution; a college dedicated over the past 51 years to excellence in academics, workforce development, training, cultural events and making the community a better place.

The time is now for a community college education. Students select BC3 for our quality, affordability and accessibility. In addition, BC3 was named Pennsylvania's top community college by Schools.com in the fall of 2015. A few weeks before this recognition, BC3 earned Military Friendly School status by Victory Media for a third consecutive year.

It is our phenomenal faculty members who deliver the curriculum that prepare our students for careers and/or transfer to senior institutions. Our faculty has been recognized for its excellence in teaching, scholarship and service. At BC3 you are taught by experts, not graduate teaching assistants. Our full- and part-time faculty blends real-life experience with proper educational credentials in a warm traditional or on-line classroom environment (with a student to professor ratio of roughly 18-1).

I invite you to use resources such as this handbook or our College website to familiarize yourself with BC3. Never, ever hesitate to ask questions to anyone on campus. You will quickly discover that BC3's staff is dedicated to making this institution excel. I also encourage you to take advantage of the many opportunities that are provided at the College and to participate in the activities of your choice. Whether it is student organizations, athletic teams or attending cultural events, countless extra-curricular choices exist.

I wish you much success and happiness as a student of Butler County Community College!

Sincerely,



Dr. Nicholas C. Neupauer  
President

# Student Handbook

## Table of Contents

Communication and Technology	Page 3
Important Dates to Remember – 2016	Page 4
Important Dates to Remember – 2017	Page 5
Phone Directory	Page 6
Student Organizations	Page 7
Important Offices on Campus	Page 8
BC3 C.A.R.E (Campus Assessment Response & Evaluation)	Page 9
Buckley Amendment	Page 13
Statement of Rights and Responsibilities	Page 14
Student Complaint and Academic Grievance Policy	Page 15
Academic Policies	Page 18
Campus Regulations	Page 23
Nondiscrimination Policy	Page 23
Anti-Harassment Policy	Page 24
Sexual Harassment Policy	Page 24
Grievance Procedure	Page 25
Grievance Form	Page 28
BC3 Sexual Assault Victims' Bill of Rights	Page 29
Safety Policy Statement	Page 30
Video Monitoring Policy	Page 32
Firearm Policy	Page 33
Tobacco Free Policy	Page 34
Alcohol Free Policy	Page 34
Mobile Devices Usage Policy – Students	Page 35
Acceptable Use of Technology Policy	Page 35
Student Printing & Copying Policy	Page 39
BC3 Traffic and Parking Code	Page 40
The Student Code of Conduct	Page 40
Refund Policy	Page 44
Library	Page 44
Athletics	Page 45

### Disclaimer

All information contained in the Student Handbook is subject to change without notice and is superseded by the Butler County Community College Catalog.

Please contact the Director of Student Life if you have any questions or concerns about the information contained in the Student Handbook.

## Communication and Technology

**bc3.edu** Visit bc3.edu for news, campus events, student activities, Pioneer Athletic information, class schedules, student services, and more. You can also find BC3 on Facebook, Twitter, and Instagram!

**MyBC3 Student Portal** The MyBC3 Student Portal is a “one stop shop” available to students to make payments, check their financial aid, register for classes, drop/add classes, view schedules and grades along with other services. It also provides access to Blackboard and MyBC3 student email. To login to the MyBC3 Student Portal, visit bc3.edu and click on Current Students.

**MyBC3 Student Email** A student email account will be provided to all BC3 credit students after admission to the College. The official student email address for BC3 includes the @my.bc3.edu domain extension. This email is hosted by Microsoft Live@edu. NOTE: All BC3-related correspondence with your instructors will be sent to your @my.bc3.edu email account.

**Blackboard (blackboard.bc3.edu)** is the learning management system used for all credit online and hybrid courses, and used by many instructors as a supplement to on-campus courses. NOTE: All students taking an online course are required to take the ET Orientation (GENL 001) prior to the start of their first online course.

<b>BC3 Technology Help Desk</b>	<b>Ext. 8441</b>
Telephone (Toll-Free)	888-826-2829
Fast Form:	<a href="http://www.bc3.edu/onlinelearning/help-support.asp">http://www.bc3.edu/onlinelearning/help-support.asp</a>
Fall/Spring Semester Hours:	Mon. – Fri: 8:30am – 3:30pm
Summer Semester Hours:	Mon. – Thurs.: 8:30am – 3:30pm
After Hours and Weekends:	Fast Form or Voicemail Only

The BC3 Technology Help Desk provides support for faculty and students in the use of the College’s technologies, such as the MyBC3 Student Portal, MyBC3 student email, Blackboard, etc. NOTE: *The quickest way to receive help is through the Fast Form. Requests for assistance received via Fast Form or voicemail after hours or on weekends and holiday/academic breaks will be responded to the next BC3 business day.*

### BC3 Alerts & Student Info Alerts

Be the first to know about snow delays, cancellations, and emergencies. Also, avoid missing important registration and payment dates. Visit bc3.edu/alert to sign up and receive alerts via text message and/or email.

### Late Start & Closing Information

When there is a **LATE START**, all BC3 locations will open at 10 a.m. on Monday, Wednesday, and Friday and at 9:30 a.m. on Tuesday and Thursday.

- On Monday, Wednesday & Friday, classes that start AND end by 10 a.m. are cancelled. Any classes that start after 10 a.m. are at their regularly scheduled time. If a class starts before 10 a.m. and ends after 10 a.m. (for example: class is from 9 a.m. to 11 a.m.), students should go to that class at 10 a.m.

- On Tuesday & Thursday, classes that start AND end before 9:30 a.m. are cancelled. Any classes that start after 9:30 a.m. are at their regularly scheduled time. If a class starts before 9:30 a.m. and ends after 9:30 a.m. (for example: class is from 9 a.m. to 11 a.m.), students should go to that class at 9:30 a.m.

When there is a **NOON START**, all BC3 locations will open at 12:00 p.m. on Monday – Friday.

- Classes that start before 12 p.m. are cancelled. Classes that start after 12 p.m. are at their regularly scheduled time.

Messages will appear on BC3’s homepage, Facebook, and Twitter and will be broadcasted on local radio and television stations. A recorded message will be available by calling BC3. Sign up for BC3 Alerts to receive a text message and/or email.

## IMPORTANT DATES TO REMEMBER

### Credit Courses Fall Semester 2016

Classes Begin - Drop/Add Continues	August 29, 30, 31, Sept 1, 2
Online Classes Begin	August 29
<b>COLLEGE CLOSED</b>	<b>September 5</b>
Saturday Classes Begin	September 10
Mid-Semester	October 18
Current Student Registration Begins (Spring 2017)	October 31
Open Registration Begins (Spring 2017)	November 14
<b>COLLEGE CLOSED</b>	<b>November 23-26</b>
Final Examinations	December 12-17
<b>Grading Day/Conflict Final Day</b>	<b>December 16</b>
<b>Grades Due 9:00 a.m., Monday</b>	<b>December 19</b>

**DECEMBER GRADUATES:** Graduation Application deadline is **September 15, 2016**. Please submit completed application and \$40 application fee to the Records and Registration Office or any BC3 campus location. Applications received after **September 15, 2016** will be assessed an additional \$25 late application fee.

### Fall Semester 2016

#### ADD/DROP/WITHDRAWAL & REFUND SCHEDULE

Session	Classes Begin	Last Day to Add	Last Day to Drop 100%	Last Day to Drop 75%	Last Day to Drop w/o W grade	Last Day to Withdraw with W grade	Classes End
S 1	8/29	8/30	9/5	9/12	9/19	11/1	12/17
S 2	9/12	9/13	9/18	9/25	10/2	11/3	12/17
S 3	9/26	9/27	9/29	10/5	10/11	11/7	12/17
7 week	8/29	8/30	8/31	9/6	9/9	9/27	10/18
7 week	10/19	10/20	10/21	10/26	10/31	11/16	12/17
FT 1	8/29	8/29	8/29	8/30	8/31	9/19	9/30
FT 2	10/3	10/3	10/3	10/4	10/5	10/24	11/4
FT 3	11/7	11/7	11/7	11/8	11/9	11/30	12/9
PTA 11	8/29	8/30	9/1	9/8	9/14	10/14	11/11
PTA 5	11/14	11/14	11/14	11/15	11/16	12/2	12/16

S-Session, FT- Fast Track, PTA – Physical Therapy Assistant Program

## IMPORTANT DATES TO REMEMBER

### Credit Courses Spring Semester 2017

Classes Begin - Drop/Add Continues	January 17
Online Classes Begin	January 17
Saturday Classes Begin	January 21
Mid-Semester	March 3
<b>COLLEGE CLOSED</b>	<b>March 6 - 11</b>
Current Student Registration Begins (Fall 2017)	March 27
Open Registration Begins (Fall 2017)	May 1
Final Examinations	May 2 - 6
<b>Grading Day/Conflict Final Day</b>	<b>May 8</b>
<b>Grades Due 9:00 a.m., Monday</b>	<b>May 9</b>

**MAY GRADUATES:** Graduation Application deadline is **February 15, 2017**. Please submit completed application and \$40 application fee to the Records and Registration Office or any BC3 campus location. Applications received after **February 15, 2017** will be assessed an additional \$25 late application fee.

### Spring Semester 2017 ADD/DROP/WITHDRAWAL & REFUND SCHEDULE

Session	Classes Begin	Last Day to Add	Last Day to Drop 100%	Last Day to Drop 75%	Last Day to Drop w/o W grade	Last Day to Withdraw with W grade	Classes End
S 1	1/17	1/18	1/23	1/30	2/6	3/27	5/6
S 2	1/30	1/31	2/3	2/10	2/17	3/29	5/6
S 3	2/13	2/14	2/16	2/22	2/28	3/31	5/6
7 week	1/17	1/18	1/19	1/24	1/27	2/14	3/13
7 week	3/14	3/15	3/16	3/21	3/24	4/11	5/2
FT 1	1/17	1/17	1/17	1/18	1/19	2/6	2/20
FT 2	2/20	2/20	2/22	2/27	3/2	3/22	4/3
FT 3	4/3	4/3	4/3	4/4	4/5	4/21	5/8
PTA 11	1/17	1/18	1/20	1/26	2/1	3/6	4/3
PTA 5	4/4	4/4	4/4	4/5	4/6	4/24	5/8

S-Session, FT- Fast Track, PTA – Physical Therapy Assistant Program

## Phone Directory MAIN CAMPUS PHONE NUMBER: 724-287-8711

OFFICE	PHONE EXT.
Academic Center for Enrichment	8606
Adult Literacy	8350
Admissions	8501
Alumni Association	8326
Athletics/Intercollegiate/Intramural	8423
BC3 Education Foundation, Inc.	8368
Bookstore	724-284-8503
Business Learning Center	8314
Information Center	0
Campus Police	8394
Career Services	8606
Children's Creative Learning Center	8297
Communications & Marketing	8222
Continuing Education	724-284-8504
Cube Office (Student Newspaper)	8370
Disabled Student Services	8327
Educational Technology	8523
Emergency Auto Service	8394
Executive Council for Students (Student Government)	8448
Field House Fitness Center	8303
Finance Office	8513
Financial Aid	8509
Help Desk (Student, Faculty & Staff Technology Support)	8441
Human Resources, Payroll Services, and Equal Opportunity Compliance Officer	8353
Information Technology	8441
KEYS Program	8458
Library	8511
On-Campus Jobs	8329
PAPA/Praxis	8201
Pioneer Café	8214
President's Office	8221
Public Transportation	8331
Records and Registration	8253
Student Activities	8448
Student Life	8249
Succop Theater Box Office	724-284-8505
Technology Independent Study Lab (TISL)	8217
Tutoring Services	8395
Veterans Affairs	8335
Vice President for Academic Affairs	8262
Vice President for Student Affairs & Enrollment Management	8261
Work Study/Institutional Employment	8509
BC3 @ ARMSTRONG	724-902-7452
BC3 @ CRANBERRY	724-772-5520
BC3 @ LAWRENCE CROSSING	724-658-1938
BC3 @ LINDENPOINTE	724-346-2073
BC3 @ BROCKWAY	814-265-1813

Courtesy Phones are provided in each building for your convenience and are intended to be used in case of an emergency or to contact important offices. A guide is provided next to each Courtesy Phone with instructions.

