Pennsylvania College of Technology is a special mission affiliate of The Pennsylvania State University, focused on applied technology, and is granted the benefits and responsibilities of The Pennsylvania State University as a state-related institution and an instrumentality of the Commonwealth of Pennsylvania.

Philosophy Statement
We believe in the dignity and worth of all individuals. We further believe that learning is a lifelong process and that all individuals should have opportunities for lifelong education. Education should help individuals realize their maximum potential academically, culturally and technically, while also providing for personal enrichment. To prosper in a complex and changing society, individuals must learn to think independently, value logical and tested conclusions, develop problem solving abilities, and function collaboratively. The successful application of learning contributes significantly to health and happiness and benefits the organizations and communities in which individuals live and work; the College is an integral part of society and must respond to identified needs and interests. In the delivery of educational services, there is no substitute for excellence.

Mission Statement
Pennsylvania College of Technology offers an array of academic programs – in a student centered learning environment – at the baccalaureate, associate, and certificate levels with an emphasis on technology. The College offers nationally recognized programs and maintains its commitment to hands-on, experiential learning.

Pennsylvania College of Technology seeks to implement its philosophy by providing:
• Opportunities to develop intellectually, ethically, socially, culturally and personally.
• Quality academic programs emphasizing preparation for preprofessional, technological, and service careers.
• Accessible full- and part-time educational opportunities and services that address a wide spectrum of individual needs and abilities through varied formats, schedules, and geographic locations.
• Educational programming responsive to economic and employment realities.
• Enhanced learning opportunities through cooperation with industry, business, government, other educational institutions and through international experiences.
• Comprehensive majors that integrate communications, math, science, art, technology, humanities, interpersonal skills, problem solving, critical thinking, information literacy, and health and safety.
• Opportunities to develop skills needed to enter and succeed in academic majors.
• Opportunities to gain skills and knowledge, and to expand interests through lifelong learning.
• Assistance with career planning, employment preparation, and advanced study.
• An environment that fosters lifelong learning, creativity, and respect for difference.

Excellence in instruction and appropriate educational opportunities are the College’s highest priorities.

Pennsylvania College of Technology is proud to open a door to the future for you and thousands of others who are looking for a degree that works.

Our Philosophy and Mission statements clearly identify the spirit of Penn College. We believe there is nothing more valuable than the potential of men and women to achieve their personal and professional goals.

Penn College offers a wide variety of programs and services to help you reach your potential. Our faculty and staff are committed to this endeavor. We offer excellent educational opportunities. Our facilities match industries’ best. We provide you with access to free support services and tutoring throughout the year.

Your success will depend upon how well you use these resources. This is an environment in which you can succeed. We invite you to participate fully in all Penn College offerings so that, at the end of your experience here, you will truly have earned a degree that works.

Davie Jane Gilmour, Ph.D
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<tr>
<td>Plastics &amp; Polymer Engineering Technology (BPS)</td>
<td>B.S.</td>
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<tr>
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<td>A.A.S.</td>
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<tr>
<td>Plumbing (PH)</td>
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<tr>
<td>Practical Nursing (NU)</td>
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<td>Professional Baking (013)</td>
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<td>Professional Cooking (014)</td>
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<tr>
<td>Programmable Logic/Electrical Technology (EL)</td>
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<tr>
<td>Radiography (RD) (also See Applied Health Studies)</td>
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<tr>
<td>Refrigration/HVAC Technology (HV) (HP)</td>
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</tr>
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<td>Refrigration/HVAC Technology (BHV)</td>
<td>B.S.</td>
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<tr>
<td>Residential Construction Technology &amp; Management (BRM)</td>
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<tr>
<td>Robotics &amp; Automation/Electronics &amp; Computer (RO)</td>
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<tr>
<td>Security Specialist/Information Technology (BSS)</td>
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<td>Small Business &amp; Entrepreneurship/Business Administration (BBE)</td>
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<tr>
<td>Special Population Care/Dental Hygiene (BHP)</td>
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**B.S. MINORS**

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<td>Technology Management (BTM)</td>
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<td>Toolmaking Technology (TT)</td>
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<tr>
<td>Toyota Emphasis/Automotive Technology (TY)</td>
<td>A.A.S.</td>
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<tr>
<td>Vocational Teacher Education (EVT)</td>
<td>E.</td>
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<tr>
<td>Web &amp; Applications Development/Information Technology (BWD)</td>
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<td>Welding (WE)</td>
<td>Certificate</td>
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<tr>
<td>Welding &amp; Fabrication Engineering Technology (BWE)</td>
<td>B.S.</td>
<td>69</td>
</tr>
<tr>
<td>Welding Technology (WA)</td>
<td>A.A.S.</td>
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</tr>
</tbody>
</table>

**DEGREE, CERTIFICATE OR CREDENTIAL**

A.A. ........................ Associate of Arts
A.A.A. ........................ Associate of Applied Arts
A.A.S. ........................ Associate of Applied Science
B.S. ............................... Bachelor of Science
C.C. ............................... Competency Credential
E. ............................... Endorsement
Penn College has established a core curriculum for each of its credentials to ground and extend the competence students develop within their majors. The core corresponds with the College Philosophy which speaks to “personal enrichment…prosper in a complex and changing society…think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people.” Through the courses that satisfy core requirements, students are challenged to integrate knowledge from a variety of disciplines and to extend their learning experience to areas beyond the major. The intended goals of the core curriculum are integrated with and are indirectly measured by students’ demonstrated competence in their major courses.

**GOALS OF THE CORE CURRICULUM**

- Structure written and verbal communication that is clear, coherent, unified, and focused
- Operate successfully in the workplace and in social, political, and decision-making environments using skills and knowledge developed from a comprehensive program of study
- Use current knowledge, access new information, integrate material from diverse fields, and work effectively with others to define and solve problems and adapt to change
- Professionally and ethically strive for excellence, which contributes to the community, society, and the global environment
- Understand that personal and social productivity and creativity are integrally linked with maintaining physical and mental health and with a commitment to learning as a lifelong endeavor
- Use computers for word processing, organization of data, communication, research, and for quantitative and analytical purposes

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**BACCALAUREATE CORE**

Communications: 9 credits
   ENL 111, ENL 121 or 201, any SPC course
Mathematics: 6 credits
Science: 7 credits to include one lab science
Humanities/Social Science/Art/Foreign Language/Applied Art/
International Field Experience:
   total of 18-21 credits as defined within the major
Health and Fitness: 2 credits
Computer Information: CSC 110
Special-designation courses that may also satisfy other requirements:
Cultural Diversity, Science/Technology/Society, Writing-Enriched

---

**ASSOCIATE CORE**

**Associate of Arts**

Communications: 9 credits – ENL 111, ENL 121, SPC 101 or 201
Mathematics: 6 credits
Science: 7 credits to include one lab science
Humanities/Art/Social Science/Foreign Language: 12 credits
Health and Fitness: 2 credits
Computer Information: CSC 110
Additional requirement: Cultural Diversity elective

**Associate of Applied Arts and Associate of Applied Science**

Communications: 6 credits, including ENL 111
Mathematics: 3 credits
Science: 3 credits
Humanities/Social Science/Art /Foreign Language/Applied Art/
International Field Experience: 3 credits
Health and Fitness: 1 credit
Computer Information: CSC 110

---

**CERTIFICATES**

Majors leading to a Certificate in a Special Field of Study focus on occupational preparation and skill development. They range in length from two to four semesters. Core requirements include

Communications: 3 credits
Mathematics: 3 credits
**DEGREES AND MAJORS**

**BACHELOR OF SCIENCE**

Penn College offers bachelor of science degrees that may parallel or build upon the two-year majors, or that may stand as their own unique majors. While the associate’s degrees primarily emphasize practical applications, the bachelor’s curriculums complete a larger base of education by adding advanced practical applications, broader liberal arts study, systematic problem solving, cultural diversity, senior-year projects, and interdisciplinary courses that develop appreciation for the relationships among science, technology, and society.

**ASSOCIATE’S DEGREES**

Associate’s degree majors help students prepare for employment or serve as the basis for additional education. Associate’s degree majors require a minimum of 60 credits.

The College awards three types of associate’s degrees:

The **Associate of Arts (A.A.)** degree is designed to parallel the first two years of a liberal arts education at a four-year college. Credits earned usually can be transferred as the first two years of bachelor-degree study.

The **Associate of Applied Arts (A.A.A.)** degree is offered in Advertising Art and Mass Media Communication. These majors offer students the opportunity to gain the technical and professional skills needed for employment and to prepare for transfer to a four-year college.

The **Associate of Applied Science (A.A.S.)** degree offers students the opportunity to gain the technical and occupational skills needed for employment. Many four-year colleges accept all or a substantial portion of A.A.S. degree credits toward a bachelor’s degree.

**CERTIFICATE IN SPECIAL FIELD OF STUDY**

These majors are occupational in nature and heavily skills-oriented. They are not primarily for transfer, but in certain cases can be transferred to some colleges. Certificate majors vary in length, but do not exceed two years of course work.

**COMPETENCY CREDENTIAL**

**Purpose:** The competency credential provides specialized training programs to respond to needs of individuals, business, and industry. The credential offers formal recognition for competence in an area of specialization. Each credential is equivalent to no more than one semester of full-time college work and requires 9-18 credits.

An Individual Competency Credential is developed to meet a student’s personal goals. Advisers work with the student to develop a planned sequence of courses.

Standard Competency Credentials listed in this catalog have been developed to provide training in well-established areas for professional upgrading or retraining.

