

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 46 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. Various accrediting agencies, including the Middle States Commission on Higher Education, validate our success. Our affordable tuition rates can save students from \$25,000 to \$50,000 when transferring to a senior institution or when compared to a proprietary school. And our regional approach to higher education provides opportunities to students in Butler, Lawrence and Mercer Counties as well as 11 counties in the northern, Upper Allegheny region.

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

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All information contained in the Student Handbook is subject to change without notice and is superseded by the Butler County Community College Catalog.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

Check us out on the web at: www.bc3.edu

Communication and Technology

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

MyBC3 Student Portal The MyBC3 Student Portal is available to future, current, and former students. Apply Online - View course schedule - Register for classes - View transcripts and grades - Make payments - Update personal information

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. Visit the MyBC3 link on www.bc3.edu for login directions. NOTE: All BC3-related email and correspondence with your instructors will be sent to your @my.bc3.edu email account.

Blackboard is the course management system used for all credit online and hybrid courses, and used by many instructors as a supplement to on-campus courses. For login directions, visit the MyBC3 link on www.bc3.edu.

NOTE: All students taking an online course are required to take the Educational Technology Orientation (GENL 001) prior to the start of their first online course.

Blackboard/Student Email Mail Help Desk

Beck Library (Toll-Free) 888-826-2829 Ext. 8523

Fast Form: http://www.bc3.edu/mybc3/online_help.asp

Fall/Spring Semester Hours: Mon. – Thurs.: 8am - 7pm, Fri: 8am – 4pm

Summer Semester Hours: Mon. – Fri.: 8am - 4pm

After hours and Weekends*: Fast Form or Voicemail Only

*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 *if not sooner when possible.*

BC3 Alerts Sign up for BC3 Alerts to be instantly alerted in case of an emergency or a weather related delay or cancellation. Visit bc3.edu to sign up and receive alerts via text message and/or email. Messages will also appear on the bc3.edu homepage, Facebook page, and Twitter feed or by calling BC3 at 724-287-8711.

Late Start & Closing Information When there is a late start, all BC3 locations will open at 10 AM on Monday, Wednesday, and Friday and at 9:30 AM on Tuesday and Thursday.

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

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

“Tell Somebody” The Behavior Intervention Team (B.I.T.) offers students a way to “Tell Somebody” if they hear anyone say that they are thinking about harming themselves or someone else. If you want to report a non-emergency situation (you are concerned but there is no immediate threat of harm), contact one of the team members at bc3.edu/police/tell-somebody.asp. **Note: The B.I.T. is not an emergency service.**

Important Dates To Remember

Credit Courses Fall Semester 2011

	DAY CLASSES	EVENING/ SATURDAY CLASSES
Classes Begin - Drop/Add Continues	August 22, 23,24,25,26	August 22, 23,24,25,27
Last Day to Completely Withdraw with 100% And Last Day to Add Courses to Schedule	August 28	August 28
Last Day to Withdraw with 75% Refund	September 4	September 4
COLLEGE CLOSED	September 5	September 5
Last Day to Withdraw with 0% Refund and without QPA Penalty	September 12	September 12
Prep Day for Professional Day – NO CLASSES	October 3	October 3
PROFESSIONAL DAY - NO CLASSES	October 4	October 4
First 7 Week Classes End and Mid-Semester - D/F Grades Reported	October 12	October 12
Second 7 Week Classes Begin	October 13	October 13
Last Day to Drop Courses with W Grade (No QPA Penalty)	October 26	October 26
COLLEGE CLOSED	November 23 - 26	November 23 - 26
Last Day of Classes	December 2	Nov 28,29,30 Dec 1,3
Final Examinations	December 6,7,8,9	December 5,6,7,8,10
Grading Day	December 12	December 12
Grades Due 9:00 a.m., Tuesday	December 13	December 13

PLEASE NOTE: ALL EVENING/SATURDAY CREDIT CLASSES MEET FOR 14 WEEKS.

DECEMBER GRADUATES: Applications for graduation must be submitted to the Office of Records and Registration by **September 15**. There is a **\$40 Graduation Fee payable at the time of application**. **FOR APPLICATIONS RECEIVED AFTER THE DEADLINE, AN ADDITIONAL \$25 LATE GRADUATION FEE WILL BE IMPOSED!!**

	EVENING / SATURDAY CLASS SCHEDULE				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
AUG	22,29	23,30	24,31	25	27
SEPT	5*,12,19,26	6,13,20,27	7,14,21,28	1,8,15,22,29	3,10,17,24
OCT	3,10,17,24,31	4*,11,18,25	5,12,19,26	6,13,20,27	1,8,15,22,29
NOV	7,14,21,28	1,8,15,22,29	2,9,16,23*,30	3,10,17,24*	5,12,19,26*
DEC	5**	6**	7**	1,8**	3,10*