## Student Organizations

The Office of Student Life and the Executive Council for Students work together to support clubs and organizations at BC3. These offices work with groups on the formation of new clubs, the recruitment of members, student activity fund allocations, fund-raising, program planning, publicity, community service, and involvement in campus projects. Clubs and organizations provide valuable experiences for BC3 students, social and recreational activities, leadership experiences, and professional development. All extensions are for the main campus phone number 724-287-8711. For questions contact Sherri Osborne, Assistant Director of Student Activities Ext. 8448

(CC) – Cranberry Center, (LC) – Lawrence Crossing, (LP) – LindenPointe

<b>Club</b>	<b>Advisor</b>	<b>Extension</b>
Beautification and Gardening Club (LP)	Alice DeBonis	Ext. 4005
Blue and White Club (LC)	Garrett Nogan	Ext. 7002
Book Club (LP)	Alice DeBonis	Ext. 4005
Business Club (LP)	Maryclare Maslyn	Ext. 4007
Christians on Campus Club	Karen Riethmiller	Ext. 8289
<i>The Cube</i> (Student Newspaper)	Frank Skrip	Ext. 8370
Early Childhood	Judy Wadding	Ext. 8375
Electronics/Robotics Club	Denton Dailey	Ext. 8305
Executive Council	Sherri Osborne	Ext. 8448
Facets ( <i>Writer's Publication</i> )	Mike Dittman	Ext. 8251
Film Club (LP)	Jolene Stieb	Ext. 4007
Gay/Straight Alliance	Mike Dittman	Ext. 8251
Graphic Design Club (CC)	Kristine Allen	Ext. 5526
Guitar Club	John Chos	Ext. 8848
Hospitality Management Club	Jennifer Taylor	Ext. 8448
Journalism Club (LP)	Jolene Stieb	Ext. 4007
Medical Coding Assistant Club	Sherri Jurysta	Ext. 8204
Nursing Club	Diane Ratti	Ext. 8361
Nursing Club	Karen Botinovch	Ext. 8257
Phi Theta Kappa ( <i>Honor Society</i> )	Arlene Gardopee	Ext. 8016
Phi Theta Kappa ( <i>Honor Society</i> )	Heather Jewart	Ext. 8165
Phi Theta Kappa ( <i>Honor Society</i> )	Morgan Rizzardi	Ext. 8274
Phi Theta Kappa ( <i>Honor Society</i> )	Jenn Loue	Ext. 8342
Physical Therapist Assistants	Ashlee Esplen	Ext. 8381
Pioneer Players ( <i>Theater</i> )	Larry Stock	Ext. 8425
Pioneer Players ( <i>Theater</i> )	Mike Beck	Ext. 8359
Social Psychology Club (LP)	Terri Finamore	Ext. 4007
Social Work Club	Karen Jack	Ext. 8378
Social Work Club	Karen Stubenbort	Ext. 8164
Social Work Club	Juli Louttit	Ext. 8345
Students Against Destructive Decisions (LP)	Catherine McCall	Ext. 6367
Student Ambassadors ( <i>Admissions</i> )	Morgan Rizzardi	Ext. 8274
Student Veteran's Association	Stella Smith	Ext. 8335
Student Veteran's Association	Case Willoughby	Ext. 8261
Yoga Club	Alayne Jacobs	Ext. 8448
Writers' Club	Michael Dittman	Ext. 8251

### How to Join a Club

Stop by the Office of Student Life or the Student Activities Office and complete a Club Interest form. You may attend Welcome Day at the beginning of the semester to meet with club leaders and learn about their activities. Contact the club advisor listed.

## Important Offices

<u>OFFICE</u>	<u>PHONE EXT.</u>
<b>ACE (ACADEMIC CENTER FOR ENRICHMENT)</b> Student Success Center 8:00 a.m. – 4:00 p.m. Monday-Friday	<b>EXT 8606</b>
Ivory Dunlap, Academic Counselor/ Retention Specialist	ivory.dunlap@bc3.edu
Amy Gallagher, Academic Advisor/ Testing Specialist	amy.gallagher@bc3.edu
Greg Mason, Academic Counselor/ Disabilities Coordinator	greg.mason@bc3.edu
Mary McGinnis, Career Development Coord/Academic Advisor	mary.mcginis@bc3.edu
Lexie Jones, Coordinator of Tutoring	lexie.jones@bc3.edu
Heather Jewart, Asst. Coordinator of Tutoring, Main-Cranberry	heather.jewart@bc3.edu
Joshua Novak, Dean of Student Development	joshua.novak@bc3.edu

The Academic Center for Enrichment (ACE), located on the first floor of the Student Success Center, is responsible for providing student-centered resources that serve BC3 students from pre-enrollment through graduation. The ACE is home to student support functions including Academic Advising, Career Services, Disabled Student Services, Placement Testing, Retention, Transfer Services, and Tutoring; and serves as a resource center for students experiencing personal or academic difficulties. The Dean of Student Development's office, responsible for the resolution of student conduct issues, is also located within the Academic Center for Enrichment.

### ACADEMIC DEANS

<b>Patricia Annear</b> Dean of Nursing and Allied Health Business and Health Professions Building, Room H10	<b>EXT 8275</b> patricia.annear@bc3.edu
<b>William Miller</b> Dean of Humanities/Social Sciences Humanities and Education Building, Room 130	<b>EXT 8336</b> william.miller@bc3.edu
<b>Matt Kovac</b> Dean of Natural Sciences and Technology Science and Technology Building, Room 323	<b>EXT 8312</b> matt.kovac@bc3.edu
Dean of Business Business and Health Professions Building, BH 223	<b>EXT 8247</b>

<b>ADMISSIONS OFFICE</b> Student Success Center	<b>EXT 8501</b>
Bob Morris, Dean of Admissions	robert.morris@bc3.edu <b>EXT 8212</b>
Morgan Rizzardi, Associate Dir. of Admissions	morgan.rizzardi@bc3.edu <b>EXT 8274</b>
Suzanne Wasilewski, Admissions Rep.	suzanne.wasilewski@bc3.edu <b>EXT 8344</b>

The Admissions Office manages the application process, visits local high schools and community events, gives campus tours, coordinates Open House, and other recruitment events. This office is also responsible for the selective programs of Massage Therapy, Medical Assistant, Nursing, and Physical Therapist Assistant, international students, and high school programming.

### ATHLETICS-INTERCOLLEGIATE/INTRAMURAL

Robert Snyder, Athletic Director	rob.snyder@bc3.edu <b>EXT 8249</b>
Torey O'Donnell, Asst. Director of Student Life	torey.odonnell@bc3.edu <b>EXT 8423</b>

Opportunities include men's and women's basketball, baseball, golf, softball, and volleyball. Intramural games and activities are held throughout the year.



**BC3 EDUCATION FOUNDATION, INC.** Administration Building **EXT 8368**  
Ruth Purcell, Executive Director ruth.purcell@bc3.edu  
Michelle Jamieson, Associate Director michelle.jamieson@bc3.edu  
Lynn Ismail, Staff Accountant lynn.ismail@bc3.edu

The BC3 Education Foundation raises and manages private funds for student scholarships and Awards approximately \$200,000 in academic merit scholarships annually.

**BOOKSTORE Student Success Center** **EXT 8406**  
Donna Pallone, Manager donna.pallone@bc3.edu  
8:30 a.m. – 6:30 p.m. Monday – Thursday, 8:30 a.m. – 4:00 p.m. Friday

The Bookstore serves the BC3 faculty and students, supplying all required texts and classroom supplies. Emblematic clothing and gifts are also available. The Bookstore also provides a variety of food, snacks, and drinks.

**BUSINESS LEARNING CENTER (BLC)** **EXT 8314**  
Business and Health Professions Building, Room 285  
Joyce Voland joyce.voland@bc3.edu  
7:30 a.m. – 9:00 p.m. Monday – Thursday, 7:30 a.m. – 3:30 p.m. Friday

The BLC provides BC3 students with state-of-the-art computer hardware, including microcomputers and laser printers. JAWS software and a Braille printer are available for use by any student with a visual handicap. In addition to serving the specific needs of students in the Office Administration and Computer Information Systems programs, this open computer lab may be used by any currently enrolled student.

**CAMPUS POLICE** **EXT 8394**  
Student Success Center <http://www.bc3.edu/services/police-security/index.html>  
Scott Richardson, Interim Dir. Of Campus Police and Security scott.richardson@bc3.edu

The Campus Police Department is committed to providing to the students, faculty, staff and visitors a safe and secure environment. The Campus Police officers respond to criminal and medical incidents on campus when the College is open. The officers enforce, but are not limited to, the PA Crimes Code, PA Motor Vehicle Code, and Butler County Community College's ordinances. The Campus Police have a good working relationship with the Butler Township Police Department which will assist when needed.

**C.A.R.E. TEAM (Campus Assessment Response & Evaluation)** Concerned About Someone?  
The BC3 C.A.R.E. Team assists students who may be in jeopardy of harming themselves or others or who are demonstrating concerning behaviors. If you are concerned about a BC3 student, contact us at 724.287.8711 Ext. 8394 or by email at CAREteam@bc3.edu.  
**Note: C.A.R.E. is not an emergency service.**

**CAREER SERVICES Student Success Center** **EXT 8606**  
Mary McGinnis, Career Development Coordinator mary.mcginis@bc3.edu  
8:00 a.m. – 4:00 p.m.: Monday – Friday, evenings by appointment

The Career Services staff assists students with choosing a major, career planning, resume writing, interviewing skills, co-op opportunities, and other career related services. Focus 2, a career guidance system and other resources can be found at the Career Services web site at [www.bc3.edu/career](http://www.bc3.edu/career). Staff are available to assist students in finding employment. Job opportunities are posted on [www.collegecentral.com/bc3](http://www.collegecentral.com/bc3) where students may also post their resume.

**CHILDREN'S CREATIVE LEARNING CENTER** **EXT 8297**  
Judy Zuzack, Director judith.zuzack@bc3.edu  
Gina Rajchel, Assistant Director, Preschool Teacher/Group Supervisor  
Diana Skurka, Preschool Teacher/ Group Supervisor  
Brady Prudencio, Preschool Teacher/Group Supervisor  
Center hours 7:45 a.m. – 4:00 p.m. Monday – Friday  
Preschool hours 9:00 a.m. – 12:00 p.m. Monday – Friday

The CCLC provides a high quality preschool environment for the children of BC3 students, faculty/staff, and community members. The CCLC, a Keystone STAR 4 facility, is licensed by the

Pennsylvania Department of Education and the Department of Public Welfare. The Center also serves as a lab school for various academic programs, including Early Childhood Education and Nursing. The CCLC accepts children three to six years of age (toilet trained).

**CONTINUING EDUCATION** **724-284-8504**

Workforce Development & Continuing Education Building  
William O'Brien, VP for Cont. Ed and Off-Campus Centers [william.obrien@bc3.edu](mailto:william.obrien@bc3.edu)  
8:00 a.m. – 4:00 p.m. Monday – Friday, evenings by appointment

Responsible for all noncredit classes and off-campus credit programming. A wide range of courses are available, including: Literacy, Workforce Customized Training and Professional Development, Computer, EMS, Public Safety, Fire, Certificate Programs and Continuing Professional Education, Kids on Campus and Recreation courses. Courses are located at the Butler, Brockway, Cranberry, LindenPointe and Lawrence Crossing sites, and at various area high schools and Community Education Councils.

**CULTURAL CENTER** Science, Tech and Cultural Center Building **724-284-8505**

The 442 seat Succop Theater presents a performing arts series and the Mary Hulton Philips Art Gallery hosts various art exhibits throughout the academic year. Student tickets are \$10.00 for BC3 sponsored events in the Succop Theater.

**DISABLED STUDENT SERVICES** Student Success Center **EXT 8327**  
Greg Mason, Disability Coordinator [greg.mason@bc3.edu](mailto:greg.mason@bc3.edu)  
Jenn Loue, Assistant Coordinator LC and LP [jennifer.loue@bc3.edu](mailto:jennifer.loue@bc3.edu) **EXT 8342**

This office advocates the rights of disabled students to equal educational opportunities and arranges special accommodations for students with documented needs. Call or email for more information or to obtain an application for services.

**EDUCATIONAL TECHNOLOGY/BC3 ONLINE** **EXT 8523**

Ann McCandless, Dean of Educational Technology [ann.mccandless@bc3.edu](mailto:ann.mccandless@bc3.edu)

The Division of Educational Technology oversees all online, hybrid, and iTV credit course offerings, and manages the BC3 Help Desk to support the instructional technology needs of BC3 students and faculty.

**FINANCE OFFICE** Administration Building **EXT 8513**

James A. Hrabosky, Vice-President for Finance & Adm **EXT 8459**  
8:00 a.m. – 3:45 p.m. Monday – Friday [james.hrabosky@bc3.edu](mailto:james.hrabosky@bc3.edu)

This office is where students pay their tuition and fees.

**FINANCIAL AID OFFICE** Student Success Center **EXT 8509**

Julianne Louttit, Director [juli.louttit@bc3.edu](mailto:juli.louttit@bc3.edu)  
8:00 a.m. – 4:00 p.m. Monday – Friday

The Financial Aid office is responsible for the administration of all federal and state financial aid programs. Students can apply for financial aid programs at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**HEATON FAMILY LEARNING COMMONS** **EXT 8511**

Stephen Joseph, Dean of Library Services [steve.joseph@bc3.edu](mailto:steve.joseph@bc3.edu)  
7:30 a.m. – 9:00 p.m. Monday – Thursday, 7:30 a.m. – 4:00 p.m. Friday

The Heaton Family Learning Commons provides materials, technology and space to support the curricular and recreational needs of BC3 students, employees and residents of Butler County. The building houses an extensive collection of books and periodicals. Interlibrary loan services are available for materials not held. Many online databases are also available and can be accessed on campus or at home. Library staff provides individualized reference service and classroom instruction. The Learning Commons has public computers, laptop bars, two multi-media classrooms, and study spaces for individuals and small or large groups. Copiers, printers and a scanner are available. A technology help desk and the Educational Technology division are located in the building. Learning Commons hours for the fall and spring semesters are Monday through Thursday from 7:30 AM to 9:00 PM and Friday from 7:30 AM to 4:00 PM. Summer hours are posted. The building is closed during scheduled College holidays.