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**SCHOOLS AND MAJORS**

**BUSINESS & COMPUTER TECHNOLOGIES**

School Office: ATHS, Rm. E257

Phone: (570) 327-4517

Dean: Dr. Edward A. Henninger

E-mail: ehenning@pct.edu

**Bachelor’s Degrees**

- Accounting (BSA)
- Business Administration
- Banking & Finance Concentration (BBF)
- Human Resource Management Concentration (BBH)
- Management Concentration (BBM)
- Management Information Systems Concentration (BBS)
- Marketing Concentration (BBK)
- Small Business & Entrepreneurship Concentration (BBE)
- Information Technology
  - Network Specialist (BWN)
  - Security Specialist (BSS)
  - Web & Applications Development (BWD)
  - Legal Assistant/Paralegal Studies (BLA)
  - Technology Management (BTM)

**Bachelor’s Degree Minors**

- Accounting
- Business Administration
- Finance
- Financial Planning
- Information Systems
- Information Technology
  - Cisco® Technology (CIO)
  - Information Technology Technician (TN)
  - Network Technology (NW)
  - Technical Support Technology (TU)
  - Web & Applications Technology (WT)
- Legal Assistant/Paralegal (LA)
- Nurse/Health Care Paralegal Studies (LX)
- Office Information Technology
  - Medical Office Information Emphasis (00)
  - Specialized Office Information Emphasis (OI)

**Competency Credential**

- Financial Planning (CFO)

**Service Courses**

- Computer Science
- Keyboarding

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*continued next page*
CONSTRUCTION & DESIGN TECHNOLOGIES

School Office: LEC, Rm. C156
Phone: (570) 327-4518
Dean: Tom Gregory
E-mail: tgregory@pct.edu

Bachelor’s Degrees
Building Automation Technology (BBT)
Construction Management (BCM)
HVAC Technology (BHV)
Residential Construction Technology & Management (BRM)

Bachelor’s Degree Minors
Architectural Technology

Associate’s Degrees and Certificates
Architectural Technology (AT)
Building Construction Technology (CB)
Cabinetmaking & Millwork (CK)
Construction Carpentry (CN)
Electrical Occupations (EO)
Electrical Technology (EL)
Electromechanical Maintenance Technology (MT)
Heating, Ventilation & Air Conditioning Technology (HVAC) (HV) (HP)
Plumbing (PH)

HEALTH SCIENCES

School Office: ATHS, Rm. W241
Phone: (570) 327-4519
Dean: Kathie Morr
E-mail: kmorr@pct.edu

Bachelor’s Degrees
Applied Health Studies (BAH)
   Cardiovascular Technology Concentration (BAC)
   Dental Hygiene
   Health Policy & Administration Concentration (BHM)
   Special Population Care Concentration (BHP)
Nursing (BSN) (BGN)
   Physician Assistant (BPA)

Associate’s Degrees and Certificates
   Dental Hygiene (DH)
   Emergency Medical Services (ER)
   Health Arts (HT)
   Health Arts/Practical Nursing Emphasis (HN)
   Nursing (NR)
   Occupational Therapy Assistant (OC)
   Paramedic Technician (PE)
   Physical Fitness Specialist (FS)
   Practical Nursing (NU)
   Radiography (RD)
   Surgical Technology (SG)

Competency Credential
   Diagnostic Medical
   Sonography (019)

Service Courses
   Medical Terminology
   Fitness & Lifetime Sports

HOSPITALITY

School Office: LEC, Rm. A125B
Phone: (570) 327-4505
Dean: Frederick Becker
E-mail: fbecker@pct.edu

Bachelor’s Degree
   Culinary Arts & Systems (BCA)

Associate’s Degrees and Certificates
   Baking & Pastry Arts (BK)
   Culinary Arts Technology (CY)
   Hospitality Management (HM)

Competency Credentials
   Dining Room Service (007)
   Professional Baking (013)
   Professional Cooking (014)

INDUSTRIAL & ENGINEERING TECHNOLOGIES

School Office: ATHS, Rm. E134
Phone: (570) 327-4520
Dean: Dr. Lawrence Fryda
E-mail: lfryda@pct.edu

Bachelor’s Degrees
   Civil Engineering Technology (BCT)
   Computer-Aided Product Design (BCD)
   Electronics & Computer Engineering Technology (BEE)
   Manufacturing Engineering Technology (BAF)
   Plastics & Polymer Engineering Technology (BPS)
   Welding & Fabrication Engineering Technology (BWE)

Associate’s Degrees and Certificates
   Automated Manufacturing Technology (AF)
   Civil Engineering Technology (CT)
   Computer-Aided Drafting Technology (CD)
   Electronics & Computer Technology
      Cisco Systems® Emphasis (EY)
      Communications/Fiber Optics Emphasis (CF)
   Electronics & Computer Engineering Technology Emphasis (EE)
   Nanofabrication Technology Emphasis (NF)
   Robotics & Automation Emphasis (RO)
   Machinist General (MG)
   Plastics & Polymer Technology (PS)
   Surveying Technology (SU)
   Toolmaking Technology (TT)
   Welding (WE)
   Welding Technology (WA)

Competency Credential
   Nanofabrication Technology (018)

INTEGRATED STUDIES

School Office: ACC, Rm. 102
Phone: (570) 327-4521
Dean: Dr. Nicholas J. Vitterite
E-mail: nvitteri@pct.edu

Bachelor’s Degrees
   Applied Human Services (BHS)
   Graphic Communications Management (BGC)
   Graphic Design (BGD)

Bachelor’s Degree Minors
   Chemistry
   Communication Studies
   Graphic Communications Technology
   Mathematics

Associate’s Degrees
   Advertising Art (AR)
   Early Childhood Education (EC)
   General Studies (GS)
   Graphic Communications Technology (GT)
   Human Services (HS)
   Individual Studies (IS)
   Mass Media Communication (MM)
   Studio Arts (SD)

Competency Credential
   Early Childhood Director (021)

Service Courses
   Art
   Mathematics
   Biology
   Philosophy
   Chemistry
   Photography
   Economics
   Physics
   Education
   Political Science
   English
   Psychology
   French
   Reading
   Geography
   Science
   Geology
   Sociology
   History
   Spanish
   Humanities
   Speech

NATURAL RESOURCES MANAGEMENT

School Office: ESC, Rm. 105
Phone: (570) 320-8038
Dean: Dr. Wayne Longbrake
E-mail: wlongbra@pct.edu

Bachelor’s Degrees
   Environmental Technology Management (BEV)

Associate’s Degrees and Certificates
   Diesel Technician (DC)
   Diesel Technology (DD)
   Diesel Technology: Mack Emphasis (MK)
   Electric Power Generation Technology (PG)
   Environmental Technology (EV)
   Forest Technology (FR)
   Heavy Construction Equipment Technology: CAT Emphasis (CH)
   Operator Emphasis (HY)
   Technician Emphasis (HE)
   Landscape/Nursery Technology (LN)
   Turfgrass Management Emphasis (TM)

TRANSPORTATION TECHNOLOGY

School Office: ATC, Rm. 133
Phone: (570) 327-4516
Dean: Colin Williamson
E-mail: cwilliam@pct.edu

Bachelor’s Degrees
   Automotive Technology Management (BAU)
   Aviation Maintenance Technology (BAV)

Associate’s Degrees and Certificates
   Automotive Service Sales & Marketing (AK)
   Automotive Service Technician (AM)
   Automotive Technology (AU)
   Automotive Technology/Ford ASSET (FA)
   Automotive Technology/Honda Emphasis (AH)
   Automotive Technology/Toyota Emphasis (TY)
   Aviation Maintenance Technician (AC)
   Aviation Technology (AD)
   Collision Repair Technician (CL)
   Collision Repair Technology (CR)

Competency Credential
   Motorsports Service Technician (002)
Pennsylvania College of Technology offers students a rich tradition of excellence in technology-based education. Innovative education and majors that respond to real workplace needs have been offered here since the early 1900s. Our name has changed several times since those early days, but we have stayed true to one vision.

**Williamsport Technical Institute**
**founded 1941**

While 1941 was the year the Williamsport Technical Institute was formally established, programming actually had been in place since 1914, when a small high school industrial shop became home to adult education and training programs. Many of the first students to enroll were disabled veterans from World War I who needed immediate retraining.

In the 1920s, the focus shifted from industrial arts to vocational training. That shift helped combat the effects of the Depression in the 1930s. Cooperation between the school and local industry led to the development of a plan for attacking rising unemployment through retraining. “The Williamsport Plan” was copied throughout the United States and encompassed cooperative training of the Civilian Conservation Corps and the National Youth Administration.

World War II led to even more change in the 1940s. Training to meet defense industry needs was crucial; so the institute operated on a 24-hour-a-day schedule. Part of that training involved programs for individuals with handicaps, who were a big part of the war effort. Even before the “G.I. Bill” was passed in 1944, training also was being offered for returning World War II vets. The war production training and special training for disabled veterans returning from WWII led to the Institute becoming one of the nation’s largest providers of training and retraining for people with physical handicaps.

**Williamsport Area Community College**
**founded 1965**

The passage of the Community College Act of 1963 led to the establishment of Williamsport Area Community College, on the foundation of the former Williamsport Technical Institute. The College used the Technical Institute’s programs and facilities as the starting point for growth and development. Area school districts served as local sponsors for the Community College. By the 1970s, service to those sponsoring districts included both credit and noncredit courses offered in Williamsport and at the new Earth Science Center near Allenwood, as well as at a variety of school district locations.

The 1980s brought more change. The Community College established a North Campus to serve needs of the residents of Pennsylvania’s Northern Tier. Enrollment throughout the College was climbing steadily, with students coming from many areas outside the College’s service area. While the physical plant grew and the enrollment expanded, local school districts became increasingly concerned about costs and the College faced eroding sponsor support. The City of Williamsport assumed the sponsor role on a temporary basis until 1989, when the College was named an affiliate of The Pennsylvania State University.

**Pennsylvania College of Technology**
**founded 1989**

As a Penn State affiliate, Penn College has realized its full potential as Pennsylvania’s premier technical college. Continuing in a tradition of excellence, Penn College is a strong force in higher education in Pennsylvania, offering bachelor’s and associate’s degrees and certificates. Students from around the state, the nation, and the world are enjoying the benefits of state-of-the-art majors in traditional and emerging technologies.