The final exam will be held on the final class meeting

*NO CLASS ON THIS DATE

**FINAL EXAM DATE

Important Dates To Remember

Credit Courses Spring Semester 2012

	DAY CLASSES	EVENING/ SATURDAY CLASSES
Classes Begin - Drop/Add Continues	January 17,18,19,20,23	January 17,18,19,21,23
Last Day to Completely Withdraw with 100% And Last Day to Add Courses to Schedule	January 23	January 23
Last Day to Withdraw with 75% Refund	January 30	January 30
Last Day to Withdraw with 0% Refund and without QPA Penalty	February 6	February 6
First 7 Week Classes End And Mid-Semester - D/F Grades Reported	March 2	March 2
ACADEMIC BREAK - NO CLASSES	March 5 - 10	March 5 - 10
Second 7 Week Classes Begin	March 12	March 12
Last Day to Drop Courses with W Grade (No QPA Penalty)	March 26	March 26
COLLEGE CLOSED	April 6	April 6, 7
Last Day of Classes	April 30	April 23,24,25,26,28
Final Examinations	May 1,2,3,4	April 30, May 1,2,3,5
Grading Day	May 7	May 7
Grades Due 9:00 a.m.	May 8	May 8
Graduation	May 15	May 15

PLEASE NOTE: ALL EVENING/SATURDAY CREDIT CLASSES MEET FOR 15 WEEKS.
The last week is designated for final exams.

MAY GRADUATES: Applications for graduation must be submitted to the Office of Records and Registration by **February 15**. There is a **\$40 Graduation Fee payable at the time of application.** **FOR APPLICATIONS RECEIVED AFTER THE DEADLINE, AN ADDITIONAL \$25 LATE GRADUATION FEE WILL BE IMPOSED!!**

	EVENING / SATURDAY CLASS SCHEDULE				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
JAN	23, 30	17, 24,31	18, 25	19, 26	21, 28
FEB	6, 13, 20,27	7,14, 21,28	1,8,15,22,29	2,9,16,23	4,11,18,25
MAR	5*,12,19,26	6*,13,20,27	7*,14,21,28	1,8*,15,22,29	3, 10*,17, 24,31
APR	2,9,16,23,30**	3,10,17,24	4, 11,18, 25	5,12,19,26	7*,14,21,28
MAY		1**	2**	3**	5**

The final exam will be held on the final class meeting

*NO CLASS ON THIS DATE

**FINAL EXAM DATE

Phone Directory

MAIN CAMPUS PHONE NUMBER: 724-287-8711

OFFICE	PHONE EXT.
Academic Center for Enrichment	8351/8232
Admissions	8346
Athletics/Intercollegiate/Intramural	8423
Blackboard/Student Email Help Desk	724-284-8523
Bookstore	724-284-8503
Business Learning Center	8314
Campus Communication Center	0
Campus Police	8394
Career Services	8310
Children's Creative Learning Center	8297
Communications & Marketing	8222
Continuing Education	724-284-8504
Cooperative Education Program	8310
Cube Office (Student Newspaper)	8370
Vice President for Academic Affairs	8262
Vice President for Student Services	8261
Disabled Students Services	8327
Educational Technology	8523
Emergency Auto Service	8248
Evening Counseling Services	8285
Executive Council for Students (Student Government)	8302
Field House Fitness Center	8303
Finance Office	8513
Financial Aid	8509
Human Resources, Payroll Services, and Equal Opportunity Compliance Officer	8353
Information Technology	8441
Job Placement	8310
KEYS Program	8458
Library	8511
Off-Campus Jobs	8310
On-Campus Jobs	8329
Pioneer Café	8214
President's Office	8221
Praxis Program	8201
Public Transportation	8331
Records and Registration	8253
Student Life	8249
Succop Theater Box Office	724-284-8505
Technology Independent Study Lab (TISL)	8217
Tutoring Services	8395
Veterans Affairs	8335
BC3 @ CRANBERRY	724-772-5520
BC3 @ LAWRENCE CROSSING	724-658-1938
BC3 @ LINDENPOINTE	724-346-2073

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 and 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.

Sherri Osborne, Assistant Director of Student Activities Ext. 8448

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

Club	Advisor	Extension
Book Club (LP)	Jennifer Jenkins Judy DeGenova	346-2073
Butler Information Technology Society (BITS)	Kim Fish	Ext. 8478
College Singers	Lois Trimbur Tracy Hack	Ext. 8310 Ext. 8201 Ext. 8370
<i>The Cube</i> (Student Newspaper)		
Drama Club (LC)	Pam Achenback	658-1938
Early Childhood	Judy Wadding	Ext. 8375
Executive Council	Rob Snyder	Ext. 8249
Facets (<i>Writer's Publication</i>)	Nancy Jean Rose	772-5520
Electronics Club	Denton Dailey	Ext. 8305
Gaming Guild	Mike Dittman	Ext. 8251
Graphic Design Club (CC)	Nancy Jean Rose	772-5520
Guitar Club	Mike Aikens	Ext. 8311
Hospitality Management	Mary Ellen Smith	Ext. 8388
Metrology Club	Kevin Ruediger	Ext. 8407
Nursing Club	Diane Ratti Karen Smith	Ext. 8257 Ext. 8361
Phi Theta Kappa (<i>Honor Society</i>)	Tammy Boice	Ext. 8016
Physical Therapist Assistants	Ashlee Esplen	Ext. 8381
Psychology Club	Terri Finamore	658-1938
Pioneer Players (<i>Theater</i>)	Maggie Stock	Ext. 8272
Recreational Outing Club	Chris Calhoun	Ext. 8238
SAVE^4 (C)	Susan Davis	Ext. 7003
<i>(Students Against Violence Everywhere)</i>		
Student Veteran's Association	Scott Sterling	Ext. 6790
Social Work Club	Karen Jack Karen Stubenbort	Ext. 8378 Ext. 8164
The Source	Karen Riethmiller	Ext. 8289
Teacher's Education Alliance	Mary Galante	Ext. 8270
World Cultures & Religions (LP, LC)	Pam Achenback	658-1938
Writers' Club	Eric Pedersen	Ext. 8236

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 Orientation at the beginning of the semester to meet with club leaders and learn about their activities. Contact the club advisor listed.