**HUMAN RESOURCES, PAYROLL SERVICES, AND EQUAL OPPORTUNITY COMPLIANCE OFFICE** Administration Building **EXT 8353**  
Linda M. Dodd, Executive Director of Human Resources/Equal Opportunity Compliance Officer linda.dodd@bc3.edu

This office handles student employment and payroll. For information regarding the College's Nondiscrimination Policy and Grievance Procedure, contact the Executive Director.

**INFORMATION CENTER** Student Success Center **EXT 0**  
7:30 a.m. – 5:00 p.m. Monday – Thursday, 8:00 a.m. – 4:00 p.m. Friday

The Information Center provides information to the campus and off campus community.

**INFORMATION TECHNOLOGY** **EXT 8441**  
Business and Health Professions Building  
7:00 a.m. – 5:00 p.m. Monday – Friday

The IT Department is responsible for installing, servicing, and maintaining technology for all BC3 sites.

**KEYS PROGRAM, (Keystone Education Yields Success)** **EXT 8458**  
Student Success Center  
Karen Jack, Program Facilitator karen.jack@bc3.edu **EXT 8378**  
8:00 a.m. – 4:00 p.m. Monday – Friday

KEYS, a program offered in collaboration with the PA Department of Human Services, is designed to assist TANF (Temporary Assistance for Needy Families) and SNAP (food stamp) recipients who are enrolled in a community college. KEYS provides academic support and serves as a liaison to the county assistance office and other community service agencies.

**LOST AND FOUND** Student Success Center **EXT 8394**  
CAMPUS POLICE www.bc3.edu/police

**ON-CAMPUS JOBS** Student Success Center, Financial Aid Office **EXT 8329**  
8:00 a.m. – 4:00 p.m. Monday – Friday

A limited number of positions exist each semester for student workers. These positions are ten hours per week and are available in campus offices. Stop at the Financial Aid Office to see what is available.

**PIONEER CAFÉ** Student Union **EXT 8214**  
A variety of foods served from 7:30 am until 2:30 pm Mon. - Thur. and 7:30 am until 2:00 pm on Friday. Breakfast served daily until 10:00 am.

**PRESIDENT'S OFFICE** Administration Building **EXT 8221**  
Dr. Nicholas Neupauer  
8:00 a.m. – 4:00 p.m. Monday – Friday

The President's Office provides leadership and oversees the operations of the College. The President and the Coordinator of Executive and Board Services work directly with the Board of Trustees that is responsible for policy governance.

**PUBLIC TRANSPORTATION** **EXT 8331**  
The bus stop is located beside the Maintenance Building. The Bus arrives at approximately 40 min. past every hour: 7:00 am – 9:00 pm.

**RECORDS AND REGISTRATION** Student Success Center **EXT 8253**  
Amy Double Pignatore, Dir. of Records and Registration amy.pignatore@bc3.edu  
Kim Smith, Assistant Dir. of Records and Registration kim.smith@bc3.edu  
Evening hours vary throughout the semester – check with the office

The Office of Records and Registration is where students go to drop/add a class, register for a credit class, request a transcript, have transfer credits evaluated, apply for graduation, arrange medical leave, apply for forgiveness policy and other functions addressed in the College Catalog.

**STUDENT LIFE OFFICE** Student Success Center/Student Union/Field House  
Rob Snyder, Director of Student Life rob.snyder@bc3.edu **EXT 8249**  
Torey O'Donnell, Asst. Director Student Life torey.odonnell@bc3.edu **EXT 8423**  
Sherri Osborne, Asst. Director, Student Activities sherri.osborne@bc3.edu **EXT 8448**  
8:00 a.m. – 4:00 p.m. Monday – Friday

The Student Life office provides opportunities for campus activities, clubs and organizations, student government, and athletics.

**TEACHER CERTIFICATION EXAM** **EXT 8201**  
Humanities/Education Building, Office #132  
Tracy Hack, Coordinator tracy.hack@bc3.edu

**TECHNOLOGY INDEPENDENT STUDY LAB (TISL)** **EXT 8217**  
Science and Technology Building, Room 316  
Student Technical Specialist  
The TISL open computer lab has staff to assist students in a variety of technical areas.

**TRANSFER SERVICES** Student Success Center **EXT 8260**  
This office assists students interested in transferring from BC3 to senior-level institutions. College transfer days are held in the fall and spring semesters.

**TUTORING SERVICES** Student Success Center  
Lexie Jones, Coordinator of Tutoring lexie.jones@bc3.edu, **EXT 8395**  
Heather Jewart, Asst. Coordinator, Main-Cranberry heather.jewart@bc3.edu, **EXT 8165**  
Jenn Loue, Assistant Coordinator LC and LP jennifer.loue@bc3.edu **EXT 8342**

Free individual and group tutoring by appointment is available to students enrolled in most credit courses. Students must apply in order to receive tutoring services.

**VETERANS AFFAIRS** Student Success Center **EXT 8335**

**VICE PRESIDENT FOR ACADEMIC AFFAIRS, INTERIM** **EXT 8262**  
Administration Building  
Dr. Bruce Russell bruce.russell@bc3.edu  
8:00 a.m. – 4:00 p.m. Monday – Friday

The VPAA is responsible for academic programming and support services established to promote success for all BC3 students.

**VICE PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT  
MANAGEMENT** **EXT 8261**  
Student Success Center  
Dr. Case Willoughby case.willoughby@bc3.edu  
8:00 a.m. – 4:00 p.m. Monday – Friday

The VPSAEM is responsible for administering programs and support services that help students to be successful at BC3 and that complement students' classroom experience.

## **BUCKLEY AMENDMENT**

Annually Butler County Community College informs students of the Family Educational Rights and Privacy Act of 1974, otherwise known as the Buckley Amendment. This Act, with which the College intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

BC3 policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the Policy can be found in the Office of Records and Registration. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Records and Registration.

Students should be aware that the College releases public information requested by interested persons or agencies without written permission of the student unless the currently enrolled student submits a written request to the Office of Records and Registration that this information should **not** be released. Public information which may be disclosed includes a student's name, address, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous educational institutions attended by the student, photographs, and videos. At Butler County Community College, public information does not include Social Security Number, birth date, phone number, email address, or salaries.

Currently enrolled students have the right to withhold disclosure of **all** (not partial) categories of public information. To withhold disclosure, written notification must be received in the Office of Records and Registration prior to mid-semester of each semester/summer session. Students are cautioned that withholding information can have adverse consequences when we are unable to verify attendance or degrees to agencies, insurance companies, or prospective employers. Former students and alumni are not covered under the Family Educational Rights and Privacy Act of 1974. Therefore the College is not obligated to honor requests for non-disclosure of public information from former students. Information cannot be shared with others (including parents) unless the student formally gives permission by signing the Student Information Release Authorization Form.

## **Rights and Responsibilities**

### **Statement of Rights and Responsibilities for Members of the College Community**

A primary responsibility of the College community is to create conditions that provide beneficial educational experiences and an atmosphere of mutual respect for the rights and opinions of individuals or groups as long as such expression does not infringe upon the rights of others.

### **Classroom Rights and Responsibilities**

- A. Both students and faculty members are obligated to attend each class meeting.
- B. Both students and faculty members are obligated to be prepared for each class meeting.
- C. Both students and faculty members are obligated to extend to one another mutual respect and courtesy as members of the College community.
- D. Faculty members have an obligation to conduct their academic professional activities honestly and conscientiously.
  - 1. They shall follow the content and procedures as outlined in the course syllabus.
  - 2. They shall describe the course objectives, course content, types of class activities and assignments, and grading system for each course at the beginning of each semester.
  - 3. They shall assign grades based on fair, unbiased evaluative instruments without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.
  - 4. They shall grade students' work and report grades to students within a reasonable period of time.
  - 5. They shall give appropriate recognition to students by name for their contributions to published materials.
  - 6. They shall respect the confidentiality of information regarding students contained in College records. Such information shall not be released except by student consent, or as may be required by law.
- E. Students have an obligation to conduct their academic activities honestly and conscientiously.
  - 1. They shall refrain from reference during examination or other academic evaluative process to other individuals or materials not authorized by the instructor.
  - 2. They shall not possess, purchase, sell, or use any materials intended to be a part of, or the whole of, an examination or other evaluative process unless authorized to do so by the instructor.
  - 3. They shall not act as substitutes for other students in any examination or other evaluative process.
  - 4. They shall not avail themselves of aid in a manner expressly prohibited by the instructor in the research, preparation, creating, writing, or performing of work to be submitted for academic credit or evaluation.
  - 5. They shall not plagiarize. Plagiarism is defined as presenting someone else's work as one's own, a serious offense in academic and professional environments. Plagiarism includes purchasing or borrowing an entire assignment, having someone else complete an assignment or rewrite an assignment in his/her words, and using source material to complete an assignment without giving proper credit for that source material. Students must comply with the style guide required by the course

instructor; style guides include, but are not limited to, MLA, APA, and Chicago Style.

**Academic Dishonesty** Evidence of academic dishonesty will result in an F grade for that assignment, test, etc. If the same student commits academic dishonesty again, dismissal from the College will be recommended to the Vice President for Academic Affairs.

**Online Testing and Student Identity Verification Guidelines** In compliance with federal regulations (34 CFR 602.17(g)), online instructors shall require students who participate in such classes and/or take exams to verify their identity by using a secure login, a pass code, a webcam, and a microphone; or to take proctored exams.

Students may be required to have photo identification for proctored examinations, which may include video and audio recording with consent of the student. In addition, new or other technologies and practices to assist in verifying student identity may be utilized.

Additional costs for proctoring services or use of other technologies and practices may apply and notice of such costs will be provided to students at the time of registration. Costs may vary.

**Review and Appeal** Students who are charged with academic dishonesty shall have the charges heard and may appeal sanctions imposed, if any, according to the levels of authority and the processes outlined in the Academic Grievance procedure.

#### **Student Complaint and Academic Grievance**

A. **If the student complaint is grade related** the student should proceed with the following steps:

1. **Informal Process:** The student should make every possible effort to resolve the complaint by discussing it with the instructor or other people concerned. Most grade appeals are resolved at this step.
2. **Formal Process Step One:** If grade appeals are not resolved between the student and faculty member, the student must submit the **Butler County Community College Final Course Grade Appeal Form** to the Dean of the Division in which the course is listed.
3. The Dean may consult with the faculty member before giving the student a written judgement on the appeal or may advise the student on alternate strategies in resolving the situation. The Dean will respond in writing to the student, preferably within seven (7) days.
4. **Formal Process Step Two:** Complaints not resolved between the Dean and the student can be submitted in writing to the Vice President for Academic Affairs (VPAA) for further review. Include the **Final Course Grade Appeal Form and the Dean's response with your written complaint.**
5. The VPAA will conduct an appropriate investigation that may include meeting with the student, faculty member and Dean. The VPAA will respond in writing, preferably within seven (7) days. The written response will become part of the student's record.
6. The decision of the VPAA shall be final unless within five (5) school days after receipt of the decision, the student files a letter with the President.
7. **Formal Process Step Three:** The President will review the matter to ensure the process and documentation was followed and render a decision.
8. **Grade appeals must be initiated no later than 10 days after the beginning of the next semester.**

B. The purpose of the Final Grade Appeal is to provide students with a procedure to grieve a course grade. Students who believe that their final grade does not reflect an accurate academic evaluation of their work may initiate a grade change appeal in

accordance with provisions of this document. All academic rights and privileges of faculty are to be honored in this process.

**C. A faculty member's judgement of the academic performance of the student cannot be appealed.**

D. An appeal can be made based upon factors other than the academic judgment of the instructor such as, but not limited to, the following:

- The instructor made an error or did not calculate the grade as stated in the course outline;
- Significant deviation from grading procedures stated on the course outline; or
- The student, though no fault of his or her own, may not have been accorded the same opportunity to complete the requirements for the course, such as time, access to materials or access to the instructor as other students in the course.

If you have any questions in regard to how to complete this form or acquire assistance, please contact the Vice President for Academic Affairs office at 724-287-8711, Ext. 8262

E. **If the student complaint is academic in nature, but not grade related:** for example, complaints about instructors, staff, courses or requirements the following steps must be taken:

- 1. Formal Process Step One:** Student complaints not resolved between the student and faculty/staff/administrator or other people concerned must be submitted in writing to the appropriate Dean using the *Butler County Community College Student Grievance Form*. The Dean may consult with the faculty member or other people concerned before giving the student a written judgment on the appeal or may advise the student on alternate strategies in resolving the situation.
- 2. Formal Process Step Two:** Complaints not resolved between the Dean and the student must be submitted in writing to the Vice President for Academic Affairs (VPAA). The VPAA will conduct an appropriate investigation that may include meeting with the student, faculty member, other people concerned and Dean. The VPAA will respond in writing, preferably within seven (7) days. The written response will become part of the student's record.
- 3. Formal Process Step Three:** The decision of the VPAA shall be final unless, within five (5) college days after receipt of the decision, the student files a letter with the President.
- 4. Formal Process Step Four:** The President will review the matter to ensure the process and documentation was followed and render a decision.
- 5. Student Grievances should be initiated in a timely manner during the semester the grievance occurred, but no later than 10 days after the beginning of the next semester.**

F. Students who reside outside of the Commonwealth of Pennsylvania and are enrolled in online courses through Butler County Community College should attempt to resolve any academic issues or complaints through the College's standard procedure for filing academic grievances. If the issue is not or cannot be resolved after all internal procedures have been exhausted, the student may file a complaint with the appropriate state agency or the Middle States Commission on Higher Education (the College's primary accrediting agency). This is in compliance with the Federal Department of Education's State Authorization Regulations.