Unique bachelor of science degree majors are providing new opportunities for students to build upon their technical background and advance into management and specialty positions. Regular, new additions to the Penn College portfolio not only meet existing workplace demands, but also prepare students for the careers of tomorrow.
### Fall 2006 - Spring 2007

<table>
<thead>
<tr>
<th>August</th>
<th>December</th>
<th>April</th>
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<tbody>
<tr>
<td>3 Summer classes end</td>
<td>11 16-week classes end</td>
<td>6-9 April vacation, no classes</td>
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<tr>
<td>5 Summer Commencement</td>
<td>12 Finals prep day</td>
<td>20 Last day for “W” grade</td>
</tr>
<tr>
<td>7 Tuition due date</td>
<td>13-19 Finals week (8-week classes continue)</td>
<td>May</td>
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<td>8 Summer grades due (10 a.m.)</td>
<td>16 Winter Commencement</td>
<td>7 16-week classes end</td>
</tr>
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<td>14 Drop/Add &amp; Late Registration</td>
<td>18 Tuition due for Spring semester</td>
<td>8 Finals prep</td>
</tr>
<tr>
<td>19-20 Welcome Weekend</td>
<td>21 Grades due (10 a.m.)</td>
<td>9-15 Finals week (8-week classes continue)</td>
</tr>
<tr>
<td>21 Classes begin</td>
<td>23 through Jan. 7, College closed</td>
<td>January</td>
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<td>September</td>
<td>January</td>
<td>June</td>
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<tr>
<td>4 Labor Day, no classes</td>
<td>8 College re-opens</td>
<td>19 Summer sessions begin (5, 10, 12 weeks)</td>
</tr>
<tr>
<td>October</td>
<td>10 Drop/Add &amp; Late Registration</td>
<td>21 Summer sessions begin (7 weeks)</td>
</tr>
<tr>
<td>6-8 Parent &amp; Family Weekend</td>
<td>13-14 Welcome Weekend</td>
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<tr>
<td>13 Mid-term grades due (noon)</td>
<td>15 Classes begin</td>
<td></td>
</tr>
<tr>
<td>17 8-week session final grades due (noon)</td>
<td>16 Winter Commencement</td>
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<tr>
<td>20-22 Fall Break, no classes</td>
<td>March</td>
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<tr>
<td>29 Fall Visitation Day</td>
<td>9 Mid-term grades due (noon)</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>11-18 Spring break, no classes</td>
<td>19 Summer sessions begin (5, 10, 12 weeks)</td>
</tr>
<tr>
<td>17 Last day for “W” grade</td>
<td>20 8-week session final grades due (noon)</td>
<td>26 Summer sessions begin (7 weeks)</td>
</tr>
<tr>
<td>22-27 Thanksgiving vacation, no classes</td>
<td>24 Spring Visitation Day</td>
<td></td>
</tr>
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</table>

### Fall 2007 - Spring 2008

<table>
<thead>
<tr>
<th>August</th>
<th>December</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Tuition due date</td>
<td>10 16-week classes end</td>
<td>April</td>
</tr>
<tr>
<td>9 Summer classes end</td>
<td>11 Finals prep day</td>
<td>18 Last day for “W” grade</td>
</tr>
<tr>
<td>11 Summer Commencement</td>
<td>12-18 Finals week (8-week classes continue)</td>
<td>May</td>
</tr>
<tr>
<td>13 Drop/Add &amp; Late Registration</td>
<td>20 Grades due (10 a.m.)</td>
<td>5 16-week classes end</td>
</tr>
<tr>
<td>14 Summer grades due (10 a.m.)</td>
<td>21 through Jan. 6, College closed</td>
<td>6 Finals prep</td>
</tr>
<tr>
<td>18-19 Welcome Weekend</td>
<td>22 Winter Commencement</td>
<td>7-13 Finals week (8-week classes continue)</td>
</tr>
<tr>
<td>20 Classes begin</td>
<td>January</td>
<td>14 Summer mini-semester begins (11 days)</td>
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<tr>
<td>September</td>
<td>January</td>
<td>15 Grades due (10 a.m.)</td>
</tr>
<tr>
<td>3 Labor Day, no classes</td>
<td>7 College re-opens</td>
<td>17 Spring Commencement</td>
</tr>
<tr>
<td>October</td>
<td>12-13 Welcome Weekend</td>
<td>19 Summer sessions begin (5, 10, 12 weeks)</td>
</tr>
<tr>
<td>12 1st 8-week classes end</td>
<td>14 Classes begin</td>
<td>June</td>
</tr>
<tr>
<td>Mid-term grades due (noon)</td>
<td>March</td>
<td>24 Summer sessions begin (7 weeks)</td>
</tr>
<tr>
<td>16 8-week session final grades due (noon)</td>
<td>7 Mid-term grades due (noon)</td>
<td></td>
</tr>
<tr>
<td>19-21 Fall Break, no classes</td>
<td>8 Spring Visitation Day</td>
<td></td>
</tr>
<tr>
<td>28 Fall Visitation Day</td>
<td>11 8-week session final grades due (noon)</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>March</td>
<td>16-24 Spring break, no classes</td>
</tr>
<tr>
<td>16 Last day for “W” grade</td>
<td>7 Mid-term grades due (noon)</td>
<td></td>
</tr>
<tr>
<td>21-26 Thanksgiving vacation, no classes</td>
<td>8 Spring Visitation Day</td>
<td></td>
</tr>
</tbody>
</table>

*Fall and spring semesters are 16 weeks long; the length of summer term varies as indicated in parentheses.*

*For scheduling dates, consult the Registrar’s Web page at www.pct.edu/registrar*
Admission Policy

It is the intention of Penn College to offer educational opportunities to anyone who has the interest, desire, and ability to pursue advanced study. Therefore, courses of study are offered at the certificate, associate, and bachelor-degree levels. Admissions criteria vary according to majors. At a minimum, applicants must have a high school diploma, or its equivalent. Some majors are restricted to persons who meet certain academic skills and prerequisites, who have attained levels of academic achievement, and who have earned an acceptable score on the Scholastic Aptitude Test (SAT) or ACT. Questions regarding the admissions standards for specific majors should be directed to the Admissions Office.

July 1 is the application deadline for enrollment in the Fall semester.

Degree-seeking students must be enrolled by the close of business on the first day of any academic semester. Non-degree-seeking students must be enrolled by the close of business on the last day of the first week of classes for any given academic semester.

The College reserves the right to deny admission or re-admission to any student if, in the opinion of College authorities, his/her admission is not in the best interest of the student or the College.

The College will provide opportunities to develop the basic skills necessary to enroll in degree and certificate courses to those who demonstrate such needs on the College's placement tests.

Pennsylvania College of Technology does not discriminate in admission by race, color, religion, national origin, sex, handicap, age, sexual orientation, political affiliation, status as a disabled or Vietnam era veteran, or any characteristic against which discrimination is prohibited by applicable law, and operates on a nondiscriminatory basis throughout the institution.

Acceptance To the College

Acceptance to the College is offered when the applicant's file (i.e., application for admission, application fee, transcripts/GED, and, when appropriate, standardized test scores) is completed in the Admissions Office. Acceptances are offered on a rolling basis, throughout the year.

Acceptance Into a Major

Acceptance into a major is finalized upon an applicant's completion of placement testing as well as satisfaction of major-specific admission criteria referenced in the curriculum information.

Restricted Admissions

For additional information on specific admissions decisions, consult the College Web site and the curriculum pages of this publication.

College Policy grounds the institutional practices referenced within the pages of this publication. In the case of inadvertent inconsistencies between the two, Official College Policy takes precedence. The Policies and Procedures Manual is available for review in the College Library.
Admission

Admission Into Majors

All graduates of accredited secondary schools and General Equivalency Diploma (GED) recipients are eligible for admission to Penn College as regular degree-seeking students. July 1 is the deadline for Fall applicants.

The College’s commitment to student learning and success is reflected in its admissions decisions. That commitment derives from the belief that enrolled students should be positioned to benefit from a Penn College education and to succeed in reaching their goals. Thus, the following circumstances might apply.

Remediation Strategies

Enrollment in some majors is restricted to students who have met certain criteria, for example, the completion of all required developmental courses. General developmental requirements are explained in the “Placement Examination” section (part 3) of the Admission Process below. Major-specific restrictions are detailed in the Curriculum pages of this catalog.

Selective Admissions

Majors with selective admissions admit students based on pre-established academic standards, including, but not limited to, related credit course work. Majors with special admissions requirements are noted in the Curriculum pages.

Choosing a Career and College Major

Individuals who need assistance choosing a career or college major – prior to enrollment or during enrollment – are encouraged to seek help from the Counseling Center. Counselors provide a variety of career development services, including pre-enrollment Career Confirmation Sessions, career testing, and interpretation of results, as well as ongoing assistance during enrollment.

A Penn College applicant who remains unsure of his or her career path can apply under the Undecided Major. However, due to competitive enrollment in some majors, industry-specified core curricula in others, and the limited period of financial aid eligibility, it is in the student’s best interest to work with College counselors to identify a major as early as possible in the enrollment process. A major must be selected by the beginning of the semester so that the student’s courses may be scheduled appropriately.

For more information, stop by the Bush Campus Center, Room 204, or call (570) 327-4765.

Admission Process & Requirements

Admission into a specific major is based upon evidence of scholastic readiness for the major.

1. Application and Application Fee

An applicant to any degree or certificate major must submit an “Application for Admission” form together with a nonrefundable application fee. The Director of Admissions has the authority to waive the fee in cases of financial hardship. To be considered for a waiver, you must submit to the Director a letter (on official company/organization stationery from someone outside your household, such as a counselor, caseworker, clergy, etc.) stating that the fee is a hardship.

2. High School/GED Requirements

A high school student applying to Penn College must submit a partial transcript during his/her senior year. An official final transcript or proof of graduation from an approved or accredited high school must be on file before a student can attend classes.

A high school graduate must submit an official final transcript of high school credits or proof of graduation from an approved or accredited high school with a four-year course of study.

A General Equivalency Diploma recipient age 18 or older may be admitted to the College, provided that the applicant has earned a GED and submits official GED scores.

Anyone age 18 or older who has not met the three preceding requirements may be considered for admission as a “nondegree student,” provided he/she has the appropriate aptitudes and abilities to complete the course work. Nondegree students are not eligible for state and federal financial aid.

A home-schooled applicant must provide proof of graduation from an organization governed by the State Board of Education, such as Pennsylvania Homeschoolers Accreditation Agency. If the organization is not governed by the State Board of Education, the applicant must present a General Equivalency Diploma (GED).

Accelerated Program – A high school senior may enroll in the accelerated program at the College in lieu of the senior year of high school. In addition to the standard admissions criteria, the student’s acceptance into the accelerated program is subject to the following:

- A student entering an associate of arts or bachelor-degree major must have a minimum high school grade-point average (GPA) of 3.5. For entrance into an associate of applied science, associate of applied arts, or certificate major, a student must have a minimum GPA of 2.5, with a minimum of two semesters with a 3.0 GPA in the anticipated major or related areas.

- The chief administrative officer of the high school must submit to the Admissions Office a letter indicating approval of the student’s early admission. That written approval, plus the student’s application fee, transcript, and placement test results must be on file in the Admissions Office before consideration will be given to the application.

- The student must submit a permission form signed by parents or legal guardians.

- If denied as an early admissions student, the applicant will be automatically considered for admission at the end of his/her senior year.