Important Offices

OFFICE	PHONE EXT.
ACE (ACADEMIC CENTER FOR ENRICHMENT)	
Student Success Center	
8:00 a.m. – 4:00 p.m. Monday – Friday	Go to www.bc3.edu for evening hours
Rich Laughner, Interim Dean of Student Development	rich.laughner@bc3.edu
Greg Mason, Academic Counselor/Disabilities	greg.mason@bc3.edu
Ivory Dunlap, Academic Counselor/Retention	ivory.dunlap@bc3.edu
Lexie Jones, Coordinator of Tutoring and Transitional Services	lexie.jones@bc3.edu
Maggie Slater, Assist. Coord./Tutoring and Academic Counselor	maggie.slater@bc3.edu
Heather Jewart, Assist. Coordinator of Tutoring/ Off Campus	heather.jewart@bc3.edu
Mary McGinnis, Career and Academic Counselor	mary.mcginnis@bc3.edu
Lois Trimbur, Career Services Specialist	lois.trimbur@bc3.edu
Amy Gallagher, Academic Counselor	amy.gallagher@bc3.edu

Counseling services and tutorial assistance are available through the ACE Center. Counselors provide academic, transfer, and personal counseling to both day and evening students. Instructional software is available; and a mini-computer lab is housed in the ACE Center. The Carl Perkins Grant offers services for occupational students. Services include academic and personal counseling, career planning, and study skills

ACADEMIC DEANS

Patricia Mihalcin	EXT 8275
Dean of Nursing and Allied Health	patricia.mihalcin@bc3.edu
Business and Health Professions Building, Room H10	
William Miller	EXT 8336
Dean of Humanities/Social Sciences	william.miller@bc3.edu
Arts and Hospitality Building, Room 107	
Matt Kovac	EXT 8312
Interim Dean of Technology/Natural Sciences	matt.kovac@bc3.edu
Science and Technology Building, Room 311	
Rosemary Keasey	EXT 8247
Dean of Business	rosemary.keasey@bc3.edu
Business and Health Professions Building, BH17	

ADMISSIONS OFFICE

Pattie Bajuszik , Director of Admissions	pattie.bajuszik@bc3.edu	EXT 8346
Sean Carroll , Associate Director of Admissions	sean.carrol@bc3.edu	EXT 8212
Morgan Rizzard , Asst. Dir. of Admissions	morgan.rizzard@bc3.edu	EXT 8344
		EXT 8274

Admissions manages the applications process and arranges visits, tours, and Open House events. This Office is also responsible for applications to the Selective programs of Massage Therapy, Medical Assisting, Nursing, Paramedic, and Physical Therapy Assisting. BC3 Ambassadors are coordinated by the Admissions Office.

ATHLETICS-INTERCOLLEGIATE/ INTRAMURAL

Robert Snyder, Athletic Director	rob.snyder@bc3.edu	EXT 8249
John Osborne, Asst. Athletic Dir	john.osborne@bc3.edu	EXT 8423

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

BOOKSTORE

Student Success Center	EXT 8406
Donna Pallone, Manager	donna.pallone@bc3.edu

8:30 a.m. – 8:00 p.m. Monday – Thursday, 8:30 p.m. – 4:00 p.m. Friday

The bookstore is here to serve the BC3 faculty and students, supplying all required texts and classroom supplies. Emblematic clothing and gifts are also available.

BUSINESS LEARNING CENTER (BLC) EXT 8314

Business and Health Professions Building, Room 285

Joyce Voland joyce.voland@bc3.edu

7:30 a.m. – 10:00 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, scanners, 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 www.bc3.edu/police

Patrick Massaro, Dir. of Campus Police and Security patrick.massaro@bc3.edu

Scott Richardson, Officer in Charge 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.

All Parking concerns are also handled by the Campus Police Department. Parking permits will be issued to students starting the first week of the Fall semester classes. Parking permits **MUST** be renewed at the beginning of each Fall semester and can be obtained at the Campus Police Office.

CAREER SERVICES EXT 8310, EXT 8264

Student Success Center

Lois Trimbur, Career Services Specialist lois.trimbur@bc3.edu

Mary McGinnis, Career/Academic Counselor 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. Staff is available to assist students in finding employment. The Career Services web site at www.bc3.edu/career provides examples of resumes and cover letters as well as additional resources. Job opportunities are posted on 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

Kathy Ditch, Assistant Director/Preschool Teacher kathleen.ditch@bc3.edu

Colleen Prenovitz, Assistant Preschool Teacher/Group Supervisor

Center hours 7:45 a.m. – 4:15 p.m. Monday – Friday

Preschool hours 9:00 a.m. – 12:00 p.m. Monday – Friday

The CCLC provides a preschool environment for the children of BC3 students, faculty and 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, at BC3. 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 Continuing Ed and Off-Campus Centers
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, Cranberry, LindenPointe and Lawrence Crossing sites, as well as Jeff Tech. in Jefferson County and at various area high schools and Community Education Councils.