Contact information for State Agencies:

<http://bc3.edu/onlinelearning/StateAuthorization/StateAgencyContacts.pdf>

Middle States Commission on Higher Education: <http://www.msche.org>



**Butler County Community College Final Course Grade Appeal Form**

Date: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_  
Last name First name Initial

Student ID# \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This grade appeal is filed in regards to:

Course # \_\_\_\_\_ Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

Grade received: \_\_\_\_\_ Grade student believes they earned: \_\_\_\_\_

Describe in detail the reason for the appeal. Attach copies of course outline, all documented grades and any other evidence/factors that may have influenced the grade. Attach additional pages if necessary.

\_\_\_\_\_  
Signature of Complainant

**Butler County Community College Student Grievance**

The purpose of the Student Grievance Appeal is to provide students with a procedure to file a grievance. For example, complaints about instructors, staff, courses or requirements.

If you have any questions in regard to how to complete this form or acquire assistance, please contact the Vice President for Academic Affairs office at 724-287-8711, Ext. 8262

Date: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_  
Last name First name Initial

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe reason for the grievance:

Describe in further detail the nature of the grievance, including dates, times, names of individuals and any additional information that you feel is relevant to the grievance:

Describe any corrective action you would like to see taken in regards to the grievance:

\_\_\_\_\_  
Signature of Complainant

## **Academic Policies**

A complete listing of all academic policies can be found in BC3's College Catalog. Financial Aid Policies differ from Academic Policies with student withdrawals and progress requirements. Please refer to [www.bc3.edu/paying/financial-aid/policies/index.html](http://www.bc3.edu/paying/financial-aid/policies/index.html) for details.

### **Academic Load**

The normal academic load for a full-time student registered for the Fall or Spring semester may vary from 12 to 18 credit hours per semester. No student may schedule more than 18 credit hours per semester without special permission from the Vice President for Academic Affairs. During the summer sessions, the normal academic load should equal not more than one credit for each week of class.

### **Credit Hours**

- A. A credit hour is equated with a minimum of 55 minutes of classroom or direct faculty instruction regardless of the modality of instruction, and a minimum of 110 minutes of out-of-class student work per week for a semester (approximately 14 weeks).
- B. Laboratory hours may vary from two to four hours per meeting per week for a semester and will be equated as one credit hour. Clinical areas will be considered on an individual basis.
- C. Students in online courses can expect to spend a minimum of 55 minutes per credit reading and reviewing online content and supplemental materials, and a minimum of 110 minutes per credit completing online and offline activities and assignments per week for a semester (approximately 14 weeks).
- D. Hybrid courses follow the same guidelines as stated above for an online course, plus the additional requirement of four (4) or more on-campus meetings. The time spent on-campus is accounted for in the design of the course and does not require additional credit hours to be apportioned. The time spent on-campus may vary and should be subtracted from the total number of minimum hours expected for completing the course as calculated in C above.

### **Schedule Change (Drop/Add)**

- A. Schedule changes may be made utilizing the BC3 Student Portal, at the Records and Registration Office or any BC3 Campus location.
- B. Each semester, the Office of Records and Registration will process schedule changes up to the beginning of the second week of classes. After this time, students may drop but not add classes.

### **Withdrawal from a Course**

#### **Drop:**

- A. A student may withdraw from a course up to and including the third week of a semester without a penalty or any grade appearing on his/her record.
- B. A student may withdraw from a course after the third week period up to and including the ninth week of the semester with a W grade on his/her record. W grades do not affect the student's Grade Point Average (GPA).
- C. If a student stops attending class after the ninth week of the semester, an F grade may be recorded. Extenuating circumstances should be referred to the Director of Records and Registration.
- D. If a student fails to make progress in a course due to lack of attendance, the instructor may notify the Director of Records and Registration (in writing). Students will not automatically be withdrawn from a course by not attending.

#### **Add:**

- A. Students may register for classes or make changes to their schedule through the MyBC3 Student Portal or in person at any BC3 location.

- B. Students can add a class that is scheduled during “Sessions” up to 11:59 p.m. the day after the first class meeting. If a course is not full, exceptions may be permitted with the approval of the dean to add the class after the deadline.
- C. Students can add a class that is scheduled during “Fast Track Sessions” up to 11:59 p.m. the first day the class meets.
- D. First time students (new, transfer, and re-admits) are required to meet with an advisor/counselor prior to registration for class. Also, students registering for English, Math, or Reading must obtain an advisor or counselor’s signature. All other students may choose not to meet with an advisor or counselor except for the following categories: Medical Assisting, Physical Therapy Assistant, Nursing, Massage Therapy, Paramedic, General Studies (undecided and developmental) and students on probation.

**System of Grading**

- A. The grading system is based on a 0.0 to 4.0 scale.
- B. The letter grades which contribute to the GPA are:
 

A – Superior 4	B – Above Average 3	C – Average 2
D – Below Average 1	F – Failure 0	I – Incomplete 0

The letter grades which do not affect the college GPA are:

S/U – Satisfactory/Unsatisfactory	T – Audit	W – Withdrawal
WM – Withdrawal Medical	P – Credits transferred from other colleges and courses successfully challenged preparatory course letter grades.	
- C. An incomplete grade may be issued to students who have not completed all of their course assignments. The incomplete coursework must be satisfied by the end of the following semester or it becomes an F grade. Only a grade of A, B, C, D, and F can replace an incomplete when the student completes his/her assignment(s).
- D. No grade with the exception of an incomplete should be changed after submission unless there is a clerical error or extreme circumstances. The Vice President for Academic Affairs should then be consulted. **Requests for a change in grade must be made within one (1) semester of the assigned grade.**
- E. A “W” grade cannot be issued after the ninth week of the semester.

**Withdrawal from College**

All withdrawals from the college must be processed through the Office of Records and Registration. Failure to do so will result in a student receiving F grades in all courses pursued at the time the student discontinues class attendance, and the F grades will become part of the student’s permanent record.

**Academic Standing**

Students will be held to the standards regarding Academic Standing that are listed below. For the purpose of academic standing, preparatory and/or developmental coursework will be included in the second GPA listed on the student’s unofficial transcript. These courses are not included in the GPA displayed on the official transcript.

- A. Academic Alert** – Students will be placed on academic alert if their cumulative GPA fall below 2.0 (provided their semester GPAs do not fall below 1.5). Students on Academic Alert will receive a letter with a listing of various campus resources for improving their academic performance. In addition, it is recommended that these students work with their academic advisors to improve their progress toward graduation.
- B. Academic Probation** – Students will be placed on academic probation for one semester if their cumulative GPAs fall below 2.0 and their semester GPAs are below 1.5 (provided the cumulative GPA does not fall below the requirement for enrollment).

Students on academic probation must obtain a counselor's signature in order to register and will be limited to a maximum of 13 credits. Any student registered for the upcoming semester that is placed on academic probation for the current semester must attend a mandatory group advising session. Failure to do so will result in the cancellation of the student's schedule.

**C. Academic Suspension** – Students will be placed on academic suspension for a semester if their semester GPAs are below 2.0 and their cumulative GPAs are in one of the following categories:

Credits Attempted	GPA
12-23.5	less than 1.0
24-35.5	less than 1.5
36+	1.5 – 1.79

Academic suspension prevents students from registering at the College until the end of the next fall or spring semester. Students who are academically suspended may appeal in writing to the Director of Records and Registration to continue their studies subject to review by the Committee on Readmission.

**D. Academic Dismissal** - Students will be dismissed if they have attempted 36 credits or more and have semester GPAs below 2.0 and cumulative GPAs below 1.5. Dismissal is permanent unless the student successfully appeals to the Director of Records & Registration for review by the Committee on Readmission.

#### **How to Calculate Your Grade Point Average**

Multiply the value of each letter grade (quality points) by the credit hours for each class to determine grade points. Divide the sum of the grade point by the total number of credit hours attempted to get the grade point average. Credits for classes in which you receive an "F" are included in credits attempted.

**A=4, B=3, C=2, D=1, F=0 Quality Points**

Quality Points x No. of Credits = Grade Points

Add the grade points for all classes

Total Grade Points / Total No. of Credits = GPA

#### **Preparatory/Developmental Courses**

Preparatory and developmental courses are specifically designed to prepare students for college level courses. Preparatory and developmental courses earn institutional credits and must be passed with a C grade or higher.

#### **Institutional Credit**

Institutional Credit is assigned by the institution to courses which are deemed to be preparatory or developmental in nature. Institutional credit cannot be applied toward graduation requirements and is not usually transferable to another institution. Grades in these courses are located on the student's unofficial transcript and are used to determine academic standing but not President's List, Dean's List or graduation honors.

#### **Repeating Courses**

A student may repeat a course for the purpose of improving competency in the subject area. The grade received when repeating the course becomes the grade of record. However, some senior institutions will count both the original and the second grade when computing GPA.

#### **Auditing Courses**

Students who desire to take courses without credit or grades may choose to audit such courses by paying full tuition and fees. Audit students may not revert to credit basis after the published deadline date for adding classes. Students taking courses for credit may not revert to audit after the published deadline date for adding classes. Audit credit is institutional credit and does not apply toward graduation.

**Degree and Certificate Requirements**

- A. A GPA of 2.00 or better is required for graduation with the Associate Degree in Arts, Associate Degree in Science, Associate Degree in Applied Science, or to earn a Certificate of Achievement or Workplace Certificate.
- B. All requirements for preparatory coursework must be completed prior to the receipt of an Associate Degree, Certificate of Achievement, or Workplace Certificate.
  - 1. For an Associate Degree, a maximum of forty-five (45) credit hours may be transferred back to Butler County Community College (BC3).
  - 2. For a Certificate of Achievement, a minimum of fifteen (15) College credits must be completed at BC3 exclusive of credits for prior learning.
  - 3. For a Workplace Certificate, a minimum of one-half of the minimum credit requirement for the certificate must be completed at BC3 exclusive of credits for prior learning.
- C. For a second major, a student will be required to complete a minimum of an additional fifteen (15) credit hours for an Associate Degree and nine (9) credit hours for a Certificate of Achievement or a Workplace Certificate. These credit hours are to be approved in advance by the Academic Dean of the second major.
- D. A student is responsible for fulfilling all Degree or Certificate requirements.

**Class Attendance**

Butler County Community College expects students to attend scheduled classes and meetings, and to be punctual. In addition, students are expected to be in the classroom or laboratory during scheduled times. Regardless of the cause, missed work is the student's responsibility and missed work must meet prescribed faculty guidelines. In all cases of anticipated absence, students should notify instructors beforehand regarding assignments and missed class work.

**Dean's and President's List**

At the end of each semester, students who have earned 12 college level credits\* and have a semester grade point average (GPA) of 3.75 or higher are named to the President's List. Students who have earned 12 college level credits\* and have a GPA of 3.50 to 3.74 are named to the Dean's List.

Part-time students will be awarded the appropriate academic honor at the end of each semester when 12 college level credits\* are earned with the required cumulative GPA. If a part-time student who has not yet earned a unit of 12 college level credits\* enrolls as a full-time student, he or she is evaluated at the end of the full-time semester. If he or she then returns to part-time status, the accumulation of a new unit of 12 college level credits\* begins.

\*Institutional credits (developmental and preparatory courses), transfer credits, and pass/fail courses do not count toward academic honors.

**Grade Reports**

The College posts the final grades, immediately following the close of the semester, on the Student Portal. At mid-semester a letter will be mailed to all students who have earned a D or an F in any course.

**Transfer of Credit**

- A. The Director and Assistant Director of Records and Registration, in consultation with the Vice President for Academic Affairs and Academic Deans will review incoming transfer of credits.
- B. A student may transfer a total of 45 credit hours toward an Associate degree at Butler County Community College (separately or combined with credit by examination). For a Certificate a minimum of fifteen (15) college credits must be completed at BC3 exclusive of credits for prior learning.

- C. College level courses taken while in the Army, Coast Guard, Marine Corps, and Navy, Active Duty, Reserve and Veterans may order an official transcript through <https://jst.doded.mil>. Air Force service members may get transcripts from the college attended.
- D. Advanced Placement (AP) credits will be honored by Butler County Community College based on AP test scores of three or higher.
- E. Credits will be accepted when earned in degree programs at regionally accredited (i.e. Middle States, etc.) and/or degree-granting institutions.

**Credit by Examination**

- A. Subject or CLEP (College Level Examination Program) examinations will be honored for credit at Butler County Community College. No more than a total of 45 transfer credits by examination will be accepted.
- B. Division tests may be developed and used for granting credit. Testing has been developed in some English, drafting, and business courses. Students wishing to challenge a certain course and receive credit should contact the appropriate Dean. There is a non-refundable fee per credit payable in advance.

