

Institutional Articulation Agreement

Between

Penn Commercial Business/Technical School

And

Butler Area Vocational-Technical School

I. Statement of Purpose

The purpose of this articulation agreement is to provide a mechanism that will enable students enrolled in secondary institutions to enroll in Penn Commercial Business/Technical School and receive post-secondary credit for competencies achieved. Based upon mutual concern for providing programs that integrate experiences at the secondary and post-secondary level, ***Penn Commercial Business/Technical School*** and ***Butler Area Vocational-Technical School*** subscribe to the following agreement.

II. Criteria for Receiving Articulated Credit at Penn Commercial Business/Technical School

- A. Secondary institution has a signed course articulation agreement with Penn Commercial Business/Technical School.
- B. Student is accepted and has enrolled at Penn Commercial Business/Technical School into a certificate, diploma, or degree program within one (1) year following the successful completion of his/her secondary education.
- C. Student has graduated from the participating secondary institution and submitted his/her transcript to Penn Commercial Business/Technical School as proof of course requirement completions (official transcripts must be mailed from the secondary institution directly to Penn Commercial Business/Technical School).
- D. Articulation credit will not be granted if the student does not have an equivalent or comparable post-secondary course on his/her transcript.
- E. Only those courses equivalent to Penn Commercial Business/Technical School course(s) will be accepted for articulation. Equivalent courses must also be of a minimum of .5 credits.
- F. Student must have achieved a grade of "B" or better in each course to be articulated, been recommended by a high school guidance counselor, and have completed the competencies identified for the Penn Commercial Business/Technical School course.
- G. Any required proficiency examinations must be completed prior to the student's start date at Penn Commercial Business/Technical School. Students will also need to score 75% or above on a required proficiency examination. Prior to the student's start date at Penn Commercial and within one (1) year following the completion of his/her secondary education, proficiency examinations may be taken at no additional cost to the student. After a student has begun classes at Penn Commercial Business/Technical School, a fee will be charged per course credit for the proficiency examination.
- H. Student should be aware that course exemptions could have an impact on financial aid resources if course load falls below 12 credits per quarter.

- I. Vocational Students Only: Student's requesting 'advanced standing' from a comparable secondary vocational program to a Penn Commercial Business/Technical School program (i.e. –Welding; Electrician; Welding, Information Technology and Security; Cosmetology; and Medical programs) will be asked to interview with the Penn Commercial Business/Technical School department head to evaluate competency in the field prior to the determination and approval of level for advanced standing. Penn Commercial Business/Technical School department head may also request the student to take a proficiency examination, provide a portfolio and/or demonstrate skill(s).

III. Recording of Credit

Credit(s) for articulated secondary educational courses will be recorded on the post-secondary transcript by the Penn Commercial Business/Technical School equivalent course title and credit hours with the grade designation of "T". The grades and credits will not be used in computing the student's cumulative GPA.

IV. Cost

There will be no charge for post-secondary credit awarded through this agreement. There is also no charge for any required proficiency examinations prior to a student's start date at Penn Commercial Business/Technical School.

V. Admission to the School

Students completing the requirements outlined in this agreement will be considered for school admission on the same basis as every other applicant.

VI. Review of Agreement

This Agreement shall be effective from the date of affixing signatures and shall be valid for two (2) years from the date of origination. An informal annual review of the articulation agreement will be conducted. The agreement may be amended at any time by mutual consent of the signing parties or their designees.

VII. Termination of Agreement

This agreement will be in effect unless either institution notifies the other in writing to terminate this agreement. The agreement becomes null and void upon termination of the secondary/post-secondary program.

VIII. Courses Accepted for Articulation Credit

See Attachment A

Attachment A

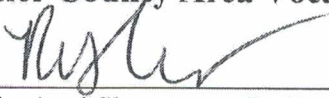
Cosmetology

Penn Commercial's Cosmetology program utilizes an exclusive Toni&Guy curriculum. The method of teaching is quite different from most cosmetology school, as is the order the skills are taught.

Penn Commercial accepts **up to** 350 transfer hours based on the individual's earned hours on transcripts and assessment of proficiency. Proficiency is determined by the Director of the Cosmetology Academy upon completion of an interview, transcript review and the Director's recommendation. The completion of the interview, transcript review, and Director's evaluation will determine the exact number of hours accepted for transfer.

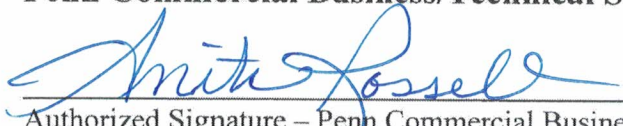
The 350 transferable hours dependent on interview, transcript and review.

Butler County Area Vocational-Technical School

 _____ Date: FEB 07 2025
Authorized Signature – **Butler County Area Vocational-Technical School**
210 Campus Lane
Butler, PA 16001

Print name: Regina Hiler
Title: Executive Director

Penn Commercial Business/Technical School

 _____ Date: 2/10/25
Authorized Signature – Penn Commercial Business/Technical School

Print name: Anita Rossell
Title: Director of Education