CULTURAL CENTER **724-284-8505**

Science, Technology and Cultural Center Building

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 **EXT 8327**

Student Success Center
Greg Mason, Disability Coordinator greg.mason@bc3.edu
8:00 a.m. – 4:00 p.m. Monday – Friday Go to www.bc3.edu for evening hours

This office advocates the rights of disabled students to equal educational opportunities and arranges special accommodations for students with documented needs.

EDUCATIONAL TECHNOLOGY/BC3 ONLINE **724-284-8523**

Beck Library edtech@bc3.edu
Ann McCandless, Dean of Educational Technology ann.mccandless@bc3.edu

Oversees all online credit course offerings, supports the instructional technology needs of faculty for courses on campus and online, and provides help desk support for students in the use of the College's course management system (Blackboard) and the student email system (@my.bc3.edu).

EVENING COUNSELING SERVICES **EXT 8232**

Student Success Center - Counselor on Duty
Hours vary throughout the semester – check with the office

A counselor is available to provide student support services.

FINANCE OFFICE **EXT 8513**

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

This office is where students pay their tuition and fees.

FINANCIAL AID OFFICE **EXT 8509**

Student Success Center
Julianne Louttit, Director 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.

HUMAN RESOURCES, PAYROLL SERVICES, AND EQUAL OPPORTUNITY COMPLIANCE OFFICE **EXT 8353**

Administration Building

Linda M. Dodd, 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 Director.

INFORMATION CENTER **EXT 0**

Student Success Center

7:30 a.m. – 7:00 p.m. Monday – Thursday, 8:00 a.m. – 4:00 p.m. Friday

The Information Center provides campus information and schedules use of college facilities.

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 at BC3 and BC3 Sites.

KEYS PROGRAM, (Keystone Education Yields Success) **EXT 8458**

Student Success Center

Karen Jack, Program Facilitator karen.jack@bc3.edu **EXT 8378**

Carla Schoentag, Student Facilitator carla.schoentag@bc3.edu **EXT 8489**

Stephanie Steele, Secretary stephanie.steele@bc3.edu **EXT 8458**

8:00 a.m. – 4:30 p.m. Monday – Friday

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

LIBRARY **EXT 8511**

John A. Beck Jr. Library

Stephen Joseph, Dean of Library Services steve.joseph@bc3.edu

8:00 a.m. – 9:00 p.m. Monday – Thursday, 8:00 a.m. – 4:00 p.m. Friday

The Library provides a collection of print and non-print materials to support the BC3 curriculum. Also available are public computers, study rooms, and a photocopier.

Reference librarians are on hand to assist with research questions. See Blackboard's Beck Library section to access the library's online resources.

LOST AND FOUND **EXT 8394**

Student Success Center

CAMPUS POLICE www.bc3.edu/police

OFF-CAMPUS JOBS **EXT 8310**

Student Success Center, Career Services

Lois Trimbur, Career Services Specialist lois.trimbur@bc3.edu

8:00 a.m. – 4:00 p.m. Monday – Friday

Job announcements are posted on www.collegecentral.com/bc3. Staff is also available to assist students in finding employment.

ON-CAMPUS JOBS **EXT 8329**

Student Success Center, Financial Aid Office

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 **EXT 8214**

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

PRAXIS PROGRAM **EXT 8201**

Humanities/Education Building Office #132
Tracy Hack, Praxis Coordinator tracy.hack@bc3.edu

PRESIDENT'S OFFICE **EXT 8221**

Administration Building
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 Board Services work directly with the Board of Trustees that is responsible for policy governance.

PUBLIC TRANSPORTATION **EXT 8331**

There is one bus stop: beside the Maintenance Building. The Bus arrives at approximately 40 min. past every hour; 7:00 am – 9:00 pm.

RECORDS AND REGISTRATION **EXT 8253**

Student Success Center
Ruth Scott, Dir. of Records and Registration ruth.scott@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 transcripts, have transfer credits evaluated, get a BC3 catalog, 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**
John Osborne, Asst Dir, Student Life john.osborne@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.

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 **EXT 8260**

Student Success Center
Rich Laughner, Transfer Counselor rich.laughner@bc3.edu
8:00 a.m. – 4:00 p.m. Monday – Friday Go to www.bc3.edu for evening hours
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 **EXT 8395**
Student Success Center
Lexie Jones, Coordinator of Tutoring and Transitional Services lexie.jones@bc3.edu
Maggie Slater, Assistant Coordinator of Tutoring maggie.slater@bc3.edu
Heather Jewart, Assistant Coordinator of Tutoring/Off Campus heather.jewart@bc3.edu

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 **EXT 8335**
Student Success Center

VICE PRESIDENT FOR ACADEMIC AFFAIRS **EXT 8262**
Administration Building
Dr. Francie Spigelmyer frances.spigelmyer@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 SERVICES **EXT 8261**
Student Success Center
8:00 a.m. – 4:00 p.m. Monday – Friday

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

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

1. Both students and faculty members are obligated to attend each class meeting.
2. Both students and faculty members are obligated to be prepared for each class meeting.
3. Both students and faculty members are obligated to extend to one another mutual respect and courtesy as members of the College community.
4. Faculty members have an obligation to conduct their academic professional activities honestly and conscientiously.
 - A. They shall follow the content and procedures as outlined in the course syllabus.
 - B. 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.
 - C. They shall assign grades based on fair, unbiased evaluative instruments without regard to sex, race, color, national origin, political affiliation, age, religious beliefs, or disability.
 - D. They shall grade students' work and report grades to students within a reasonable period of time.
 - E. They shall give appropriate recognition to students by name for their contributions to published materials.