**College Credit for Work or Life Experience**

Current students and prospective students can earn college credit based on prior work or life experience. Credit can be awarded for: employment, training programs, certifications, military service, independent study, community service, and completing free online courses. Go to College Credit Fast Track ([ccfasttrack.org](http://ccfasttrack.org)) to review the process and create a log-in to complete a petition for credit. Once a petition is received, an advisor will review the information along with the respective Academic Dean or the VP for Academic Affairs. If approved, you will be contacted to create a comprehensive, detailed portfolio highlighting your expertise. Students pay \$125.00 + \$4.00 processing fee for each portfolio reviewed by assessors in their respective area. For more information or to learn more about the steps contact BC3 Admissions by calling 724-284-8501.

**Evidence of Accreditation**

Upon request, documentation in support of state licensure and/or regional accreditation, will be provided in the Office of the College President.

**Academic Record Clearance after Change of Program (Forgiveness Policy)**

A student may change academic programs at any time. Upon successful completion of fifteen new credit hours (with a 2.0 grade point average) in a new academic program, students may petition for forgiveness of any Ds and Fs received in the old program(s). Students have the option of retaining D grades to the program; however, they must exercise that option at the time they petition for removal of the credits and points of Ds and Fs. All grades thus retained will be used in computing students' GPA. Students may remove credits and points of Ds and Fs for their new program only once. Such D and F grades will remain on the transcript, but will not be counted in the GPA. The student must be currently enrolled to use this opportunity to clear the academic record.

**Senior Citizen Audit/Credit Opportunity**

Any resident of Butler County who is at least sixty-two years old (proof of age required) may enroll in credit classes at the College on a space available basis without paying tuition, required fees, or an application fee. However, they must still complete an Application for Admission. At the time of registration the student must indicate if they wish to take audited or credit courses. Senior citizens may register for available classes on the last day before classes begin. Audit students have the right to attend class, but do not take tests, submit term papers, or receive grades. Students receive an electronic grade report at the end of the semester indicating audit or a grade if taken for credit. Any additional expenses associated with the course such as books and other instructional materials are incurred by the student.

### **Graduation**

All students must apply for graduation before the advertised deadline of February 15 for May graduation, June 15 for August graduation, and September 15 for December graduation. Students must complete an application for graduation available in the Office of Records and Registration. There is a non-refundable \$40 fee for each degree. Applications received after the deadline will be assessed an additional \$25. If a student applies for graduation after leaving the college for two calendar years or longer, the student must fulfill graduation requirements in the program planner and catalog current in the semester the student applies for graduation.

### **Graduation Participation for Students Who Have Not Completed All Requirements**

Students who need to complete six or fewer credits in order to meet the requirements for a degree may participate in the May graduation ceremony if they are registered for, and have paid to take, the needed six or fewer credits in the Butler County Community College summer session by April 1. In order to participate, however, students must have at least a 2.0 grade point average at the time of the May graduation ceremony. "Potential Summer Graduates" must follow the same application deadline posted for May applicants and will be charged the same late fees.

## **Campus Regulations**

### **NONDISCRIMINATION POLICY**

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; (2) that it does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or co-workers as a result of such complaint(s).

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § § 5001-5009). Employment and educational opportunities at Butler County

Community College are available to all as required by Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at 107 College, Butler, PA 16002. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College's services for disabled students may be obtained from the Academic Counselor and Disabilities Coordinator at Ext. 8327. Employees or applicants should contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer at Ext. 8353 for more information.

For information regarding the College's Grievance Procedure, visit our website at [www.bc3.edu/humanresources/grievance-procedure.asp](http://www.bc3.edu/humanresources/grievance-procedure.asp) or contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at Ext. 8353 or in writing at the above address.

#### **ANTI-HARASSMENT POLICY**

The College fosters the quality of life of the college community and will not tolerate disrespectful, disruptive, insubordinate, inappropriate, threatening, harmful, unwanted, or persistent behavior that adversely affects students, visitors, co-workers, supervisors, associates of the College, the President, Board of Trustees, or Foundation Board of Directors.

No student, employee, Trustee, Foundation Board Director, associate of the College, or any individual on College premises or at a College-related event may intentionally harass or abuse a person either physically or mentally with the purpose or effect of unreasonably interfering with an individual's academic or job performance, or create an intimidating, hostile, or offensive academic or work environment.

Consistent with the College's commitment to equal opportunity, integrity, diversity, excellence, human dignity, and mutual respect, the Anti-Harassment Policy will be consistent with the College's Nondiscrimination Policy, which includes conduct based on race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

For further information or to file a complaint contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, by telephone at (724) 287-8711, Extension 8353, or in writing at Butler County Community College, 107 College Drive, Butler, PA 16002.

#### **SEXUAL HARASSMENT POLICY**

A. Policy - The Board of Trustees of Butler County Community College shall not tolerate any behavior by an employee or student that constitutes sexual harassment. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.



3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment.

The College is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom. The College cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without regard to his or her sex or, for that matter, any other factor irrelevant to participation in the life of the College.

Every member of the College community must recognize that sexual harassment compromises the integrity of the College, its tradition of intellectual freedom, and the trust placed in its members. It is the intention of the College to take all necessary actions to prevent, correct, and, where indicated, discipline sexual harassment.

Sexual harassment by any member of the College community is prohibited. This prohibition includes peer harassment among students, staff, or faculty. Sexual harassment by a faculty member, of a student over whom he or she has authority, or by supervisors of a staff member is particularly serious. Such conduct may easily create an intimidating, hostile, or offensive environment.

Sexual harassment can take many forms. Some of these are overt and unambiguous, while others may be more subtle and indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for complaint. Other forms of sexual harassment include sexual advances, physical or verbal, that are repeated and unwanted.

Romantic relationships that might be appropriate in other contexts may, within a College, create the appearance of an abuse of power or of undue advantage. Even when both parties have consented at the outset to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor or supervisor. Because of its relevance to sexual harassment, the College views consensual relations in cases where one person has educational or supervisory authority over another, as unwise and inappropriate. In matters such as this, appropriate action will be taken.

#### **B. Consensual Relations between Faculty or Staff and Students**

Because those who teach or interact with students are entrusted with guiding students, judging their work, giving grades for papers and courses, writing letters of recommendation, advising and supervising co-curricular experiences, faculty and staff are in a delicate relationship of trust, influence, and power. This relationship must not be jeopardized by possible doubt of intent, fairness of professional judgment, or the appearance to other students of favoritism.

One of the unstated tenets of our policy and our commitment to a climate free from sexual harassment has been the view that it is unwise and inappropriate for faculty or staff who have romantic relations with students to teach such students in a class, advise or supervise them, or recommend them for awards, or employment. Prudence and the best interest of the students dictate that in such circumstances of romantic involvement, the students should be aided to find other instructional or supervisory arrangements. Faculty and staff should keep in mind that initial consent to a romantic relationship does not preclude a charge of sexual harassment in the future.

#### **GRIEVANCE PROCEDURE**

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § § 5001-5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VI, Title VII, Title IX,

Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

Any applicant, employee, or student who has a concern or complaint regarding race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law related to admission, treatment, programs, activities, employment opportunities, policies, and practices, access, and/or accommodations at Butler County Community College has the following options:

**Discrimination, Harassment, Sexual Harassment, and Accommodation Complaint Procedure**

These procedures are to provide an avenue to promptly and fairly address issues in the most equitable manner relating to the discrimination of applicants, employees, or students with regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law. An applicant, employee, or student may file a complaint. An individual filing an alleged complaint is known as the Complainant. A complaint is an allegation that some type of discrimination, harassment, or sexual harassment occurred with respect to race, color, religious creed, ancestry, national origin, handicap or disability, age, or sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

**Discrimination, Harassment, and Sexual Harassment**

All applicants, employees, and students have the right to be protected from any form of discrimination or harassment, which is based on race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law. An applicant, employee, or student has the responsibility to avoid participating in any situation that may result in such discrimination, harassment, or sexual harassment.

**Informal Process**

Any applicant, employee, or student who believes he or she has been discriminated against, harassed, sexually harassed, or denied access or accommodation shall request a meeting with the Executive Director of Human Resources/Equal Opportunity Compliance Officer within sixty (60) College work days of the occurrence or condition giving rise to the alleged complaint. A College work day is defined as a day on which College Administrative Offices are open for normal business excluding holidays, Saturdays, and Sundays. The informal process includes providing information, counseling, advising, mediation, and possibly fact-finding in an attempt to informally remedy the alleged complaint as early as possible. Every attempt will be made to protect the privacy of all individuals involved.

**Formal Process**

A. If the alleged complaint is not resolved through the informal process, a Complainant may, within 20 College work days after the informal process concludes, file a written complaint with the Executive Director of Human Resources/Equal Opportunity Compliance Officer. The written complaint should be submitted to the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College, 107 College Drive, Butler, PA 16002, using the Butler County Community College Discrimination, Harassment, Sexual Harassment, and Access/Accommodation Grievance Form (Grievance Form).

- B. The Executive Director of Human Resources/Equal Opportunity Compliance Officer shall have five (5) College work days following the receipt of the written complaint to schedule a meeting to promptly discuss the alleged complaint with the Complainant. Following the meeting with the Complainant, the Executive Director of Human Resources/Equal Opportunity Compliance Officer shall have fifteen (15) College work days to investigate the allegation, discuss it with the accused individual(s) and other individuals who may be involved or can provide additional information, and submit a written response to the Grievance Form. A copy of the Grievance Form and the response shall be reviewed with the President and respective Vice President, if deemed appropriate by the President, prior to the Executive Director of Human Resources/Equal Opportunity Compliance Officer providing a disposition of the alleged complaint.
- C. The disposition of a complaint against a student shall be made in accordance with the disciplinary procedures as outlined in the Student Code of Conduct and in consultation with the Executive Director of Human Resources/Equal Opportunity Compliance Officer.
- D. The disposition of all other complaints shall be made by the Executive Director of Human Resources/Equal Opportunity Compliance Officer after conducting an internal investigation and convening meeting(s) to discuss the alleged complaint with the Complainant, the accused individual(s), other individuals who may be involved or can provide additional information, and a meeting with the President and respective Vice President, if deemed appropriate by the President, to discuss the grievance prior to providing a disposition of the complaint. The written decision of the Executive Director of Human Resources/Equal Opportunity Compliance Officer regarding the validity of the grievance and the corrective action plan, if any, shall be given to the Complainant within fifteen (15) College work days following the initial meeting with the Complainant unless an extension is necessary and mutually agreed to by the Complainant and the Executive Director of Human Resources/Equal Opportunity Compliance Officer. The decision of the Executive Director of Human Resources/Equal Opportunity Compliance Officer shall be the final decision rendered through the grievance process.
- E. Every attempt will be made to protect the privacy of all individuals involved.

**Time Limitation**

The filing of any complaint during the informal or formal process shall be completed within the time limits specified above. In the event additional time is necessary, the specified time limits may be extended upon mutual written agreement by both the Complainant and the Executive Director of Human Resources/Equal Opportunity Compliance Officer.

**Rights of the Complainant and Other Individual(s) Involved**

- A. The College will not retaliate or tolerate any retaliatory action(s) against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Appropriate disciplinary action will be taken for violations of the anti-retaliation policy. Any suspected retaliation should be reported to the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at 107 College Drive, Butler, PA 16002.
- B. The Complainant, the accused, and any other individual(s) involved may be accompanied by a representative during the informal or formal process. Notice should be provided to the Executive Director of Human Resources/Equal Opportunity Compliance Officer in advance of any such appearance. The College reserves the

right to have their attorney participate at any time during this process, if deemed necessary.

C. A complaint may be withdrawn at any time during the informal or formal process by the Complainant.

**U. S. Office of Civil Rights**

Complaints may also be filed with the Philadelphia Office, Office of Civil Rights, U.S. Department of Education, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323.

**Pennsylvania Human Relations Commission**

Complaints may also be filed with the Pennsylvania Human Relations Commission, Pittsburgh Regional Office, 301 Fifth Avenue, Suite 390, Piatt Place, Pittsburgh, PA 15222

**BUTLER COUNTY COMMUNITY COLLEGE  
DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND  
ACCESS/ACCOMMODATION GRIEVANCE FORM**

If you have any questions in regard to how to complete this form or acquire assistance, please contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer at (724) 287-8711, Ext. 8353.

Please print and complete the following:

**Today's Date:** \_\_\_\_\_ **Complainant's Name:** \_\_\_\_\_

Last Name First Name Initial

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_ **Cell Telephone Number:** \_\_\_\_\_

**Circle Your Relationship to BC3:** Applicant Employee Student

**If employee, list position held at BC3:** \_\_\_\_\_

**Circle Area(s) for Grievance:**

Discrimination Harassment Sexual Harassment Access/Accommodation

**Describe Specific Area of Violation** (i.e. race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law, type of harassment, etc.):

**Specifics of Complaint** describe in detail the nature of the alleged incident, including name of individual(s) responsible for the alleged incident(s) (if known), when and where the alleged incident(s) occurred, describe what occurred, provide the name(s) and contact information of any witnesses(s) (if known), and any additional information that you feel is relevant to the alleged incident.) Attach additional page(s), if necessary.

**Please describe any corrective action you would like to see taken with regard to the alleged incident.** Attach additional page(s), if necessary.

\_\_\_\_\_  
Signature of Complainant

**BUTLER COUNTY COMMUNITY COLLEGE  
DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT,  
AND ACCESS/ACCOMMODATION GRIEVANCE FORM**

To be completed by the Executive Director of Human Resources/Equal Opportunity Compliance Officer and maintained for a minimum of three years.

