Dear Prospective Student:

We have received your request for information about the College Pathways program and are excited that you are interested in taking the next step in your academic journey at Butler County Community College (BC3)! This program permits sophomore, junior and senior students to take college-level classes prior to the completion of high school.

To qualify for this program, BC3 requires a student to:

- Apply to the college, including payment of a one-time, non-refundable $25.00* application fee. College Pathways students cannot apply online. Please contact our office for an application or download from www.bc3.edu. **Note: Beginning July 1, 2018, students attending a public high school in Armstrong, Butler, Clarion, Clearfield, Elk, Jefferson, Lawrence, and Mercer counties are eligible to have their fee waived due to the generosity of EITC funds.

- Meet the minimum cumulative GPA requirement (no exceptions to this policy will be made):
  - Sophomore: 3.25
  - Junior: 3.00
  - Senior: 2.75

- Submit an official copy their high school transcript in a sealed envelope from the school

- Complete a copy of the College Pathways Agreement obtainable from the Admissions Office or online at www.bc3.edu/admission under the heading “High School Programming”. This agreement outlines the expectations of the program and requires the signatures of the student, a parent or guardian, a School Counselor, Principal, or Homeschool Evaluator, and a BC3 representative.

Once all of the above documentation is received, it will be reviewed and the Assistant Director of High School Programming will contact you. If placement testing is needed in English or math it will be scheduled at the BC3 location nearest to you.

If you have any questions, do not hesitate to contact me at 724-287-8711 Ext. 8254 or erin.cioffi@bc3.edu. We look forward to seeing you on campus!

Sincerely yours,

Erin C. Cioffi
Assistant Director of High School Programming
This agreement is entered into between Butler County Community College (BC3) and (student’s name) _________________________________. This agreement sets out the terms and conditions of the College Pathways Program offered to high school students who wish to enroll in college-level coursework at BC3.

A. **Term:**
   This agreement is for the__________________________ semester/term.
   (Students must complete a new Agreement Form for each semester/term.)

B. **Eligibility:**
   In order to be eligible to participate in the College Pathways Program, students must:
   - Be in their sophomore, junior, or senior year of high school.
   - Provide an official high school transcript in a sealed envelope (a home-schooled student must provide a transcript signed by an official evaluator [parents/guardians are not considered official evaluators]).
   - Meet the minimum cumulative GPA requirement (no exceptions to this policy will be made).
     - Sophomore: 3.25
     - Junior: 3.00
     - Senior: 2.75
   - Complete a BC3 Application for Admission with a $25.00** one-time, non-refundable fee. The online application is not available to College Pathways students, please contact the Admissions Office for a paper application.

**Note: Beginning July 1, 2018, students attending a public high school in Armstrong, Butler, Clarion, Clearfield, Elk, Jefferson, Lawrence, and Mercer counties are eligible to have their fee waived due to the generosity of EITC funds.**
Achieve the required minimum scores on the Next-Generation ACCUPLACER placement exam(s) if enrollment in a math and/or English class is desired, or if planning to enroll in a course where math and/or English are co- or pre-requisites.

SAT scores (570 or better in Math and 500 or better in Evidence Based Reading and Writing) or ACT scores (23 or better in Math or 21 or better in English) may exempt you from placement testing. You need to provide proof of meeting or exceeding these cut-off scores.

C. Continuation:
In order to remain in this program, the student must:

- Earn a grade of “C” or better in each course.
- Meet with the Assistant Director of High School Programming or Student Services Specialist at their BC3 campus location prior to registering for each subsequent semester. College Pathways students cannot schedule online.
- Complete the entire registration process prior to the beginning of each semester, including a new College Pathways Agreement (this form) each semester.