- Payment of all fees is the responsibility of the student.

Dual Enrollment – Through a variety of state and local programs, a qualified full-time high school student may enroll part-time in College credit classes. College courses taken may be counted toward high school graduation with the school’s approval. Admissions requirements, fees, and tuition payment
apply as for other accelerated program applicants. Interested students can contact their high school guidance counselors or the Admissions Office for more information.

3. Placement Examination
To ensure that applicants have the requisite entry-level skills for their chosen majors, all are required to satisfy the College’s placement requirements. The College uses placement examinations to assess an applicant’s skills in mathematics, English, reading, and computer literacy. An applicant may also satisfy the placement requirements through transfer courses or certain SAT scores.

The computer literacy test score may signal eligibility for advanced placement in CSC 110 (Introduction to Information Technology) or placement in a supplemental instruction section of that course.

An applicant whose test results indicate deficiencies in any of the other three areas may be placed in developmental courses, offered enrollment in an alternate major, or denied enrollment until appropriate remediation has taken place. See sections below for more detail.

When placement test results signal a level of academic deficiency that the College is unable to address, enrollment may be denied.

Some majors are subject to special remediation requirements and are noted in the Curriculum pages.

Developmental Education Courses – An applicant whose placement tests indicate deficiency in math, English, or reading skills must take specific developmental courses before enrolling in other math and English courses and/or before enrolling in major-specific courses.

A new student who has deficiencies must schedule as many developmental courses as possible in his/her first semester. All developmental course work must be completed prior to the student’s third semester.

The College awards institutional credit for developmental courses (courses numbered 001-009). The developmental reading course RDG 111 (College Reading, Reasoning, and Study Skills) may be used as an open or general elective. No other developmental course with institutional credit may satisfy a course requirement or elective. However, the grades earned in all developmental courses will be included in the student’s grade-point average and contribute to “satisfactory academic progress” for financial aid purposes.

Developmental Semester – An applicant whose placement test scores indicate triple deficiencies (below-minimum scores in all three sections: mathematics, English, and reading) will not be permitted to enroll in his/her major until the deficiencies have been addressed in one of the following ways:

• Full-time enrollment in a 12-credit Developmental Semester intended to improve the student’s academic skills and understanding of career majors offered by Penn College. The Developmental Semester includes appropriate developmental courses in math, English, and reading as well as ORN 001 (Orientation to College). After successfully completing this semester, the student may apply for the major. Note: A Developmental Semester enrollee must complete the 12 credits with a 2.0 GPA to remain enrolled.

• Successful completion of alternative plans, which may include enrolling part-time until completing most required developmental course work; enrolling in and completing summer courses, remedial programs, or courses at another institution (must satisfy developmental requirements); or working with a tutor and retesting without deficiencies. All alternative plans must be approved, in advance, by Penn College.

4. Health Records Requirement
An applicant who may need special accommodations due to a physical or mental disability must submit his/her medical history on a health record card, which is provided during placement testing. A disability will not be used to deny a person admission to the College. (See the section entitled “Disability Services” for more information about requesting accommodations.)

5. Tuition Deposit and Tuition Payment
An applicant who satisfies the admission requirements as a degree-seeking or certificate-seeking student must submit a tuition deposit. The tuition deposit will be credited to the student’s first-semester tuition. If the student does not enroll and notifies the College in writing (by June 1 for the fall semester and November 1 for the spring semester), the College will refund 50 percent of the tuition deposit.

A student is not considered officially enrolled until all admissions requirements and financial obligations have been satisfied. The tuition deposit will hold a space in the College based on results of placement tests. If the total financial obligations for the semester are not met by the tuition payment deadline, the student will forfeit the reserved class space in his/her chosen major. As a result, someone from the College’s waiting list may take the forfeited space in the major.

6. Baccalaureate Entrants
An applicant who is applying within two years of graduation from high school must submit SAT/ACT scores. The Admissions Office will discuss alternatives if the applicant has not taken the SAT or ACT. An applicant whose placement tests identify a need for developmental reading course RDG 001 or developmental math course MTH 004 may not enroll in a baccalaureate major.

A student enrolling in a baccalaureate major offered via the Internet must first consult with the Instructional Technology/Distance Learning Office.

7. Additional Requirements for Certain Majors
In addition to the College’s general admission policies, applicants to certain majors shall complete other requirements prior to qualifying for acceptance. These additional requirements are listed on the Curriculum pages.

Additional information as well as an online Application for Admission is available at www.pct.edu/admissions.

International Students
We believe that the presence of international students on campus enriches the educational environment for all students. The College is authorized under federal law to enroll non-immigrant
To be considered for admission, international applicants are required to provide the following:

- **International Application**
- **Application Fee** – $50 (check, money order, Visa, MasterCard, or wire transfer)
  
  *If you apply online, you must pay by credit card.*

- **Transcripts** – Official copies, in English, of all educational transcripts (high school and postsecondary academic records and diplomas from universities/colleges in the U.S. or other country, if applicable)

  *No faxed copies accepted.*

- **Financial Guarantee (or Affidavit of Support)** – Certification that the student/sponsor has available funds to cover the yearly (nine months) cost of education and living expenses in the U.S.

  *Must send originals; no faxed copies accepted.*

- **Proof of English language proficiency** – Required for applicants whose native language is not English

  It is the student’s responsibility to prove he/she has the competency to read, write, and understand the English language. Proof of English language proficiency can be provided through any of the following:

  a. Test of English as a Foreign Language (TOEFL) scores of 500 (173 computer base) or better; TOEFL scores must be originals, sent directly from TOEFL to Penn College (ID# 2989).

  b. International English Language Testing System (IELTS) band score of 5.5 or higher.

  c. Completion of an English composition course equivalent to ENL 111 with a ‘C’ grade (2.0) or higher from an accredited U.S. college or university.

  d. Completion of one year of academic (not English preparatory) course work (24 credits) with a ‘C’ average (2.0) or higher; course work must be completed within a 12-month period at an accredited U.S. college or university.

  e. SAT verbal score of 450 or higher.

  f. The student is from a country where English is an official language and the student’s language of instruction in school was English.

In addition, students in the following two categories must provide the documents listed.

**For students who are currently studying in the U.S.:**

- Copies of current I-20, Passport, I-94 & Visa
- Permission to Transfer Form (to be completed by your current Foreign Student Adviser)

**For students who wish to transfer credits from another college:**

- University/college course description(s) or course catalog (in English). Often the syllabus for each class is needed.

If transferring credits (from A-level or college courses) send transcript to:

World Education Services, Inc. (WES)
PO Box 745, Old Chelsea Station
New York, NY 10113-0745
Phone: (212) 966-6311
Fax: 212.922.6395
E-mail: info@wes.org
Web site: [www.wes.org](http://www.wes.org)

For additional information on required documentation, health-related requirements, etc., consult the International Programs Web page at [www.pct.edu/international](http://www.pct.edu/international).

### Classification of Students

**Full-Time Student**: a student who carries 12 or more credits.

**Part-Time Student**: a degree or certificate candidate who carries fewer than 12 credits per semester.

**Nondegree Student**: a student who is not enrolled in a degree or certificate major. Nondegree status is specifically for students who wish to pursue course work with neither the responsibilities nor the benefits of degree status. A nondegree student can select courses without regard to degree or certificate requirements, assuming all course prerequisites have been met. A nondegree student may register for no more than six credits per semester, is not eligible for financial aid, and is not required to pay the application fee. If and when a nondegree student wishes to transfer to degree-seeking status, the rules in effect for degree-seeking applicants will apply. The College recommends that nondegree status be reviewed upon completion of 15 credits.

**Satisfactory Progress**: As long as a student is officially enrolled and permitted to continue his/her studies toward a degree or certificate at the College, the student will be considered to be making satisfactory progress. Students receiving financial aid must meet additional criteria, as explained in the Financial Aid section of this catalog, to remain eligible for continued financial aid.

### Financial Aid

Recognizing that the cost of education often is greater than the student and his/her family can afford without help, the Financial Aid Office helps students obtain financial assistance through a variety of aid programs:

- Grants
- Scholarships
- Loans
- College Work-Study Program
- Veteran’s Benefits
- Vocational Rehabilitation Sponsorship
- Part-Time Employment
- ROTC-with Bucknell University
Every student is encouraged to thoroughly explore each of the above programs and to contact the Financial Aid Office for assistance in obtaining and completing applications for aid.

For more information call 1-800-367-9222 or (570) 327-4766, or consult the Financial Aid Web site: www.pct.edu/financialaid.

**Employment**

Students interested in part-time employment other than the federal work-study programs should contact the Job Location and Development Program staff at (570) 327-4765, ext. 7371.

**Satisfactory Academic Progress Requirements**

In order for students to remain eligible to receive financial aid, they must maintain satisfactory academic progress toward the completion of a degree or certificate. The standards by which progress is measured are established by the College. The information provided here is based on an official policy on Satisfactory Academic Progress, which has been approved by the Board of Directors (available online at www.pct.edu/finaid/acadprogress.html). Applicants for financial aid must meet the conditions of that policy in order to receive aid.

**Federal Programs (Pell/SEOG/College Work Study/Stafford Student Loan/Plus Loan)**

Full-time students may receive aid for 10 semesters in a four-year program, 5 semesters in a two-year program, or 3 semesters in a one-year program. Part-time students may receive aid for 20 semesters in a four-year program, 10 semesters in a two-year program, or 6 semesters in a one-year program.

Students enrolled in four-year or two-year programs will have academic progress measured at the end of each academic year. Students enrolled in one-year programs will have academic progress measured after each semester of attendance. All semesters of attendance will be considered, regardless of when the student first enrolled or first received federal aid.

Full-time students must successfully complete at least 24 credits if enrolled for a full academic year, or 12 credits if enrolled for one semester. Part-time students must successfully complete at least 75 percent of the credits attempted. Students not meeting these credit requirements will be ineligible to receive federal aid until they have completed enough additional credits to bring them into compliance with this policy.

Also, noncredit courses, external transfer credits, and credits earned through Advanced Placement or Credit for Life Experience will not be included in the number needed for satisfactory progress. Credits earned for repeated courses will only count in the semester in which the credits are applied toward graduation requirements.

Developmental courses will count in determining the number of credits used to measure progress.

Progress will be measured in terms of credits earned and grade-point average. Only those courses for which the student receives a grade of ‘A,’ ‘B,’ ‘C,’ or ‘D’ will count in the determination of satisfactory progress. Courses for which the student receives a grade of ‘F,’ ‘W,’ ‘I,’ ‘SP,’ or ‘T’ do not count toward the required 24 semester credits.