**Name of Complainant:** \_\_\_\_\_

**Name of Equal Opportunity Compliance Officer:** \_\_\_\_\_

**Date Grievance Form Received:** \_\_\_\_\_

**Date and Time of Initial Meeting with Complainant:** \_\_\_\_\_

**Date Response Due to Complainant:** \_\_\_\_\_

**Additional Date and Time Meeting(s) are Scheduled with Complainant:**  
\_\_\_\_\_

**Decision of the Equal Opportunity Compliance Officer provided on:**  
\_\_\_\_\_

**Decision regarding the Grievance:**      Action to be Taken                      Denied

**Copy of Decision Attached:**              Yes    No

**Note Nature and Date of Action Taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Equal Opportunity Compliance Officer Signature    Date

**BC3 SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

Butler County Community College is committed to providing a safe, secure, and healthy teaching, learning, and working environment free from sexual assault by providing sexual assault awareness and prevention programs.

If you are a victim of sexual assault, find a safe environment away from the attacker. To seek assistance and report a sexual assault call 911, contact Campus Police, and/or notify College administration. It is imperative to preserve all evidence to be used in proving that a sexual assault occurred. Seek medical attention and notify those involved that you are a victim of a sexual assault, identify any risks of sexually transmitted infections/diseases and/or pregnancy, and seek counseling, if necessary. In addition, write down as much as you can remember immediately following the attack. Understand you are a victim and this was not your fault. College administration are here to assist you by providing both internal and/or external resources regardless if you choose to criminally prosecute the offender or not.

Butler County Community College will act promptly to protect the rights of all individuals involved in a sexual assault matter. We support the victim's right to choose which avenues of assistance are most appropriate for him/her to pursue and the victim's right not to pursue, if he/she so chooses. Individuals who have been sexually assaulted have the right to:

- have the same opportunity to have others present during College disciplinary proceeding as does the accused;
- be informed of the outcome of any College disciplinary proceeding as does the accused;
- notify law enforcement authorities, including Campus Police and local police, along with the option to be assisted by College administration in notifying these authorities;
- change academic, working, and/or living situations, if applicable and reasonably available; and
- utilize the available counseling services below:

**Center for Community Resources (CCR)**  
212-214 South Main Street  
Suite 625  
Butler, PA 16001  
Toll Free Crisis Line: 1-800-292-3866  
Telephone Number: 724-431-3746

**Victim Outreach Intervention Center (VOICE)**  
111 S. Cliff St.  
Suite 1-A  
Butler, PA 16001  
Hotline Number: 1-800-400-8551  
Telephone Number: 724-776-5910  
Website:  
<http://www.voiceforvictims.com/>

**National Sexual Assault Hotline**  
1220 L. Street NW, Suite 505  
Washington, DC 20005  
Hotline: 1-800-656-HOPE  
Website: <https://www.rainn.org/get-help/national-sexual-assault-hotline>

**CAPSEA, Inc.**  
PO Box 464  
Ridgway, PA 15853  
Elk County Hotline: 814-772-3838  
Cameron County Hotline: 814-486-1227  
Website: <http://capsea.org/>

**The Crisis Shelter of Lawrence County**  
1218 W. State Street  
New Castle, PA 16101  
Hotline: 724-652-9036  
Telephone Number: 724-652-9206  
Website: <http://crisishelter.org/>

**PPC Violence Free Network**  
29 Pearl Avenue  
Oil City, PA 16301  
Hotline: 814-677-7273  
Telephone Phone: 814-676-5476  
Website: <http://www.fscas.org/ppc-vfn.htm>

**Helping All Victims in Need (HAVIN)**  
P.O. Box 983  
Kittanning, PA 16201  
Hotline: 1-800-841-8881  
Telephone Phone: 724-548-8888  
Website:  
<http://www.havinpa.org/contactnew>

**PA 2-1-1 Southwest**  
Dialing 2-1-1 from your phone will connect you to a free, confidential referral and information helpline that will provide essential health and human services resources, 24 hours a day, 365 days a year.  
Email: [info@pa211sw.org](mailto:info@pa211sw.org)  
Website: <http://pa211sw.org/>

**AWARE Inc.**  
109 S. Sharpsville Avenue  
Suite D  
Sharon, PA 16146  
Hotline: 1-888-981-1457  
Telephone Phone: 724-342-4934  
Website: <http://www.merceraware.org/>

A sexual assault matter involving a student(s) will be referred to the Dean of Student Development. A student who violates any College policies will be subject to disciplinary action up to and including permanent dismissal and possible legal action.

A sexual assault matter involving an employee(s) will be handled by the Executive Director of Human Resources/Equal Opportunity Compliance Officer. An employee who violates any College policies will be subject to disciplinary action up to and including termination of employment and possible legal action.

#### **SAFETY POLICY STATEMENT**

Butler County Community College (BC3) is committed to working collaboratively with our employees to provide a safe, secure, and healthy learning and working environment and enhancing the quality of life of the College Community. The College places a high

emphasis on protecting the environment, health and safety of all students, employees, and visitors and requires strict adherence to established College safety policy, procedures and practices and applicable laws and regulations.

Providing a safe, secure, and healthy learning and working environment can only be accomplished by integrating safe, secure, and healthy practices into our daily operations and requiring a commitment from all employees, students, and visitors. Through a collaboration of administrators and employees a Safety Committee will be established to promote protecting the environment, health and safety of all students, employees, and visitors, and ensuring BC3 maintains a safe, secure, and healthy learning and working environment.

The Safety Committee will make recommendations for maintaining a safe, secure, and healthy learning and working environment to the President and his/her Cabinet. Students, employees, and visitors will be encouraged to make suggestions that would enhance protecting the environment and the health and safety of all to the Safety Committee for review and analysis. After thorough consideration, the Safety Committee may forward a recommendation, if warranted, to the President and his/her Cabinet. All recommendations will be considered seriously to ensure hazards, unsafe working conditions and/or practices are remedied and appropriate funding will be allocated, if deemed necessary.

Incidents can and should be prevented by following safe practices to avoid unnecessary pain and suffering, loss of life and/or unnecessary costs. All College students, employees, and visitors are required to abide by this policy and be responsible for ensuring their safety as well as others.

Any violation of this policy by a student or employee may result in disciplinary action. Visitors who violate this policy may be required to leave the premises and may be denied future access to the College.

#### **President and His/Her Cabinet**

The President and his/her Cabinet are accountable to the Board of Trustees and responsible for providing a safe, secure, and healthy learning and working environment and protecting the environment, health and safety of all students, employees, and visitors. To carry out these responsibilities they must be informed and made aware of any hazards, unsafe working conditions and/or practices immediately so they can properly address and regularly review the effectiveness of the College's safety policy, procedures, and practices. They support and provide direction to supervisors, employees, students, and visitors to ensure BC3 maintains a safe, secure, and healthy learning and working environment by providing resources and training as appropriate to eliminate hazards, unsafe working conditions and/or practices.

#### **Supervisor**

Supervisors are accountable to the President and his/her Cabinet and responsible for ensuring employees and students are properly trained and held accountable for adhering to proper procedures and safe, secure and healthy practices. In carrying out these responsibilities they must require strict adherence to established College safety procedures and practices and applicable laws and regulations, take appropriate action to address any hazards, unsafe working conditions or practices, ensure health and safety is not sacrificed, and encourage employees to serve on the Safety Committee and participate in any related activities.

#### **Students and Employees**

All students and employees are required to adhere to established College safety policy, procedures, and practices and applicable laws and regulations including, but not limited to:

- reporting all injuries and accidents immediately when they occur;
- reporting all unsafe working conditions or practices;

- reporting all hazardous conditions;
- wearing all required personal protective equipment at all times;
- obeying precautionary signs and warnings;
- taking time to do things safely;
- performing tasks in a safe, secure, and efficient manner;
- complying with this safety policy, procedures, and practices; and
- upholding his/her part to ensure the health and safety of all.

#### **Safety Committee**

The President will establish the Safety Committee consisting of administrative and employee representatives who have a desire and commitment to work collaboratively together to enhance and protect the environment and health and safety of the College Community. Members of the Safety Committee will be responsible for making recommendations for maintaining and improving a safe, secure, and healthy learning and working environment. The charge of the Safety Committee includes, but is not limited to:

- establishing procedures for documenting accident investigations and reviewing accident investigation reports;
- establishing procedures for monthly inspections for locating and identifying health and safety hazards, and reviewing newly implemented safety equipment and safety and health procedures;
- evaluating safety program annually and reviewing suggestions that would enhance protecting the environment and health and safety of all;
- reviewing complaints and identifying hazards, or unsafe working conditions and/or practices;
- recommending corrective action plans to improve maintaining a safe, secure, and healthy learning and working environment;
- informing the President and his/her Cabinet of hazards or unsafe working conditions and/or practices;
- reviewing work-related illness and injury to ensure established investigative and resolution procedures were followed;
- encouraging and obtaining employee suggestions and participation in any safety-related activities;
- assisting in identifying employee safety training needs; and
- assisting in the management of safety.

#### **VIDEO MONITORING POLICY**

Butler County Community College fosters enhancing the quality of life of the College Community by providing a safe and secure learning and working environment for all students, employees, and visitors, as well as safeguarding its facilities and assets, through the integration of video monitoring and recording equipment and systems. Video monitoring and recording equipment and systems will be used in a professional, ethical, confidential, and legal manner on all campuses, sites owned and/or leased by Butler County Community College at any time, including but not limited to facilities, grounds, and parking lots, with specific limitations that would not violate the reasonable expectation of privacy as defined by law.

Signage may be posted in the appropriate monitored areas to inform individuals that “THESE PREMISES MAY BE UNDER VIDEO MONITORING.” In the event the College experiences criminal activity, either to property and/or persons, the College may use video monitoring and recording equipment and systems for apprehending violators and/or covert video monitoring and recording purposes within the parameters outlined in this policy.



Information obtained through the video monitoring and recording equipment and systems may be utilized for investigative, safety and security purposes, law enforcement, compliance with College policy and procedures, and compliance with the Student Code of Conduct and will only be released when authorized by the College President, in conjunction with the Executive Director of Campus Police and Security, Executive Director of Human Resources/Equal Opportunity Compliance Officer, and/or Dean of Student Development, according to the guidelines established in this policy and in compliance with applicable laws. College personnel are prohibited from disseminating or using any information obtained through the video monitoring and recording equipment and systems except for law enforcement and/or official College purposes. Only authorized personnel shall have access to the video monitoring and recording equipment and systems.

This policy is consistent with the College's commitment to equal opportunity, integrity, diversity, excellence, human dignity, mutual respect, and other related College policies such as Sexual Harassment, Anti-Harassment, and Nondiscrimination. The College prohibits video monitoring and recording based on classifications and characteristics including, but not limited to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

Any violation of this policy may result in disciplinary action.

#### **FIREARMS POLICY**

Butler County Community College (the "College") strives to maintain a safe and secure environment for members of the student body, faculty, staff, and general public so that they are not unreasonably impeded in their activities by concerns for personal safety. Butler County Community College has made it a policy to prohibit the possession or concealment of any firearms, explosives, or dangerous chemicals on College property. The College recognizes that certain exceptions to this prohibition are necessary. Accordingly, the following exemptions to the Firearms Policy of Butler County Community College are established as follows:

- A. Butler County Community College recognizes the importance of the services provided by the local and state law enforcement agencies. The College also recognizes the authority of law enforcement entities to determine the need to arm officers. Accordingly, law enforcement personnel while on duty and acting in their official capacity are permitted to carry firearms as deemed necessary by their employer for the performance of their duties.
- B. Members of the Butler County Community College Campus Police Department shall be permitted to carry firearms.
- C. Butler County Community College is desirous of cooperating with various law enforcement groups in conducting classes and/or training sessions for such groups on the property owned or licensed for use by Butler County Community College. Accordingly, the possession of firearms on property owned or licensed for use by Butler County Community College will be permitted in the course of law enforcement classes and training sessions provided the following safeguards are met:
  1. The firearms in use shall be capped and locked or temporarily disabled by an alternate mutually acceptable method at all times during the classes.
  2. No live ammunition shall be permitted on the campus of Butler County Community College during training classes. Ammunition must be removed from weapons prior to transporting the disarmed weapon to campus.
  3. The use of blanks in lieu of live ammunition is prohibited.