D. Additional Program Guidelines:

- Students may take courses at BC3 Main Campus, a satellite BC3 campus location, online/hybrid or a combination of any of these.
- Developmental or preparatory courses (course numbers below 100) cannot be taken.
- The courses taken by College Pathways students are identical to those taken by other BC3 students and are assessed in the same way.
- College Pathways students are subject to the same tuition (based on county of residence) and fees as all other degree-seeking BC3 students.
- Students must have all tuition and fees paid prior to BC3’s established deadlines.
- Students over 18 years of age may enroll in the E-Z Payment Plan during the fall and spring semesters.
- Students who drop courses during the semester will be subject to BC3’s refund policy for dropped classes and must obtain a signature from an admissions representative or Student Services Specialist prior to dropping the course.
- Per federal guidelines, College Pathways students are not eligible for financial aid.
- It is the student’s responsibility to purchase all course textbooks and required materials which are available for purchase at the BC3 Bookstore.
- Eligible students are permitted to take a maximum of 12 credits fall and spring semester and 6 credits in a summer session. No exceptions will be made this policy. Final schedules are subject to the approval of BC3.
- Determination of whether BC3 credits can be used to fulfill high school graduation requirements is solely at the discretion of the student’s secondary school.
- BC3 will award post-secondary credit to students who successfully complete courses identified in this agreement as identified above and students can request an official transcript through the Office of Records and Registration at any time.
• College Pathways students who wish to become degree-seeking after graduating from high school **must re-apply** to BC3 as a graduate in a program of study.

• If a College Pathways student becomes a regularly enrolled student, BC3 shall recognize and apply those credits to the student’s chosen academic program.

• Students participating in College Within the High School Program who wish to also enroll in the College Pathways Program must submit a separate application and all other documentation required for the College Pathways Program.

• BC3 will release academic information to the appropriate individuals at the student’s current secondary institution and/or parent/guardians if a current FERPA agreement is on file with the Office of Records and Registration.

**Anticipated Course Schedule:**

1. Course Number: ______________________________________________________
   Course Name: ______________________________________________________

2. Course Number: ______________________________________________________
   Course Name: ______________________________________________________

3. Course Number: ______________________________________________________
   Course Name: ______________________________________________________

4. Course Number: ______________________________________________________
   Course Name: ______________________________________________________

**Required Signatures:**

Student: __________________________________________________________ Date: ____________

BC3 Representative: _____________________________________________ Date: ____________

Parent/Guardian: _______________________________________________ Date: ____________

Principal/Guidance Counselor/Evaluator: __________________________ Date: ____________

(Parents/guardians cannot sign as home school evaluators)
STUDENT INFORMATION RELEASE AUTHORIZATION

The Family Educational Rights and Privacy Act (FERPA), a U.S. federal statute also known as the Buckley Amendment, regulates access to student educational records. The law:

- Provides eligible students the ability to review their educational records.
- Protects student privacy rights by limiting access to educational records without the express written consent of the student.

Information cannot be shared with others (including parents) unless the student formally gives permission by signing this Student Information Release Authorization Form.

STUDENT INFORMATION (PLEASE PRINT)

First Name: ___________________________ Last Name: ___________________________

Student ID: ___________________________ Email: ________________________________

PERSON GRANTED ACCESS (PLEASE PRINT)

First Name: ___________________________ Last Name: ___________________________

Relationship to Student: _______________________________________________________

Address: ____________________________________________________________________

Telephone: ___________________________ Email: ________________________________

HIGH SCHOOL GRANTED ACCESS (PLEASE PRINT)

High School Name: ___________________________________________________________

CERTIFICATION

Signing this waiver grants permission to personnel of Butler County Community College to discuss with my parents/legal guardians, other person(s) I deem appropriate in any and all matters pertaining to my academic record. I understand this authorization has no expiration date; however, you may revoke your authorization, in writing, at any time while enrolled at BC3. Signed forms should be submitted to the Office of Records and Registration or any BC3 campus location.

Student’s Signature: ___________________________ Date: ___________________________

FOR OFFICE USE ONLY

Date Form Received: ___________________________ Date Form Imaged: ___________________________