- F. 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.
5. Students have an obligation to conduct their academic activities honestly and conscientiously.
6. They shall refrain from reference during examination or other academic evaluative process to other individuals or materials not authorized by the instructor.
7. 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.
8. They shall not act as substitutes for other students in any examination or other evaluative process.
9. 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.
10. They shall not aid other students 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.
11. The student 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.

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.

Academic Grievance

1. If a grievance is academic in nature, for example, complaints about instructors, courses, grades or requirements, the following steps must be taken:
 - A. The student should make every possible effort to resolve the complaint by discussing it with the instructor or other people concerned. Most academic complaints are settled at this stage.
 - B. Complaints not settled between the student and faculty member may be taken to the appropriate Dean. The Dean may consult with the faculty member before giving the student an informal judgment, or may advise the student on alternate strategies in handling the situation.
 - C. Complaints not resolved between the student and Dean may be submitted in writing to the Vice President for Academic Affairs. The VP will conduct an appropriate investigation that may include meeting with the student and the faculty member and will respond in writing, preferably within seven days. The written response will become part of the student's record.
 - D. The decision of the Vice President for Academic Affairs shall be final, unless, within three school days after receipt of the decision, either party files a letter with the President. The President will review the matter to ensure process and documentation and render a decision.

Academic Policies

A complete listing of all Academic Policies can be found in the Butler County Community College Catalog.

Academic Load

The normal academic load for a full-time student registered for the Fall or Spring semester may vary from twelve to eighteen credit hours per semester. No student may schedule more than eighteen credit hours per semester without special permission from the Vice President for Academic Affairs.

Schedule Change (Drop/Add)

1. All schedule changes must be made through the Office of Records and Registration.
2. 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:

1. A student may withdraw from a course up to and including the third week of a semester without a penalty or any statement appearing on his/her record.
2. 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)
3. 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.
4. 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:

1. All schedule changes must be made through the Office of Records and Registration.
2. Each semester the student may process schedule changes up to the beginning of the second week of classes. After this time, a student may drop, but not add classes.
3. 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, Metrology, General Studies (undecided and developmental) and students on probation.

System of Grading

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

A – Superior	4	D – Below Average	1
B – Above Average	3	F – Failure	0
C – Average	2	I – Incomplete	0
3. The letter grades which do not affect the college GPA are:

S – Satisfactory	T – Audit
W – Withdrawal	WM – Withdrawal Medical

P – Credits transferred from other colleges and courses successfully challenged preparatory course letter grades.

4. An incomplete grade may be issued to students who have not completed all of their assignments. The incomplete must be satisfied by the end of the following semester. If not satisfied, it becomes an F grade. Only a grade of A, B, C, D, and F can replace an incomplete.
5. No grade, with the exception of an incomplete, should be changed after once issued 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 assignment of grade.**
6. 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 matriculated at the time of withdrawal. The F grades become part of the student’s permanent record.

Academic Standing

After attempting 12 credits, students will be held to standards regarding Academic Standing listed below. **Preparatory and/or Developmental coursework will be included in the GPA calculation for the purpose of Academic Standing. These courses are not included in the GPA displayed on your transcript or grade mailer.**

1. **Academic Alert** – Students will be placed on Academic Alert if their cumulative GPA falls below 2.0 (provided that their semester GPA does 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.
2. **Academic Probation** – Students will be placed on Academic Probation for one semester if their cumulative GPA falls below 2.0 and their semester GPA is below 1.5 (provided that their cumulative averages do not fall below that required for remaining enrolled). Students on academic probation will be required to attend group intervention sessions prior to the start of the semester and will be limited to 13 credits.
3. **Academic Suspension** – Students will be placed on academic suspension for a semester if their semester GPA falls below 2.0 and their cumulative GPA is 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.

4. **Academic Dismissal** - Students will be academically dismissed if they have attempted more than 36 credit hours and if their semester GPA falls below 2.0 and cumulative GPA falls below 1.5. Dismissal is permanent unless the student 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 by the credit hours for each and divide the sum of the quality points by the total number of credit hours attempted (credits for classes in which you receive an "F" are included in credits attempted).