4. The law enforcement training sessions shall be restricted to the Public Safety Training Classrooms and property owned or licensed for use by Butler County Community College.
5. The law enforcement training sessions conducted shall be restricted to qualified law enforcement entities with its participants being licensed to carry a firearm.
6. Prior to conducting a training class, all participants will be required to sign an acknowledgement of his/her understanding of all rules and regulations of Butler County Community College.
7. Adequate notice must be provided to the Administration of Butler County Community College so as to permit notice to the College Campus Police of the upcoming training session.
8. Non-functional prototypes of firearms may be used in law enforcement training activities. Such training is subject to all of the provisions stated above.
9. Police training devices (including but not limited to flash bang devices and narcotic training devices) are permitted to the extent they are used in conjunction with credit and noncredit course offerings at Butler County Community College.
10. Live ammunition shall be permitted only when used at a College-approved Firing Range, operated under the safety protocols established by Law Enforcement, Military, or the NRA, effective January 14, 2013.
11. According to the EMS & Police Training Standard Operating Procedures, Butler County Community College Campus Police Officers will store and transport ammunition from Main Campus to a College-approved firing range and return the same to Main Campus, effective January 14, 2013.
12. All students participating in the Fire Arms Training Program both in the classroom at Butler County Community College and/or on the Firing Range located on 100 Litman Road, Butler, PA will be required to sign a Waiver of Release of All Claims Form recognizing and acknowledging that there are certain risks of personal injury in participating in the Fire Arms Training Program and voluntarily agree to assume the full risk of any accidental injuries sustained as a result of participating in the Fire Arms Training Program and waive, any and all claims against the College and such individuals, for personal injuries sustained arising out of, connected with, or in any way associated with participating in the Fire Arms Training Program both in the classroom at Butler County Community College and/or on the Firing Range located on 100 Litman Road, Butler, PA.

Violation of this policy shall be handled in accordance with the disciplinary procedures set forth in Butler County Community College's policies.

**TOBACCO-FREE POLICY**

Butler County Community College is dedicated to providing a healthy, comfortable and productive environment for all employees, students and visitors. Therefore, smoking and the use of all tobacco and tobacco-related products, including, electronic cigarettes, are prohibited on all campuses and sites owned and/or leased by Butler County Community College and College vehicles effective July 1, 2009. This policy applies to all faculty, staff, students and visitors of Butler County Community College. Any violation of this policy may result in disciplinary action.

**ALCOHOL-FREE POLICY**

Alcohol is prohibited on all campuses and sites owned and/or leased by Butler County Community College at any time. This prohibition includes, but is not limited to, all facilities, grounds, and parking lots, unless authorized by the President for a specific event.

A matter involving students will be referred to the Dean of Student Development. A student who violates this policy will be subject to disciplinary action up to and including permanent dismissal.

A matter involving employees and/or visitors will be referred to the Executive Director of Human Resources/Equal Opportunity Compliance Officer. An employee who violates this policy will be subject to disciplinary action up to and including termination of employment. A visitor who violates this policy will be required to leave the premises and may be denied future access to the College.

#### **MOBILE DEVICES USAGE POLICY – STUDENTS**

This policy applies to, but is not limited to, the use of mobile/cellular phones, laptop/notebook/tablet computers, smart phones and PDAs, and any mobile device capable of storing corporate data and connecting to an unmanaged network, hereinafter referred to as “mobile device.” Mobile devices can further be defined as having the ability to receive and/or transmit voice, text, data messages and/or internet usage without a cable connection.

##### **General Mobile Device Use**

- A. During class sessions, all mobile devices should be on silent or vibrate mode. Students may access their mobile device in the event that their mobile devices activate simultaneously due to the e2Campus Alert System.
- B. During testing situations and/or when directed by the instructor, the use of a mobile device is prohibited and mobile devices must be turned off. The instructor may leave his/her mobile device on silent or vibrate in the event that an alert would be sent over the e2Campus Alert System during testing situations.
- C. To protect the privacy of the faculty, staff, students, and visitors, students are prohibited from using their mobile device as a means to photograph and/or record any individual(s) in any form (audio and/or video) without that individual’s knowledge and consent.
- D. The use of mobile devices to photograph and/or record a test, classroom material, private information, and/or related item is prohibited.
- E. The College will not be liable for the loss of personal mobile devices brought onto campus and/or an off-campus location.
- F. Any connection to the College’s information services must adhere to the Acceptable Use of Technology Policy.
- G. Students have no expectation of privacy when connected to the College’s information services.

Failure to follow the provisions of this policy could result in a violation of the Student Code of Conduct and could result in disciplinary action.

#### **ACCEPTABLE USE OF TECHNOLOGY POLICY**

**A. Policy** Access to information systems and networks owned or operated by Butler County Community College (BC3) imposes certain responsibilities and obligations and is granted subject to College policies, and local, state and federal laws. Acceptable use is always ethical, reflects academic honesty, shows restraint in the consumption of shared resources and protects all Information Technology (IT) Resources from any unauthorized or unintended use. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance unless covered by legal statutes. The establishment of this policy is to safeguard and protect all information systems, including academic and financial, that support the College’s Mission and daily operations.

**B. General Guidelines** The Director of Information Technology in conjunction with the Dean of Student Development and/or the Executive Director of Human Resources/Equal Opportunity Compliance Officer is responsible for the enforcement of these guidelines. Any request for use of technology systems other than those identified must receive prior written approval.

In making acceptable use of technology resources users must:

1. use technology only for authorized purposes;
2. protect their user ID and system from unauthorized use. Users are responsible for all activities on their user ID or that originate from their system;
3. access only files and data that are their own, that are publicly available, or to which they have been given authorized access;
4. use only legal versions of copyrighted software in compliance with vendor license agreements;
5. be considerate in their use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, disk space, paper, manuals, or other resources;
6. use only College software unless approval is given by the Director of Information Technology to load other software.

In making acceptable use of technology users must **NOT**:

1. use another person's system, user ID, password, files, or data;
2. use computer programs to decode passwords or access control information;
3. attempt to circumvent or subvert system or network security measures;
4. engage in activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging or deleting files and directories;
5. use College systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates;
6. make or use illegal copies of copyrighted software, store such copies on College systems, or transmit them over College networks;
7. waste information technology resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper;
8. use the College systems or networks for personal gain. For example, by selling access to his/her user ID or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College;
9. engage in any other activity that does not comply with the general principles presented above;
10. use computer lab facilities at the College unless enrolled as a current student, employed by the College, or granted permission;
11. install personal equipment on College owned equipment without permission from the Director of Information Technology. These include printers, monitors, LCD displays, keyboards, mice, MagicJacks, IP phones, microphones, and web cams;
12. connect personal equipment to the College network via cabling other than wireless hotspots.

**C. Internet Guidelines**

1. **Internet Access** Access to the Internet from BC3 is a privilege, not a right, and abusers may lose their Internet privileges.

Users must adhere to the following guidelines in addition to the general guidelines listed above:

- a. students and employees may access the Internet from designated areas on campus during open lab hours. Class activities take priority over open lab time;
  - b. access to the Internet should be used for purposes relative to classroom and work assignments and not for recreational purposes, including digital and social media;
  - c. access to the Internet may not be used for unethical, illegal, or criminal activities;
  - d. access time may be limited due to the number of people online and equipment availability;
  - e. downloading files from the Internet to the hard drives of lab PC's is prohibited;
  - f. students/employees have no reasonable expectations of privacy when using BC3 technology and networks.
- 2. Digital Media Guidelines** Course content, presentations, and/or lectures shall not be recorded (audio and/or video) without prior knowledge and consent of the instructor, presenter, and/or student. Such recordings are not to be copied, sold, altered, reproduced or distributed without the written consent of the instructor, presenter, and/or student.
- Registered students may download digital course materials from their course(s) from within the College's online Learning Management System (LMS) for the purposes of private study or research but may not copy, sell, alter or further reproduce or distribute these materials.
- 3. Online Testing and Student Identity Verification Guidelines** In compliance with federal regulations (34 CFR 602.17(g)), online instructors shall require students who participate in such classes and/or take exams to verify their identity by using a secure login, a pass code, a webcam, and a microphone; or to take proctored exams. Students may be required to have photo identification for proctored examinations, which may include video and audio recording with consent of the student. In addition, new or other technologies and practices to assist in verifying student identity may be utilized.
- Additional costs for proctoring services or use of other technologies and practices may apply and notice of such costs will be provided to students at the time of registration. Costs may vary.
- 4. Social Media Guidelines via College Information Systems and Networks** Any online activities, including the use of social media, must not interfere with employee work performance or student academic responsibilities. Employees must adhere to College policies. Students must adhere to policies set forth by their instructors. Employees and students must ensure that their social networking conduct is consistent with all policies contained in the BC3 Student and Employee Handbooks and the Acceptable Use of Technology Policy and the Mobile Device Usage Policy.
- D. General Computer Usage** BC3 technology and networks support the College's Mission, a student-centered learning environment, and provide resources and effective communication for students and employees. The information systems and networks provided must be reliable and secure. Students/employees have no reasonable expectations of privacy when using BC3 information systems and networks.
- E. Email Guidelines** Users must be aware of what is acceptable and unacceptable use of the email system at BC3 and any hosting email services. All messages distributed via the BC3 email system are the property of BC3. Electronic communication is instantaneous and permanent. Users should be cognizant of the fact that electronic communication may be forwarded, altered, shared on electronic bulletin boards and/or stored on network systems.

Employees and students are required to use the email address provided to them by BC3 for all correspondence related to the College and for all course-related correspondence between the instructors and their students. Instructors have no responsibility to and are discouraged from accepting and/or responding to an email sent from a student using a non-BC3 email address.

Employees and students are expected to use email with good judgment and to be aware that email messages are not confidential and privacy cannot be guaranteed. Students/employees have no reasonable expectations of privacy when using BC3 technology and networks. Transmitting any identifiable student information via email, including grades, may violate the Family Educational Rights and Privacy Act (FERPA). Instructors must disseminate grades using a secure website such as Blackboard, Colleague, and Lumens. If there is evidence that a user is not adhering to these guidelines, BC3 reserves the right to take disciplinary action, up to and including termination of employment, permanent student dismissal, and/or legal action.

It is strictly prohibited to:

1. send or forward emails that are unnecessary, repetitive, or contain libelous, defamatory, hurtful, offensive, racist or obscene remarks;
2. send or forward emails intended to harass, intimidate, or otherwise annoy another person;
3. forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first. Be aware that copyright laws apply to all material. For example, it is inappropriate to copy any material owned by others from any source (e.g., cartoons, photographs, articles, poems, graphics scanned from a magazine, etc.) without permission of the owner. Users should assume that all materials are copyrighted unless a disclaimer or waiver is explicitly provided (This is particularly true on the World Wide Web; to include information from some other source on a Web page, link to it, don't copy it. In some cases, even this action may violate copyright of licensing agreements by enabling illegal redistribution of programs or data. If a user is unsure, ask the owner);
4. send unsolicited email messages or chain mail;
5. share your BC3 provided users name and password with anyone;
6. forge or attempt to forge email messages, or disguise or attempt to disguise his/her identity when sending mail.
  - a. All student email addresses and corresponding account/profile information created by and provided to students by BC3 and any hosting email service must remain unaltered while registered for classes at BC3.
  - b. Email addresses must match the format specified by BC3.
  - c. The student's email account/profile information must match that which is contained in the BC3 student management database.
  - d. Only official name changes and withdrawal/graduation from BC3 will warrant the change of an email address and/or the account/profile information connected to the email account.
7. use the BC3 email system for anything other than legitimate business or classroom purposes.
  - a. College use of email – Email is an official means for communications within BC3. Therefore, the College has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.
  - b. Assignment of email addresses – Information Technology assigns all employees and students an official BC3 email address. It is to this official address that the

College will send email communications; this official address will be the address listed in the College's Directory for that employee or student.

**F. Enforcement** The College considers any violation of acceptable use principles or guidelines to be a serious offense.

1. Individuals or groups who act in a manner contrary to existing policy and accepted standards for computer use are subject to the sanctions and disciplinary measures normally applied to misconduct or lawbreaking. Any violations of the acceptable use of technology must be reported to the Director of Information Technology. A copy of the Information Technology Policy Violation Report is provided in Appendix G and is available online under BC3 Forms.
2. The Director of Information Technology and/or his/her designee will work in conjunction with the Dean of Student Development and/or Executive Director of Human Resources/Equal Opportunity Compliance Officer and investigate the allegations and may disallow network connections by certain computers (even departmental and personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where policy violations are possible; take steps to secure compromised computers that are connected to the network; or deny access to computers, the network, and institutional software and databases. The College reserves the right to copy and examine any files or information resident on College systems allegedly related to the unacceptable use. Users are expected to cooperate with investigations either of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines; failure to do so may be grounds for suspension or termination of access privileges.
3. A matter involving students will be referred to the Dean of Student Development. A student who violates any of these guidelines will be subject to disciplinary action up to and including permanent dismissal and possible legal action.
4. A matter involving employees will be referred to the Executive Director of Human Resources/Equal Opportunity Compliance Officer. An employee who violates any of these guidelines will be subject to disciplinary action up to and including termination of employment and possible legal action.

**G. Disclaimer** The College will not be responsible for the loss or corruption of user data files of any kind. Use of technology, networks, and facilities at the Butler County Community College shall constitute a full, final, and irrevocable release of Butler County Community College and its agents and employees from any suit, claim, or cause of action arising by virtue of the use of the College's technology, networks, and facilities, including but not limited to, loss of data or damage to any computer outside of the College due to a computer virus. The user agrees to indemnify and hold the College harmless from any suit, claim, or cause of action arising from the user's abuse or misuse of the technology, networks, and facilities of the College. It is the user's responsibility to backup data at regular intervals and provide computer virus protection for their home and/or office computer.

\*Portions of the above Acceptable User Guidelines document were used with the permission of Virginia Tech.

[<http://www.va.edu/policies/acceptuseguide.htm1>] (16 Oct. 1996).