Students whose graduation grade-point average falls below 2.0 will be placed on academic probation, and a decision on their continued enrollment will be made by the Academic Probation Committee. Students may continue to receive aid while on academic probation, but are subject to the credit requirements stated above and must have a grade-point average of at least 2.0 by the end of the second academic year (fourth semester of attendance.)

Any student who changes programs two or more times (enters a third different program) will be ineligible for aid pending further review by the Director of Financial Aid or designee.

A student determined ineligible for aid may appeal this determination by writing to the Director of Financial Aid or his/her designee, stating the basis for the appeal. Exceptions may be made based on extenuating circumstances including, but not limited to, documented illness, change of program, or the required completion of remedial courses. The Director or designee will inform the student in writing of the decision, specifying the conditions, if any, under which an exception has been made, or explaining the reason(s) for denying the appeal and detailing the actions necessary for the student to regain eligibility.

A student may request a review of this decision in a meeting with the Director and the Vice President for Student Affairs.

Financial aid eligibility will be reinstated when the student has either earned the credits or grade-point average required by this policy, or has successfully appealed to the Director of Financial Aid or designee. The student will be notified in writing when eligibility has been reinstated.

**Pennsylvania State Grant Program (PHEAA) (subject to revision by PHEAA)**

Students must successfully complete at least 12 credits for each full-time semester and at least 6 credits for each part-time semester in which PHEAA Grants were received. Progress will be checked after the spring semester of each academic year. Appeals must be made in writing directly to PHEAA. Full-time eligibility is limited to 8 semesters for four-year programs and 4 semesters for two-year programs. Part-time eligibility is limited to 16 semesters in four-year programs and 8 semesters in two-year programs. Developmental credits in some instances do not count toward the credit requirements. If you have questions, contact the Financial Aid Office at 1-800-367-9222 or (570) 327-4766.

**Tech Prep**

Penn College participates in Tech Prep programs with high schools and career and technology centers from across the Commonwealth. Students who have enrolled in Tech Prep programs at the secondary level may enjoy certain benefits, such as special admission consideration at Penn College.

A secondary Tech Prep student whose placement test results permit enrollment in the college-level courses required for his/her major and who applies and pays the tuition deposit by October 31 is guaranteed admission into an open-admission major or is given
Penn College NOW is a concurrent enrollment program that allows eligible students from select regional high schools to enroll in Penn College classes during the school day at their high schools or career and technology centers. Prerequisites and placement test requirements, College textbooks, syllabi, and course content are identical to on-campus courses. Contact the Outreach for K-12 Office at (570) 320-8003 to determine if your high school or career and technology center participates in this program.

Alternative Credit Options

Potential students who have completed advanced courses or educational experiences in high school, in a career and technology center, or as part of military training, or at schools with formal articulation agreements with Penn College may be eligible for advanced placement. Students receiving advanced placement may enroll in advanced courses in the subjects in which they have received the advanced placement, or they may elect courses in other subjects. This option creates the opportunity for students to begin their college work at a higher level. Advanced placement may also be possible through testing and/or competency assessment. Favorably evaluated advanced placement will allow students to enroll in advanced courses and may result in the awarding of college-level credit.

Advanced Placement and Alternative Credit Options

Advanced Placement is designed to recognize students’ scholastic achievement attained prior to entering Penn College. Advanced placement is assessed through course work evaluations, testing and/or other forms of competency assessment. Favorably evaluated advanced placement will allow students to enroll in advanced courses and may result in the awarding of college-level credit.

Advanced High School, Career and Technology Center, Tech Prep, and Military Course Work

Prospective students who have completed advanced courses or educational experiences in high school, in a career and technology center, or as part of military training, or at schools with formal articulation agreements with Penn College may be eligible for advanced placement. Students receiving advanced placement may enroll in advanced courses in the subjects in which they have received the advanced placement, or they may elect courses in other subjects. This option creates the opportunity for students to begin their college work at a higher level. Advanced placement may also be possible through testing and/or competency assessment.

A prospective student seeking advanced placement through testing and/or competency assessment must submit an Application for Admission by July 1 if planning to enroll in the fall semester; by November 15 if planning to enroll in the spring semester; and by April 15 if planning to enroll in the summer semester. (No applications will be processed after these dates.) The applicant will receive a schedule of advanced placement tests and/or competency assessments showing the date and times when they will be administered. The applicant should confirm which tests and/or competency assessments he/she plans to take and return the form to the appropriate academic school office.

A report on the evaluation of the advanced placement test and/or competency assessment will be sent to each student. The full procedure for gaining advanced placement must be completed before the start of the semester. An administrative fee applies for advanced placement tests.

Advanced placement may also be based on the competencies as evaluated by the high school instructor and confirmed by the school. Evaluations are sent to the high school instructor, reviewed, and returned to the College; the assessments may require confirmation of competence by the school administrator via portfolio or test. There is no charge for this service.

Credits awarded through advanced placement or competency assessment will appear on the student’s transcript upon completion of 12 credits at Penn College.

College-level Placement Exams

College-level advanced placement exams include the Advanced Placement (AP) Exams and the College Level Examination Program (CLEP). The specific advanced placement and/or credit is based on criteria established by the College and available through the Admissions Office. It is the student’s responsibility to request that the official scores be mailed to the College by the testing agency.

Alternative Credit Options

In recognition that many individuals acquire rich academic and technical experiences through prior course work, on-the-job work, or living in a particular situation, alternative credit options are available to currently registered Penn College students. Alternative learning experiences are assessed through testing and/or other forms of competency assessment. Favorably evaluated learning experiences result in the awarding of college-level credit but will not be used in calculating a student’s graduation grade-point average and may not be used to remove or replace any grade previously posted for the course(s).

Credit by Examination

Students may apply to take any 100- or 200-level course by examination. A student wishing to use the credit-by-exam option, should do so prior to enrollment in the course; however, the student may challenge the course after enrolling, provided the exam takes place prior to completion of 20 percent of the scheduled instruction for that course. The exam is based on criteria established by the College and available through the Admissions Office. It is the student’s responsibility to request the official scores be mailed to the College by the testing agency.

The professor(s) of the course involved and the school dean must approve the student’s request for credit by exam. Upon approval, the student must pay an evaluation fee to the Student Accounts Office. No examination will be prepared or administered until the student presents the evaluation fee receipt. The examination fee will be waived for students seeking credit for ENL 111 (English Composition I) or RDG 111 (College Reading, Reasoning, and Study Skills) as a result of outstanding performance in the respective developmental counterpart, i.e., ENL 001 (Basic English) or RDG 001 (Reading Improvement).
The professor of the course prepares, administers (at a time set by the dean), and evaluates the examination. The student will be notified in writing of the exam results. Assuming the student passes the exam, the course number, title, and number of credits earned will be entered on the student’s official College transcript after the student has earned 12 credits at Penn College. (No letter grades will be listed on the transcript.) A student may take an examination in a specific subject only once. Application to take a course by examination must be made in writing to the academic school dean. Contact the appropriate school office for information and applications.

Credit for Work/Life Experience
A student requesting credit for work/life experience will be asked to document his/her work and life experiences and to show that the experiences are equal to the objectives established for the related Penn College course. The appropriate academic school dean will appoint a committee to assess the candidate’s educational and work background. The committee may interview the student and also may require the completion of practical exercises and/or tests where applicable. The committee will recommend the number of credits to be awarded. An evaluation fee is charged per course, payable in advance of the committee’s review.

The results of the evaluation of work/life experiences will be sent to the student. Credit earned through work/life experience will be shown on the student’s official College transcript after the student has earned 12 credits at Penn College. New enrollees and registered students who feel their work or living experiences warrant consideration for academic credit should contact the appropriate school office for information and applications.

Transferring Credits
Courses taken at other regionally accredited colleges and universities will be accepted in transfer provided that these courses are comparable to courses offered at Penn College and/or are applicable to a degree program at Penn College. No credit is given for internships/co-op courses, or for academic courses with pass/fail or satisfactory/unsatisfactory grades.

College credit earned before high school graduation will be evaluated only if the college where the course was taken issues an official college transcript. Students who have earned college credit before graduation from high school are subject to the same transfer protocol as are those transferring credit from other colleges.

Transfer Students
A student wishing to transfer here from another college must follow the steps below:

1. Complete steps of the Admission Process, including payment of the nonrefundable application fee.
2. Ask all colleges previously attended to send official transcripts to the Penn College Admissions Office. The College also may request a high school transcript. Official transcripts must be sent directly to the College and not be issued to the student.
3. Upon request, provide course descriptions or a college catalog to the Admissions Office for use in evaluating courses completed at another institution.

4. An International student submitting transcripts from a college outside the U.S. for transfer credits, also must submit a certified copy of his/her credential evaluation from World Education Services, Inc., located in New York. Transfer credits will not be awarded without the credential evaluation.

Course Transfer
Courses taken previously will be evaluated on course equivalency to determine relevancy and content required in the major. A copy of the evaluation for transfer will be provided to the student.

Course transfers will be considered and implemented under the following guidelines:

- It is the student’s responsibility to submit official college transcripts and course descriptions for courses not already included in the College’s listing of approved transfer courses.
- The Admissions Office will review and determine the eligibility of course work less than 10 years old.
- The appropriate academic school will evaluate course work older than 10 years based on materials, transcript, and course descriptions to determine if previous courses are equivalent to courses currently required for the chosen major.
- The Admissions Office, in conjunction with the academic schools, will attach the courses approved for transfer to the student’s academic record and send notification of the transcript evaluation to the student.
- It is the student’s responsibility to make certain all courses have been evaluated prior to scheduling to avoid repeating any course work. Course work cannot be transferred if the student is enrolled in the course. Courses dropped after the start of the semester are subject to financial penalties as stated in the College’s Refund Policy.
- Courses to be considered for transfer must have been completed with a grade of ‘C’ (2.0) or better. However, if a student earns a cumulative ‘C’ (2.0) average or better in sequential courses (for example, English 1 and English 2), an exception may be made based on the evaluation of the courses.
- Transfer students will enroll without a graduation grade-point average.
- All transfer credit will appear on the student’s transcript after the student successfully completes 12 credits of academic work at Penn College. Transfer credit will appear on the transcript with credit value only.