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

Letter Grade (Grade Value) x (No. of Credits) = (Quality Points)

Grading System for Preparatory/Developmental Courses

1. Credit
Preparatory courses will carry institutional credits. These credits may be counted for some forms of Financial Aid. Institutional credits will not count toward any associate degree or certificate. However, institutional credit courses may be needed by some students to enable them to make up deficiencies in order to carry courses that will count toward a degree.
2. System of Grading
A letter grade will be given to all students taking a preparatory course.
3. Grade Point Average (GPA) for Preparatory Courses
A grade earned in a preparatory course will not be reflected in the College level GPA.
4. Repeating Courses
Students may repeat courses for the purpose of improving competency in the subject area and not be penalized on their GPA. It must be noted, however, that some senior institutions will count both the original and the second grade when computing a 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

1. 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, and for Certificates and Diplomas.
2. All preparatory course work must be completed prior to the receipt of a Degree, Certificate or Diploma.
 - A. For an Associate Degree, a maximum of forty-five (45) credit hours may be transferred back to Butler County Community College (BC3).
 - B. For a Certificate, a minimum of twenty-four (24) college credits must be completed at BC3 exclusive of credits for prior learning.
3. 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. These credit hours are to be approved in advance by the Academic Dean of the second major.
4. A student is responsible for fulfilling all Degree or Certificate requirements.
5. To be eligible for graduation honors, a student must have successfully completed 30 semester hours at BC3.

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 their instructor 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 issues an electronic grade report to each student immediately following the close of the semester. Also, an electronic grade report at mid-semester will be issued for all students who have earned a D or an F in any course or course(s).

Transfer of Credit

1. The Director of Records and Registration, in consultation with the Vice President for Academic Affairs and Academic Deans will review incoming transfer of credits.
2. 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.
3. College level courses taken while in the U.S. Armed Forces and submitted on college transcripts or on transcripts of the Community College of the Air Force are transferable.
4. Advanced Placement (AP) credits will be honored by Butler County Community College based on AP test scores of three or higher.
5. 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

1. 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.
2. 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.

Credit for General Life Experience

Guidelines for awarding credit for life experience are essentially those suggested by the American Council on Education dated January, 1997. A student presents to the Vice President for Academic Affairs, a proposal describing the broad outline of the learning experience. A comprehensive, detailed portfolio is then prepared under the direction of a

faculty member (portfolio adviser). A group of no fewer than three college faculty members and administrators will evaluate the specific-detail portfolio and will recommend the credit to be given. The student pays for each credit requested in the portfolio. Complete details and procedures are available from the Vice President for Academic Affairs Office in the Administration Building.

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 the 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. 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.

BC3 Ambassador Program

Butler County Community College's Ambassador Program focuses on having successful BC3 students assist the Admissions Department with the recruitment of new students.

Main responsibilities:

- Campus tours
- Open House events
- Orientations
- Special Events
- Speaking opportunities

Requirements:

- 2.8 G.P.A.
- At least 12 credits taken at BC3
- Full-time student-both fall and spring
- Available 15hrs/semester + training

Benefits:

- Paid Position
- Leadership opportunities
- Enhance resume
- BC3 apparel

Attributes:

- Enthusiastic
- Responsible
- Prepared, prompt, and flexible

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, or sex.

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 or sex; (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 or sex; 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 or sex 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 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 Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at P. O. Box 1203, Butler, PA 16003-1203. 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 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 or contact the 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 or sex.

For further information or to file a complaint contact the Director of Human Resources/Equal Opportunity Compliance Officer, by telephone at (724) 287-8711, Extension 8353, or in writing at Butler County Community College, P.O. Box 1203, Butler, PA 16003-1203.

SEXUAL HARASSMENT POLICY

1. 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.

2. Consensual Relations between Faculty and Students - Because those who teach are entrusted with guiding students, judging their work, giving grades for papers and courses, and recommending students to colleagues, instructors are in a delicate relationship of trust 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 who have romantic relations with students to teach such students in a class, 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 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, or sex 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, or sex. 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.

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, or sex. 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 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

1. 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 Director of Human Resources/Equal Opportunity Compliance Officer. The written complaint should be submitted to the 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).
2. The 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 Director of Human Resources/Equal Opportunity Compliance Officer shall have ten (10) 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 Director of Human Resources/Equal Opportunity Compliance Officer providing a disposition of the alleged complaint.
3. 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 Director of Human Resources/Equal Opportunity Compliance Officer.

4. The disposition of all other complaints shall be made by the 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 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 ten (10) College work days following the initial meeting with the Complainant unless an extension is necessary and mutually agreed to by the Complainant and the Director of Human Resources/Equal Opportunity Compliance Officer. The decision of the Director of Human Resources/Equal Opportunity Compliance Officer shall be the final decision rendered through the grievance process.
5. 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 Director of Human Resources/Equal Opportunity Compliance Officer.

Rights of the Complainant and Other Individual(s) Involved

1. 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 Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at P. O. Box 1203, Butler, PA 16003-1203.
2. 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 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.
3. 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 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, or sex, 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

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 Director of Campus Police and Security, 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 or sex.

Any violation of this policy may result in disciplinary action.

DRUG-FREE CAMPUS POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol is prohibited at any workplace, course site or campus activity under the authority of the Butler County Community College Board of Trustees. Any employee or student violating the policy will be referred to a rehabilitation program and/or disciplined in an appropriate manner, up to and including termination of employment or expulsion. Discipline, when appropriate, shall be taken under the relevant provisions of Collective Bargaining Agreements and College policies. Any employee or student convicted of a drug-related offense must notify the institution within five (5) days of conviction.