#### **STUDENT PRINTING & COPYING POLICY**

- A. Students will be allotted \$15.00 for printing per semester at no charge.
- B. Students will be able to purchase additional pages at the Bookstore, Library, and Finance Office, with a minimum purchase of \$1.00. Students will also be able to purchase additional pages at Brockway, Cranberry, Lawrence Crossing, and LindenPointe by check only (\$5.00 minimum).
- C. Students will receive a warning when their printing allowance gets low.

- D. It will cost .10¢ per page for black and white and .15¢ for color.
- E. Any balance on students accounts at the end of the semester is non-refundable.
- F. Balances will not carry over to the next semester.
- G. These recommendations do not apply to the plotters used by CADD students.

#### **BC3 TRAFFIC AND PARKING**

Regulations have been adopted to provide for the enforcement of an orderly traffic control and parking system for the College. For a complete listing of BC3 Campus parking and traffic ordinances please refer to the BC3 Traffic Book available online at <http://www.bc3.edu/police/parking.asp>

#### **Parking Permits/Penalties**

All persons enrolled in BC3 credit courses located in Butler, Lawrence, Linden Pointe, Armstrong, and/or Cranberry are required to register for a parking permit. Upon registering for a parking permit; a valid driver's license, vehicle registration, and a current student schedule must be presented in order to obtain a permit *free of charge*.

The permits are a hanger-type placard that allows students to easily transfer it between multiple vehicles they are driving. Permits must be visibly displayed on the vehicle's rearview mirror when parking on campus.

One permit shall be issued to each student, and this same permit will be valid at all BC3 locations for 1 academic year (Ex. August 2016-August 2017)

If a permit is lost or stolen, it should be reported to the Campus Police immediately. A fee of \$30.00 will be charged to replace the permit, this fee is nonrefundable.

Any person violating the Traffic or Parking Code of the Butler County Community College shall be subject to a fine and/or towing or booting of the vehicle at the owner's expense and any other provisions provided by any sections of this Code. The minimum fine amount for parking in a handicapped space is \$50.00, payable within five (5) business days.

The first offense for parking in a reserved space will be \$15 with a \$10 increase per subsequent violation, payable within five (5) business days. Tickets not paid within said time period shall be prosecuted through the Office of the District Justice and all violators shall be responsible for all costs of prosecution.

#### **Parking Ticket Appeal Process**

Parking tickets that are issued and felt to be unfair can be appealed within (5) business days from the date the ticket was written. The appeal forms are available at the Campus Police Department, located in the Student Success Center. Appeals will be reviewed by the Parking Authority Review Board who then passes a decision based on majority vote. For more information on the appeal process, please refer to the BC3 Traffic Book, available online at <http://www.bc3.edu/services/parking/index.html>.

#### **THE STUDENT CODE OF CONDUCT**

Butler County Community College is committed to the advancement of learning and to the development of responsible individuals. Each student is considered to be a responsible person and is expected to uphold appropriate standards of behavior. The College has an interest for student conduct on-campus and at off-campus functions sponsored by the College. Students who demonstrate the inability to conform to acceptable conduct may lose the right to enjoy the educational, social, and recreational opportunities of the College.

Criminal violations which occur on campus or at college sponsored events may be reported to the appropriate law enforcement agency. A student may be subject to the



sanctions of the Student Code of Conduct in addition to being subject to possible action in criminal or civil court or both.

A student engaging in the following types of conduct may be subject to disciplinary sanctions. The listing is intended to give students notice of the types of conduct which may result in sanctions. It is not meant to be all-inclusive.

#### **Improper Conduct**

Any student found to have committed the following types of misconduct is subject to disciplinary sanctions:

- A. Disruption or obstruction of teaching, administration, disciplinary proceedings, or other College activities, including its public service functions, on or off campus.
- B. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the safety of any person.
- C. Attempted or actual theft of and/or damage to property of the College or property of a member of the college community.
- D. Hazing, defined as an act which endangers the health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- E. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
- F. Unauthorized possession, duplication, or use of keys to any College premises or property and/or unauthorized entry to or use of College premises or property.
- G. Violation of published College policies, rules, or regulations.
- H. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities.
- I. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
- J. Use, possession, or distribution of alcoholic beverages.
- K. Use, possession, or concealment of any firearms, explosives, other weapons, or dangerous chemicals.
- L. Gambling in any form. Subject to local statutes, activities such as raffles or drawings that benefit recognized campus organizations may be permitted with the approval of the Director of Student Life.
- M. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding or abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.
- N. Intentionally supplying false information to the College and/or alteration or unauthorized use of College documents or instruments of identification.
- O. Excessive violations of parking regulations.

#### **Charges and Hearings**

Any member of the college community may file charges against a student for misconduct. Charges shall be prepared in writing and directed to the Dean of Student Development, who is responsible for the administration of non-academic student discipline at Butler County Community College. Charges should be submitted as soon as possible after the event takes place, preferably within two weeks. The Dean of Student Development may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. It is expected that most issues will be resolved informally. Such disposition shall be final

and there shall be no subsequent proceedings. If the charges cannot be disposed of informally, the Dean of Student Development may later serve in the same matter as the student conduct officer. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Development. The Hearing Board will have ten members comprised of four faculty members, two administrators, and four students, jointly appointed by the Vice President for Student Affairs & Enrollment Management and the Vice President for Academic Affairs. One alternate member of each group shall be appointed. In order for a hearing to take place, three faculty members, two students, and one administrator must be present. The Student Conduct Hearing Board will assume responsibility for its procedural operation which will include electing a chairperson and conducting hearings according to the following guidelines:

- A. Hearings normally shall be conducted in private.
- B. Admission of any person to the hearing shall be at the discretion of the chairperson and/or the Dean of Student Development.
- C. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused student are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in the hearing.
- D. The complainant, the accused, and the hearing board shall have the privilege of presenting witnesses, and shall have the opportunity to suggest questions for cross-examination.
- E. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the hearing board at the discretion of the chairperson.
- F. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
- G. There shall be a single verbatim record of the hearing, such as a tape recording. The record shall be the property of the College.
- H. Except in the case of a student charged with failing to obey the summons of the hearing board or College official, no student may be found to have violated the Student Code solely because the student failed to appear for the hearing. In all cases, the information in support of the charges shall be presented and considered at the hearing.
- I. All procedural questions are subject to the discretion of the chairperson of the Student Conduct Hearing Board.
- J. After the hearing, the hearing board shall meet in closed session to determine, by majority vote, whether the student has violated each section of the Student Code of Conduct that the student is charged with violating.
- K. The Student Conduct Hearing Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- L. Student Conduct Hearing Board decisions and recommended sanctions shall be prepared in writing as soon as is practicable and directed to the Dean of Student Development.

#### **Sanctions**

- A. The following sanctions may be imposed upon a student who is found to have violated the Student Code of Conduct. The Dean of Student Development shall be responsible for determining and imposing appropriate sanctions in all cases.
  - 1. **Warning** – A notice in writing to the student that the student is violating or has violated College regulations.

2. **Probation** – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any College regulations during the probationary period.
  3. **Loss of privileges** – Denial of specified privileges for a designated period of time.
  4. **Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  5. **Discretionary Sanctions** – Work assignments, service to the College, or other related discretionary assignments. Such assignments must have the prior approval of the Dean of Student Development.
  6. **Suspension** – Separation of the student from the College for a specified period of time, after which the student may apply to return. Conditions for readmission may be specified.
  7. **Dismissal** – Permanent separation of the student from the College.
- B. More than one of the sanctions listed above may be imposed for any single violation.
1. Notices of disciplinary action shall be filed in the student's confidential disciplinary file in the Dean of Student Development Office. Upon graduation, such notices other than dismissal may be removed by application to the Dean of Student Development.
- C. The following sanctions may be imposed upon student groups or organizations:
1. Those sanctions listed above in the Student Code.
  2. Deactivation – Loss of all privileges, including College recognition, for a specified period of time.
- D. In each case in which the Student Conduct Hearing Board determines that a student has violated the student code, the recommended sanctions shall be considered by the Dean of Student Development for final action. The Dean of Student Development is not limited to sanctions recommended by members of the hearing board. The Dean of Student Development shall notify the accused student in writing as soon as possible of the Student Conduct Hearing Board's determination and of the sanctions imposed, if any.

**Interim Suspension**

The Dean of Student Development or a designee may impose an interim suspension prior to the hearing before the Student Conduct Hearing Board. Interim suspension may be imposed only to ensure the safety and well-being of members of the college community or preservation of College property, to ensure the student's own physical or emotional safety and well-being, or if the student poses a definite threat of disruption of or interference with the normal operations of the College. During the interim suspension, students will be denied access to the College, including classes and all other activities or privileges for which the student might otherwise be eligible. In such cases, the necessary notice and hearing shall follow as soon as is practicable.

**Appeals**

A decision reached by the Student Conduct Hearing Board or a sanction imposed by the Dean of Student Development may be appealed by accused students or complainants to the College President whose decision is final and binding. Such appeals must be made within five school days of the decision and shall be in writing and delivered to the Dean of Student Development or his or her designee. The President shall review the matter and render a decision. Except as required to explain the basis of new evidence, an appeal will be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- A. To determine whether the original hearing was conducted in conformity with prescribed procedures of the Student Code.
- B. To determine whether the decision reached regarding the student was based on sufficient information to establish that a violation of the Student Code occurred.
- C. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which occurred.
- D. To consider new information, sufficient to alter a decision, which was not brought out at the original hearing because the information was not known to the person appealing at the time of the original hearing.

**Interpretation and Revision**

Any question or interpretation regarding the Student Code of Conduct shall be referred to the Dean of Student Development or his or her designee. The Student Code shall be reviewed periodically as is practicable under the direction of the Dean of Student Development.

**Refund Policy**

- A. If you notify the College of complete withdrawal during the first five (5) work days of the semester, your tuition and fees will be refunded.\* In the first five (5) College work days, there will be no penalty for partial withdrawal.
- B. If you withdraw completely or partially from the sixth through the tenth College work days, 75 percent of the applicable tuition will be refunded.
- C. There will be no refund after the tenth College work day.
- D. The application for admission fee and the application for graduation fee are non-refundable.
- E. Refunds for financial aid recipients must be calculated according to federal and/or state refund regulations.
- F. To request a Medical Withdrawal, submit a completed Medical Withdrawal form before the week of final exams. Your refund will be 50 percent for Medical Withdrawal between the eleventh class day and midterm. There will be no refund for Medical Withdrawal after midterm. All Medical Withdrawals must be submitted before the last class day of the semester. The Medical Withdrawal form must be returned to the Director of Records and Registration.
- G. If you are a member of the Armed Forces of the United States and your military unit is called to active duty for deployment, you may request a full refund of tuition and refundable fees. You must provide a copy of your deployment orders to the Office of Records and Registration.
- H. If you believe that your circumstances may warrant an exception from these rules, submit a written appeal with appropriate documentation to the Office of Records and Registration during the semester in question.

\*For all sessions shorter than 14 weeks contact the Office of Records and Registration for the refund schedule.

**Heaton Family Learning Commons**

The BC3 library has been transformed into the Heaton Family Learning Commons. The mission of the Heaton Family Learning Commons is to meet the academic and recreational information needs of BC3 students and employees, and residents of Butler County. Our collection includes materials to support the curricula, as well as more general interest books, magazines, newspapers, and videotapes.

**Library cards** Your library card is your BC3 ID. The Office of Records and Registration issues student ID cards and the Human Resources Office issues employee ID cards.

**Circulation policies** You must have a valid BC3 ID in order to check out library materials. A maximum of ten books may be borrowed. The check-out period is two weeks. You may renew a book for an additional two weeks provided someone else has not put a "hold" on it. Renewals may be requested online through the library catalog system. The fine for overdue books is 10 cents per day, and 25 cents per day for overdue videotapes. For questions about other circulation policies, please ask at the circulation desk.

**Finding materials** The learning commons has many public computer workstations that offer access to the library's online catalog, periodical indexes, reference databases, and the internet. Please ask for help at the reference desk if you need assistance with any of these.

**Layout** The upper floor of the learning commons has public computers, study rooms, a multi-media classroom and a café. It also houses the Educational Technology Division. The lower floor has the majority of our print collection, public computers, study rooms, a multi-media classroom and is intended for quiet study.

#### **Other Services**

**Interlibrary Loan** If we do not have the material you need, you may be able to get it from another library through our Interlibrary Loan service. You may request up to four interlibrary loan items per month. Ask at the reference desk for details.

**Study rooms** The learning commons has several study rooms available. They can be reserved at the circulation desk.

**Copying** Copies cost 10 cents per page. Color copying and printing are available for 15 cents a page. Money is automatically deducted from your Papercut account.

**Scanner** The library has a scanner for student use which will scan printed materials to a flash drive, as an alternative to photocopying. There is no charge for this.

### **Athletics**

BC3 provides several opportunities for students to continue their athletic career. The Pioneers athletic teams participate in the Western Pennsylvania Collegiate Conference (WPCC), and the National Junior College Athletic Association (NJCAA) in division III. BC3 offers seven sports for men and women.

#### **Baseball**

**Basketball, Men's and Women's  
Golf, Men's and Women's**

#### **Softball**

**Volleyball, Women's  
Intramural Athletics**

**For information regarding Butler County Community College athletics please contact Rob Snyder at Ext. 8249 or Torey O'Donnell at Ext. 8423.**