Degree-Specific Transfer Requirements

Associate-Degree and Certificate Majors – Transfer credit refers to credit for courses earned at another institution, college credit earned before high school graduation, service credit, and credit earned through the College Level Examination Program (CLEP). A maximum of 30 transfer credits may be applied toward an associate’s degree or certificate. A student must be enrolled in courses at Penn College for at least the last 12 credit hours of his/her major.

Bachelor-Degree Majors – Each bachelor of science degree major has specific procedures for incoming transfer students. Transfer protocols for baccalaureate majors are detailed on the Curriculum pages in the Bachelor’s Degrees section.
Transfer-Focused Associate’s Degrees

Penn College’s associate of arts and associate of applied arts majors are designed for transfer into baccalaureate programs. The School of Integrated Studies offers two associate of arts degrees—General Studies and Studio Arts—which provide the foundation in liberal arts and general education courses required in many bachelor’s degrees. Students have considerable flexibility to choose courses to satisfy the first two years in their chosen majors. However, individuals interested in transfer should contact the four-year institutions early in their majors to plan course selection effectively.

Priority Transfer to The Pennsylvania State University

Students who complete an associate’s degree at Penn College will be given priority consideration for baccalaureate degree admission to Penn State/University Park programs. Priority consideration does not guarantee admission as a junior at Penn State. Some Penn State degree majors have enrollment limitations and specific courses and grade-point average requirements. Students interested in transferring to Penn State should contact a counselor or their school office to plan selection of courses. Academic advisers and counselors can assist students in choosing courses that maximize the number of credits transferring to specific Penn State majors.

College Transfer/Graduate Information

The Counseling and Career Services Center also assists students who need advice about transferring to other educational institutions. The College has articulation agreements with numerous four-year colleges, and information is available to indicate what courses will transfer to a four-year college or university.

Students who earned a baccalaureate degree at Penn College and wish to further their education should contact Counseling and Career Services for guidance.

Re-Enrollment

A former student who wishes to re-enroll must apply for re-admission through the Admissions Office and may be required to submit a health record. (See “Health Records Requirement.”)

A student who:

a. re-enrolls in the same major in which he/she was last enrolled, and
b. re-enrolls within two years of the last date he/she attended the College
is allowed to meet graduation requirements that were in effect at the time the student was originally enrolled.

A student who:

a. re-enrolls in the same major in which he/she was last enrolled, and
b. re-enrolls more than two years after he/she last attended the College
must meet the most current graduation requirements and pay a nonrefundable application fee. All course work previously completed will be reviewed on a course-by-course basis to determine whether it meets current graduation requirements. All courses completed will remain on the student’s transcript. Only credits for courses that meet the current requirements will be used in calculating the student’s graduation grade-point average.

If a student re-enrolls in a major different from the one in which he/she was last enrolled, each course previously taken will be evaluated to determine whether it meets the requirements of the new major. Only credits for courses that meet the requirements of the current major will be used in calculating the student’s graduation grade-point average. However, all courses completed will remain on the student’s transcript. Students re-enrolling in a new major are required to meet the graduation requirements in effect at the time they re-enroll.

If a student re-enrolls more than three years after leaving the institution or wishes to enroll in a major where the math, English, and reading requirements are significantly different from the earlier major, the student will be required to take placement tests to assure readiness for reentry.

Re-admission into competitive or limited-enrollment majors is dependent upon space available.

Special circumstances may be appealed to the Chief Academic Officer or his/her designee.

More information, including an Application for Re-admission, is available online at www.pct.edu/admissions.

Academic Information

Academic Year/Semester

The academic year is divided into fall, spring, and summer semesters. The fall and spring semesters are 16 weeks in duration. Summer sessions vary in length. Students should contact the Financial Aid Office with questions regarding full-time status in summer school.

Finals Week

Finals week is part of the semester. For all courses meeting the entire semester, finals week will be dedicated to the activities related to summative assessments.

Exams will be block-scheduled for three hours per course between 8 a.m. and 10 p.m. Any student with more than three activities on a given day may petition the Chief Academic Officer for an alternate evaluation time.
Scheduling/Registration

Schedules for new, transfer, and re-enrolled students are developed by Advisement Center staff. Because the number of students who can register for any class is limited, current students are advised to schedule their classes early. It is in each student’s best interest to have all financial arrangements made and the registration process complete by the tuition payment due date; otherwise, his/her chosen schedule may be purged, forcing the student to rebuild a less-than-ideal schedule during the Late Registration period.

A student is not considered officially enrolled until all financial obligations have been satisfied. A student who is not considered officially enrolled will not be on professors’ rosters and is not to attend classes until all financial obligations are met and a computer-generated schedule indicates that the student is “officially registered.”

Change of Schedule

After a student is officially registered, changes to the schedule may be made through the process of adding and/or dropping within the established deadlines.

Adds/Drops/Withdrawals

Adding a Course

A student may add a course during the first week of a 16-week semester. Signatures of the adviser and the student are required in adding a course. In addition, the instructor’s approval is required if the course is added after the first week of the semester. The Chief Academic Officer must approve all adds after the third week of the semester.

Dropping a Course

A student may drop a course up to the 20 percent period (third week of the regular fall or spring semester, 16-week course). The dropped course will be deleted from the student’s schedule and will not appear on the official transcript. Refunds for dropped courses will be applied according to College policy and federal regulations. The signatures of both the student and adviser are required on dropped courses unless the student is subject to administrative removal. Dropping a developmental course requires the dean’s signature, as well.

Withdrawing from a Course

A student may withdraw from a course from the third week (or 20 percent period) through the 13th week (or 80 percent period, prorated for short-term classes) of the regular semester. After that date the professor must, on behalf of the student, request permission for a course withdrawal from the Chief Academic Officer through the appropriate school dean. The course will remain part of the student’s schedule and will appear on the official transcript with the assigned grade of ‘W.’ There are no grade points or credits awarded for a class from which a student has withdrawn.

From the end of the 13th week to the last day of the course, students are not permitted to withdraw from a class. Exceptions may be granted only with the recommendation of the professor, school dean, and the approval of the Chief Academic Officer.

Currently enrolled full-time students should note that any break in enrollment will result in withdrawal from the College. See “Terminations from the College” for related information.

Student Attendance

Students who have registered for courses at the College but do not attend classes are financially responsible for all tuition and fees if they do not formally withdraw prior to the semester deadlines.

Regular and prompt attendance at all classes and at scheduled conferences with professors is expected of all students. It is the professor’s responsibility to distribute attendance requirements through syllabus information at the beginning of the semester. It is the student’s responsibility to read and understand course-specific attendance requirements. It is the student’s responsibility to make up all work missed to the satisfaction of the professor.

All faculty are required to record attendance daily through the first three weeks or 20 percent of the class. When attendance is a contractual responsibility of a sponsored student, the professor is required to continue taking and verifying attendance for that student. The student is responsible for providing attendance forms to the professor on a weekly basis.

If a student is enrolled in a class where attendance is specified as a requirement in the syllabus, the student may be withdrawn from the course in accordance with the syllabus, but not before missing more than one week’s worth of class time.

Students who are withdrawn from a class because of absenteeism receive a “W” grade and assume all financial responsibility for tuition and fees.

Appeal Process: Students who are withdrawn from a course by a professor may appeal the decision by following the complaint procedure detailed in the Student Code of Conduct (available online at www.pct.edu/studentpolicy).

Academic Overload

An academic or credit overload occurs when a student registers for more than 18 credits per semester (does not apply to students enrolled in majors that require a 19-credit load). Summer session overloads vary by session.

Students wishing to schedule an overload must obtain permission from the assistant dean or dean of the major in which they are enrolled. A student must have earned a 3.0 graduation grade-point average or a 3.0 average the previous semester in order to qualify to schedule a credit overload.

Change of Major

A change of major may be made at any time during the first three weeks of a semester. Changes made after that time will be effective the following semester. A currently enrolled student who wishes to change from one major to another must complete a “Curriculum Change” profile, obtain required signatures, and begin the process in the Registrar’s Office or Advisement Center.

When a student changes his/her major, all credits earned in the prior major will be evaluated for transfer to the new major by
the Registrar or the Advisement Center and confirmed by the academic school. All courses will continue to appear on the student’s transcript. Only courses applicable to the new major will be used to calculate the student’s new graduation grade-point average. This grade-point average will not appear on the transcript until a semester has been completed under the new major.

Grade-Point Averages

The transcript lists two grade-point averages. One is the major GPA, which calculates only the courses designated as “major” courses. The other is the graduation GPA, which includes all courses taken while the student is enrolled in the most current major. If a student switches majors, grades for courses not required by the new major are excluded from the graduation grade-point average. For more on GPA calculations, see the Academic Affairs Web site: www.pct.edu/academicaffairs.

Grading System

The College uses the following grading system (4.0 basis) to indicate the quality of a student’s work.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing Work</td>
<td>0</td>
</tr>
<tr>
<td>T</td>
<td>Administrative Termination</td>
<td>—</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>—</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>—</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>—</td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress</td>
<td>—</td>
</tr>
<tr>
<td>R</td>
<td>Repeated</td>
<td>—</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory/Passing</td>
<td>—</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory/Failing</td>
<td>—</td>
</tr>
</tbody>
</table>

The following indicators may appear on a student’s profile. They are for internal use.

- FC – Future Course
- CP – Course in Progress
- UT – External institution course has been approved, but official transcript is needed.
- EXtrans – External course approved; official transcript received; credit posted

A professor may assign a grade of incomplete (‘I’) to allow a student additional time to complete required course work. That agreement is between the professor and the student, and the grade can be changed only by the professor. The professor may not allow the student more than one calendar year to complete the requirements.

Satisfactory Progress (‘SP’) is used for certain students in Developmental Studies courses. Satisfactory Progress will be awarded if a student does not complete all course requirements but does meet the Satisfactory Progress requirements as established in the syllabus for a particular developmental course. A student earning an ‘SP’ will register and pay tuition for the same course the following semester. Upon mastery of all course objectives, the student will earn a traditional letter grade (in the semester in which the course requirements were met).

A grade of ‘W’ indicates withdrawal from a course. A student-initiated withdrawal may not supersede a ‘T’ or ‘F’ grade assigned for failure to meet financial obligations, improper student conduct, failure to demonstrate safe practices, or academic dishonesty.

Academic Probation/Dismissal

Any degree or certificate candidate whose graduation grade-point average is below 2.0 will be placed on academic probation.