The Butler County Community College Policy for a Drug-Free Campus is as follows:

1. The consumption, possession, or sale of any alcoholic beverages and/or illegal drugs on the College campus or any campus site is prohibited.
2. Appearing on campus or at an off-campus event under the influence of alcohol and/or illegal drugs is prohibited.
 1. Academic content of a college-sponsored course involving the production and/or tasting of alcohol requires prior written consent of the Vice President for Student Services and the Vice President for Academic Affairs.
 2. The consumption, possession, or sale of any alcoholic beverages and/or illegal drugs at college sponsored or college recognized events is not supported by the college.
 3. The procedures for the enforcement of the Drug-Free Campus Policy are as follows: Any college employee who is responsible for monitoring behavior at both campus and off-campus events will also be responsible for reporting policy violations to the Dean of Student Development. Students or other individuals witnessing policy violations will report those violations to either the college employee in charge of the event or to the Dean of Student Development.
4. Students who violate the Drug-Free Campus Policies will:
 - A. First Offense:

The student will meet with the Dean of Student Development to discuss the offense. The Dean of Student Development will then determine the appropriate course of action depending upon the severity of the offense. A report, written by the Dean of Student Development detailing the violation, will be signed by the

student, the individual reporting the violation, and the Dean of Student Development. The report will be filed with the Vice President for Student Services.

B. Second Offense:

The Dean of Student Development will notify the Vice President for Student Services, the Vice President for Academic Affairs and the President of the College. The student will be expelled from school until he or she can demonstrate rehabilitation acceptable to the Dean of Student Development. It is the student's responsibility to seek such rehabilitation and Butler County Community College is in no way responsible for such rehabilitation.

An appeal may be made by the student according to the Appeals Process outlined in this handbook.

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 products are prohibited on all campuses and sites owned and/or leased by BC3 and College vehicles effective July 1, 2009. This policy applies to all faculty, staff, students and visitors of BC3. Any violation of this policy may result in disciplinary action.

GAMBLING POLICY

Gambling, including informal bets on card games or recreational activities, is prohibited on the College campus. Any violation is subject to the appropriate disciplinary action.

POLICY ON SOLICITATION

Guidelines are available for the distribution of literature and for the promotion of political, social, etc. causes by means of soliciting, surveying, or otherwise encountering students at Butler County Community College. Those guidelines are intended to protect the rights of students, to maintain the aesthetic quality of the College, and to make it possible for divergent views to be expressed in an orderly manner. Copies of the guidelines can be obtained at the Student Life Office located in the Student Success Center, extension 8249.

ACCEPTABLE USE OF INFORMATION SYSTEMS AT BC3

I. 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.

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

In making acceptable use of information resources users must:

1. use resources 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 resources users must **NOT**:

1. use another person's system, user ID, password, files, or data without permission.
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.

III. Internet Guidelines 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:

1. students and employees may access the Internet from designated areas on campus during open lab hours. Class activities take priority over open lab time.
2. access to the Internet should be used for purposes relative to classroom and work assignments and not for recreational purposes.
3. access to the Internet may not be used for unethical, illegal, or criminal activities.
4. access time may be limited due to the number of people online and equipment availability.
5. downloading files from the Internet to the hard drives of lab PC's is prohibited.
6. students/employees have no reasonable expectations of privacy when using BC3 information systems and networks.

IV. General Computer Usage BC3 information systems 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.

V. 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 information systems 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 and APECS. 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, unless consent is given by the BC3 primary email account user and it is used to conduct appropriate College business and/or communication. Individuals who are not the primary email account user and/or a BC3 registered student are prohibited from sending emails from the primary account user's email account and are prohibited from viewing any emails intended solely for the primary account user.
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.

VI. 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 information systems must be reported to the Director of Information Technology. A copy of the Violation Report Form appears in Appendix Y.
2. The Director of Information Technology and/or his/her designee will work in conjunction with the Dean of Student Development and/or Director of Human Resources 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 Director of Human Resources. 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.

VII. Disclaimer The College will not be responsible for the loss or corruption of user data files of any kind. Use of information systems, 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 information systems, 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 information systems, 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

1. Students will be allotted \$15.00 for printing per semester at no charge.
2. Students will be able to purchase additional pages at the Bookstore, Library, and Business Office, with a minimum purchase of \$1.00. Students will also be able to purchase additional pages at Cranberry, Lawrence Crossing, and LindenPointe by check only (\$5.00 minimum).
3. Students will receive a warning when their printing allowance gets low.
4. It will cost .10 per page for black and white and \$.15 for color.
5. Any balance on students accounts at the end of the semester is non-refundable.
6. Balances will not carry over to the next semester.
7. These recommendations do not apply to the plotters used by CADD students.

TRAFFIC AND PARKING CODE OF BC3

Regulations have been adopted to provide for the enforcement of an orderly traffic control and parking system for the College. A complete copy of the College's Traffic and Parking Code will be provided at the Campus Police Office or online at www.bc3.edu/police.

Parking Permits/Penalties

All persons desiring to park a vehicle on the Butler County Community College Campus must register for a parking permit. Parking permits will be issued by the Campus Police Office located in the Student Success Center.

Each student is required to register his or her vehicle, including motorcycle or mopeds, once each academic year. A student who registers his or her vehicle at the beginning of the Fall semester will receive a permit which is valid for the entire academic year. A student who registers a vehicle in the Spring semester will have a permit for the Spring semester only.

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 \$10 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.

Appeal Process

Parking tickets can be appealed through the Parking Review Board. In order to appeal a parking ticket, an appeal form must be completed and turned in to the Campus Police Office, within five (5) business of receiving the ticket. The appeal forms are available at the Campus Police Office, which is located in the Student Success Center.