A student may be terminated from the College if his/her graduation grade-point average is under 1.0 at the end of the first semester’s work, under 1.5 at the end of the second semester’s work, or under 1.8 at the end of the third semester of work. (A semester’s work is generally defined as the courses listed for a semester in a given major, or 15 credits of course work.) Probation review will determine the semester status in special situations.

Students with a graduation GPA under 2.0 in any three semesters will be academically dismissed.

Probation review occurs at the end of each semester and specifies the conditions under which students with grade-point averages below 2.0 will be permitted to continue at the College. Students who are academically dismissed may appeal the action to the Chief Academic Officer or his/her designee.

More information about Academic Probation is available online at www.pct.edu/academicaffairs.

NOTE: Some majors, such as those in Health Sciences or Aviation, have additional, definitive academic standards set forth by the academic schools and accrediting agencies.

Repeating Courses

Students may repeat courses to improve their grade-point averages. Students must pay for all repeated courses. If a course is repeated at this institution, the higher of the grades will be listed and used in the grade calculation. The lower grade will be changed to an ‘R’ and will carry no value in the grade calculation.

If a student receives a ‘C’ (2.0) or better in a course at another institution that is equivalent to a course at Penn College in which he/she received a ‘D’ or ‘F’ grade, the grade will be changed to an ‘R’ and the external course will be used to satisfy graduation requirements.
Course Repeat Limit

A student may take a nondevelopmental course no more than three times and a developmental course no more than two times, whether to improve a passing grade or to repeat a course in which a grade of ‘W,’ ‘I,’ ‘F,’ or ‘T’ was earned. If a student cannot complete a required nondevelopmental course after three attempts, he/she will be unable to remain in or change to any major that requires the course. The student may, however, change to any other major that does not require the repeated course. If a student cannot complete a required developmental course after two attempts, he/she will be academically dismissed from the College. For information on petitioning to re-enroll after academic dismissal, see the Academic Affairs Web site: www.pct.edu/academicaffairs.

Auditing a Course

A student who audits a course is not required to do assignments, write papers, or take examinations, nor does he/she receive credit for the course. Students are charged full tuition for audited courses.

With the consent of the professor and the Chief Academic Officer, a student may enroll as an auditor in any course.

The student must provide the Registrar’s Office with written permission to audit at the time the course is scheduled. A student may not change from credit to audit status or from audit to credit status after the semester begins.

Grade Reports

After the midpoint of each fall and spring, a student will receive a ‘P,’ ‘D,’ or ‘F’ grade indicating progress to date for each 16-week course. Mid-term grades are advisory in nature and do not become a part of the student’s permanent record.

Final semester grades, issued at the end of each semester (fall, spring, and summer), will show all courses for which the student was registered in the current semester.

Mid-term and final grades can be viewed online using the Student Information System (www.pct.edu/sis). Due to the sensitive nature of grade information, grades are not mailed to the student unless he or she indicates otherwise using the SIS “Change Student Preference” option.

To protect the confidentiality of student records and in compliance with federal law, no grades will be given over the phone to anyone.

Course Selection and Graduation Requirements

A student is responsible for meeting all requirements for graduation and must be in good standing. Faculty advisers may assist in planning majors, but the final responsibility for meeting graduation requirements rests with each student. Any deviations from the standard courses must be documented in the Registrar’s Office by an “Approval Form for Course Substitution/Equivalency” or other official document. To avoid scheduling difficulty and future graduation problems, the student should obtain appropriate signatures and submit the form prior to registering for the substitute course at Penn College or at any other institution. This form is available in each academic school office.

Each student petitions to participate in the commencement ceremony (December, May, August) that concludes his/her final semester/completion of credits. Eligibility to graduate is determined by the GPA and final semester’s schedule; diplomas are issued upon calculation of the final grades.

More information on scheduling and graduation requirements is available on the Registrar’s Web site: www.pct.edu/registrar.

Bachelor’s Degree

To complete a bachelor of science degree at Penn College, the student is expected to satisfy the following:

a. Complete course requirements in his/her specific major, as set forth in this catalog. Course substitutions are permitted with prior written permission of the appropriate dean. Written approvals for substitutions should be submitted concurrent with scheduling. Only courses numbered 100 and above can be applied toward meeting graduation requirements for a bachelor’s degree.

b. Complete 36 of the final 60 credits at Penn College.

c. Complete all course requirements and earn at least a ‘C’ average (2.0 graduation grade-point average) for all courses required in the student’s current major and at least a 2.0 grade-point average in all courses specifically related to the major (Major GPA).

d. Satisfy all core requirements as stated in the student’s curriculum.

e. Fulfill all financial obligations to the College. A diploma will not be issued to a student with a hold on his/her grades.

Associate’s Degree

To complete an associate of applied science, an associate of arts, or an associate of applied arts degree, the student is expected to satisfy the following:

a. Complete courses required in a specific major as set forth in this catalog. Course substitutions are permitted with prior written permission of the appropriate dean. Written approval for substitutions should be submitted concurrent with scheduling. Only courses numbered 100 and above can be applied toward graduation requirements for an associate’s degree.

b. Complete a minimum of 30 credits in courses offered at Penn College. Credit earned by advanced placement, credit by examination, or work/life experience may be included in the 30 credit minimum. A student must be enrolled in courses at the College for at least 18 of the final 30 credits.

c. Earn at least a ‘C’ average (2.0 graduation grade-point average) and complete all required courses.

d. Satisfy all core requirements as stated in a student’s curriculum.

e. Fulfill all financial obligations to the College. A diploma will not be issued to a student with a hold on his/her grades.

Certificates

Certificates will be awarded for the completion of a major identified as a certificate major in this catalog. To be eligible for a certificate, the student is expected to satisfy the following:
a. Complete a recommended major as set forth in this catalog. Course substitutions are permitted with prior written permission of the appropriate assistant dean or dean. Written approval for substitutions is processed concurrently with the scheduling process. Courses numbered 001-009 cannot be used to satisfy graduation requirements.

b. Complete at least half of the credits required, including the last semester, in courses offered by the College. This includes credit received for advanced placement, credit by examination, or work/life experience. A student must be enrolled in courses at Penn College for at least 12 of the final 30 credits.

c. Earn at least a ‘C’ average (2.0 graduation grade-point average) in all courses and complete all required courses.

d. Fulfill all financial obligations to the College. A diploma will not be issued to a student with a hold on his/her grades.

Graduating with Multiple Degrees, out of Major or with Minors

A student can be enrolled in only one major. The student can, however, petition to graduate with an alternate degree or with additional degrees, providing that he/she has satisfied the requirements of those degrees.

A baccalaureate student may earn up to two minors that will be printed on the diploma. A student may not receive a minor except during the semester in which he/she completes the major. A student may not enroll in a minor within the same (associate/baccalaureate) discipline. A minor can be declared no later than the time the student registers for the final semester. All course work applied to a minor must be completed with a grade of ‘C’ (2.0) or higher; pass/fail courses cannot be applied toward a minor. Approved academic minors and their individual requirements are listed in the curriculum section of this catalog.

Additional Information

If after completing the final semester, the student has not earned all the credits required for an associate’s degree or certificate, he/she may, with prior approval of the Chief Academic Officer, take two courses (eight credits maximum) from another accredited college/institution to fulfill requirements for a degree or certificate from Penn College. Such work must be completed within two years after the last semester in which the student attended classes at Penn College. After two years, the student must re-enroll. Only grades of ‘C’ (2.0) or better are acceptable for such transfer credit. (Grades for transfer credits are not included in the student’s graduation grade-point average.)

All exceptions to graduation requirements must be approved by the Chief Academic Officer or designee.

Petitioning to Graduate

Students are considered graduated from the College when they have successfully completed the requirements of their majors.

To receive a printed diploma, a student must “Petition to Graduate” through the Registrar’s Office. This can be done in person or by phone. At this time, the student confirms his/her full name and correct spelling, major, and minor (if applicable) as well as the intention to participate in Commencement and desire to be included in the student’s local newspaper graduate listing. The student receives additional information regarding Commencement rehearsals, caps and gowns, and any dates related to Commencement activities.

It is the student’s responsibility to know and understand graduation requirements as well as deadlines. A student who fails to satisfy all requirements cannot petition, and a student who has not petitioned by the advertised deadline will not be allowed to participate in Commencement ceremonies, be eligible for Commencement awards, or be listed in the Commencement program.

Graduation Honors

Academic honors are awarded to certificate, associate, and baccalaureate students whose graduation grade-point averages warrant the recognition. That honor is announced at Commencement ceremonies and is so noted on the diploma and transcript. Penn College recognizes the following academic honors for graduates:

Certificate Graduate Honors:
- Distinction—Blue—3.5 or above grade-point average

Associate’s Degree Graduate Honors:
- Highest Honors—Gold—4.0 grade-point average
- High Honors—Silver—3.75-3.99 grade-point average
- Honors—White—3.5-3.74 grade-point average

Bachelor’s Degree Graduate Honors:
- Summa Cum Laude—Gold—4.0 grade-point average
- Magna Cum Laude—Silver—3.75-3.99 grade-point average
- Cum Laude—White—3.5-3.74 grade-point average

The Dean’s Honor List

The honor list is announced by the Chief Academic Officer at the completion of each semester. The list will include only those full-time students who have a semester grade-point average of 3.5 or better.

Students enrolled as part-time, degree-seeking students will be included in the semestery Dean’s List. Part-time students who have earned 12 credits yielding a graduation grade-point average of 3.5 will receive initial Dean’s List recognition. Thereafter, upon completion of each additional set of 12 credits and based on the graduation GPA, the student will be eligible for Dean’s List. The Dean’s List recognition will be granted for each semester in which the 12 credit increment is completed.

Each student on the Dean’s List receives a letter from the Vice President for Academic Affairs, and notice is sent to the hometown newspaper.

Withholding Grades/Diplomas

A student’s grades and records will not be released if the student has any outstanding loans or fines (for example, parking fines, or library fines) at the College or if the student has outstanding obligations to the College for the return/replacement of items such as books, tools, or equipment. Holds usually are for, but are not limited to, unmet financial obligations. When a hold is placed on a student’s grades, the student will be notified in writing of the hold and of the action needed to release the grades or records. A student will not receive a diploma if there is a hold on the transcript.
Transcripts

An unofficial transcript (identical to the official transcript, but without the Registrar’s signature) shows all course work completed by the student. Official transcripts are those transcripts sent directly from the College to another institution, agency, or employer.

If a transcript is sent to the student directly, it is considered an unofficial copy.