For more information on the appeal process, and other traffic and parking regulations, please refer to the Traffic and Parking Code, which is available at the Campus Police Office or online at www.bc3.edu/police.

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:

1. Disruption or obstruction of teaching, administration, disciplinary proceedings, or other College activities, including its public service functions, on or off campus.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the safety of any person.
3. Attempted or actual theft of and/or damage to property of the College or property of a member of the college community.
4. 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.
5. 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.
6. 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.
7. Violation of published College policies, rules, or regulations.
8. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities.
9. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
10. Use, possession, or distribution of alcoholic beverages.
11. Use, possession, or concealment of any firearms, explosives, other weapons, or dangerous chemicals.
12. 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.
13. 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.
14. Intentionally supplying false information to the College and/or alteration or unauthorized use of College documents or instruments of identification.
15. 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 Services 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:

1. Hearings normally shall be conducted in private.
2. Admission of any person to the hearing shall be at the discretion of the chairperson and/or the Dean of Student Development.
3. 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.
4. 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.
5. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the hearing board at the discretion of the chairperson.
6. 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.
7. There shall be a single verbatim record of the hearing, such as a tape recording. The record shall be the property of the College.
8. 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.
9. All procedural questions are subject to the discretion of the chairperson of the Student Conduct Hearing Board.
10. 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.
11. 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.
12. 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

1. 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.
 - A. **Warning** – A notice in writing to the student that the student is violating or has violated College regulations.
 - B. **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.
 - C. **Loss of privileges** – Denial of specified privileges for a designated period of time.
 - D. **Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - E. **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.
 - F. **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.
 - G. **Dismissal** – Permanent separation of the student from the College.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. 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.
4. The following sanctions may be imposed upon student groups or organizations:
 - A. Those sanctions listed above in the Student Code.
 - B. Deactivation – Loss of all privileges, including College recognition, for a specified period of time.
5. 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:

1. To determine whether the original hearing was conducted in conformity with prescribed procedures of the Student Code.
2. To determine whether the decision reached regarding the student was based on sufficient information to establish that a violation of the Student Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which occurred.
4. 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

1. 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.
2. If you withdraw completely or partially from the sixth through the tenth College work days, 75 percent of the applicable tuition will be refunded.
3. There will be no refund after the tenth College work day.
4. The application for admission fee and the application for graduation fee are non-refundable.
5. Refunds for financial aid recipients must be calculated according to federal and/or state refund regulations.
6. 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.
7. 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.
8. 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 six, eight, or ten week sessions, you must notify the College of complete withdrawal during the first three College work days of the session for a 100 percent refund. If you withdraw completely or partially from the fourth through the sixth College work days, 75 percent of the applicable tuition will be refunded. There will be no refund after the sixth College work day. For three week sessions, if you withdraw completely before the second College work day, you will receive a 100 percent refund. If you completely or partially withdraw during the second College work day, 75 percent of the applicable tuition will be refunded. There will be no refund after the second work day.

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.

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 Pennsylvania Collegiate Athletic Association (PCAA). The BC3 athletic teams also participate in the National Junior College Athletic Association (NJCAA) in division III. Pioneer athletic teams compete against a very competitive schedule that includes teams from Pennsylvania, New York, Ohio, West Virginia, and Maryland. BC3 offers seven sports for men and women. Following is a list of the sports offered and the seasons in which they compete:

Baseball - The Pioneer Baseball team competes as both a fall and spring sport. The fall season consists of WPCC scrimmage play while the spring schedule consists of NJCAA Regional play.

Cheerleading – The Pioneer Cheerleading squad cheers for all home men's basketball games. Cheerleading takes place during the fall and spring semesters.

Men's Basketball – The Pioneer Men's Basketball team competes in both the Fall and Spring semesters.

Women's Basketball - The Pioneer Women's Basketball team competes in both the Fall and Spring semesters.

Golf - The Pioneer Golf team is coed and competes as both a fall and spring sport with home matches being played at Lake Arthur Country Club. The fall season consists of the WPCC conference schedule while the spring schedule consists of NJCAA Regional play.

Softball - The Pioneer Softball team is fast pitch and competes as a spring sport.

Women's Volleyball - The Women's Volleyball team competes as a fall sport.

Intramural Athletics - BC3 also offers a wide range of Intramural activities open to all students. For more Intramural information contact Ext. 8423.

For information regarding the Butler County Community College athletic teams please contact Rob Snyder at Ext. 8249 or John Osborne at Ext. 8423.

Library

The mission of the John A. Beck, Jr. Library 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 and 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 library has several computer workstations that offer access to the library's online catalog, periodical indexes, reference databases, and the World Wide Web. Please ask for help at the reference desk if you need assistance with any of these.

Library layout – Reference materials and periodicals are located on the first floor. Materials that may be checked out are located on the second floor.

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 library has several study rooms available. Please sign up for them on the calendars on the doors to each room.

Photocopying machine – the copies cost 10 cents per page.

Classroom – The library's classroom, room L114, is located in the back of the first floor. It is used for library orientation and various class sessions.

Laptop computers – The library owns 16 laptop computers that students may use in the library when they are not being used for classes. The library is a wireless hotspot for access to the internet through personal laptops.