Official and unofficial transcripts are available at no charge. Requests for transcripts can be made online at www.pct.edu/xis or submitted in writing to the Registrar’s Office. A written request must contain the following information: the student’s name while attending the College, the student’s address and Social Security number/student identification number, the dates of enrollment, the name of the major(s) in which the student was enrolled, and a complete address to which the transcript is to be sent. A downloadable Transcript Request Form is available on the Registrar’s Web site: www.pct.edu/registrar.

Terminations from the College

Student-Initiated

When a student elects to terminate from the College, he/she must officially notify the Registrar’s Office. This process includes the following:

1. Officially drop all registered course(s) through the Registrar’s Office.
2. Satisfactorily account for all property issued by the College.
3. Settle all outstanding College obligations.

Students who do not officially terminate from the College in this prescribed manner are responsible for all previous academic and financial commitments. A withdrawn student may apply to re-enroll through the Admissions Office upon returning to the College. Re-admission into competitive or limited-enrollment majors is dependent upon space availability.

Administrative Termination

The College reserves the right to terminate enrollment of any student if, in the opinion of the College, further association is not in the best interest of the student or the College.

The following may be cause for administrative termination:

- Failure to meet financial responsibilities
- Improper student conduct
- Failure to meet academic requirements
- Failure to demonstrate safe practices
- Academic dishonesty
- Failure to comply with student attendance policy

A student who is administratively terminated and assigned ‘F’ grades as a result of such termination may not complete student-initiated drops as outlined here. An administratively terminated student will receive an ‘F’ grade and will not be eligible to receive a ‘W’ grade. Additionally, in cases of an ‘F’ grade being administratively assigned for academic dishonesty or academic misconduct during the first three weeks of the semester, the ‘F’ grade will show on the student’s transcript, and the student will not be eligible for any refund.

Opportunities for Students

New Student Orientation

Connections, Penn College’s two-day summer orientation program, is designed to help students new to the College and their parents get ready for college. The program offers interactive workshops and presentations about academic expectations, campus processes, and social opportunities at Penn College. Participants have the opportunity to meet other new students, as well as current Penn College student leaders, staff, and faculty. Connections runs throughout the summer, with each two-day session dedicated to students in particular majors.

Welcome Weekend

Held each fall and spring on the weekend before classes start, the Welcome Weekend program provides new students with workshops and social activities to help them become acclimated to their new environment and prepare for the first day of class.

Honors Program

The Penn College Honors Program provides unique and challenging opportunities for incoming freshmen with high GPA and SAT/ACT scores. Students in the program benefit from faculty mentors, theme-based activities, independent projects, and the opportunity to study abroad. For details about the eligibility requirements and selection process, visit the Web site at www.pct.edu/honors or call (570) 326-3761, ext. 7912.

Work-Based Learning

Work-based learning includes cooperative education, internship, and practicum.

Cooperative education provides an opportunity for students to learn skills required by their major while working for an employer and can provide additional income to the students. Cooperative education placements are developed on an individualized basis according to major, location, and employer-student needs. Students are encouraged to plan early for participation in this program.

Internship and practicum provide opportunities for students to use the skills and training received in college courses in actual work environments. Some majors require that students complete an internship or practicum as part of the degree curriculum. Both involve faculty and may require concurrent on-campus seminars. Internships can be paid or unpaid.

Specific information can be obtained directly from the student’s academic school or by contacting Counseling and Career Services: (570) 327-4502 or (570) 326-3761, ext. 7633; Bush Campus Center, Room 204.
Job Location & Development Program

The Job Location & Development Program (JLD) assists students in securing off-campus employment regardless of financial aid eligibility. Through real-world experiences, students increase self-knowledge and develop marketable skills that will enhance their long-term career options. Those interested can contact the Job Location and Development Program staff at (570) 327-4765, ext. 7371.

Cross-Registration With Lycoming College

The College participates in a cross-registration program with Lycoming College in Williamsport, PA. In order to cross-register for courses at Lycoming College, a student must obtain the permission of his/her adviser, the Chief Academic Officer, and the Registrars at both colleges. The form will be processed through the home school Registrar’s Office. In order to participate in this program, a student must:

- be enrolled on a full-time basis in a degree or certificate major;
- have completed at least 12 credits of study at Penn College;
- have completed no more than 72 credits (for certificate and associate degree students) or 136 credits (for baccalaureate students), including transfer credit, cross-registration credit, and nontraditional credit;
- have a current graduation grade-point average of 3.0 or better; and
- verify that the selected cross-registered course(s) satisfy requirements within the student’s major.

Students may cross-register for only those courses not offered at Penn College. Students participating in cross-registration are responsible for paying any special laboratory fees or charges required for the courses and for obtaining all signatures on forms. The academic calendar of the institution offering the course supersedes the calendar of the home school while the student is enrolled in that course. Information on cross-registration procedures is available from academic advisers or the Registrar’s Office.

U. S. Army Reserve Officers Training Corps Program (ROTC)

ROTC, or Military Science, is a four-year program for full-time students pursuing a baccalaureate degree. The program is designed to prepare college graduates for commission as officers in the U.S. Army. Program goals are to strengthen responsibility and integrity and develop leadership skills and the moral courage to apply those skills.

The program is divided into basic courses in the freshman and sophomore years and advanced courses in the junior and senior years. Penn College offers the program jointly with nearby Bucknell University. Classes are taught at Penn College, if enrollment warrants.

Students enrolled in the advanced courses receive a monthly stipend as well as books, uniforms, and equipment at no cost. Freshmen and sophomores who apply prior to December may compete for U.S. Army ROTC merit scholarships that can pay up to full tuition with an additional yearly allowance for books.

For program details, visit the Bison Battalion ROTC Web page at www.bucknell.edu/ROTC or contact the Department of Military Science, Bucknell University, Lewisburg, PA 17837, (570) 577-1013 or (570) 577-1246.

Study Abroad

Students have the opportunity to study overseas while earning credits toward a Penn College degree. The College offers several study abroad opportunities of varying length in Germany, Australia, Italy, Mexico, Japan, and France.

For more information, contact the International Programs Office at international@pct.edu or (570) 320-5257 or see the International Programs Web page at www.pct.edu/international.

Advisement Center

The Advisement Center provides support and direction for students as they make academic decisions. The center offers a comprehensive array of services designed to assist all new and returning students in attaining their goals. Services include:

- Scheduling and administration of all new student placement testing
- Administration of pre-enrollment advising sessions
- Clarification of academic policies and procedures
- Referrals to other departments and/or services on campus
- Assistance with nontraditional credit paperwork and processes
- Assistance with course substitution paperwork
- Assistance with students experiencing academic difficulty

For more information, visit the center’s Web site: www.pct.edu/advise.

Counseling

Counseling Services go beyond career concerns and cover a wide array of personal, academic, and mental health issues. All students are encouraged to get support from counselors who work in the academic schools, as well as the Counseling Center. Counseling services are provided in a confidential setting.

For more information, stop by the Bush Campus Center, Room 204, or call (570) 327-4765.

Disability Services

Pennsylvania College of Technology, in compliance with federal guidelines, is committed to assuring otherwise qualified students with disabilities full participation in the College’s programs and activities available to students without disabilities. An otherwise qualified person with a disability is one who meets the academic and technical standards required for admission or participation in the institution’s educational programs or activities.

Disability Services coordinates accommodations for students with documented disabilities upon student request. Documentation of the disability is required and must come from a qualified professional. Penn College seeks to provide reasonable academic
accommodations and access to additional nondisability services that promote a supportive learning environment while giving students the opportunity to achieve their educational objectives. The College promotes self-advocacy; therefore, enrolled students are required to initiate contact with Disability Services staff through an assessment interview prior to receiving accommodations for every semester. Students who have self-disclosed a disability may request special accommodations for placement testing.

For additional information on disability services and to discuss accommodations, stop by Klump Academic Center, Room 148; call (570) 320-5225 or TTY: (570) 321-5228; or visit the Web site at www.pct.edu/disabilityservices.

Placement Services

The Counseling and Career Services Center provides assistance to prospective graduates seeking employment information, including resources from the National Association of Colleges and Employers (NACElink) and eRecruiting, a Web-based career services management program. Students must attend a required orientation in order to open an eRecruiting account that allows access to job postings, company information, on-campus interviewing opportunities, and the ability to post a resume to the system. A comprehensive program of job search/readiness is offered and includes the following: resume writing, cover letter preparation, interviewing skills, and others. Students and alumni are encouraged to register with the Counseling and Career Services Center by placing their current resume into the eRecruiting program.

Placement Services staff offer periodic seminars throughout the College year to assist prospective graduates in developing their job search skills.

For additional information contact (570) 327-4765; stop by the Counseling and Career Services Center, Bush Campus Center, Room 204; or visit the Web site at www.pct.edu/career.

Academic Support Services

Academic Support Services assists students in becoming active, responsible, and successful learners in an environment that fosters student development and retention. Specific programming, resources, and accommodations (below) encourage students to develop skills and strategies to enhance academic achievement and personal growth. To learn more, visit the office in the Klump Academic Center, Room 141; call (570) 326-3761, ext. 7266; or visit the Academic Support Services Web site at www.pct.edu/academicrosupport.

Act 101

Funded under the Pennsylvania Department of Education, Equal Education Opportunity Legislative, Act 101 assists under-prepared students to succeed in college life. Eligibility is determined by students’ academic and financial needs.

Services include one-on-one academic and career guidance, professional and peer tutoring, small group tutoring, and a variety of cultural and social activities to enhance student success. Students meet individually with Act 101 staff to assess their strengths, needs, and academic goals.

More information is available online at www.pct.edu/academicrosupport/act101.htm.

Summer PLUS (Preparation Leading to Undergraduate Success)

Summer PLUS is a free, four-week summer program to assist students before their first semester begins. It gives students who have tested deficient in their placement tests a chance to remediate prior to the start of the fall semester.

Summer PLUS participants are chosen on the basis of motivation, aspiration, academic need, and academic potential.

More information is available online at www.pct.edu/academicrosupport/plus.htm.

Project Success

All students—returning adult students, recent high school graduates, and transfer students—can benefit from learning to study more efficiently. Project Success is a free, six-week study-skills course offered every fall and spring semester that teaches students to learn more effectively. Students gain a variety of academic skills to help improve performance in other classes.

For more information, visit the Web page at www.pct.edu/academicrosupport/proj_succ.htm or call (570) 326-3761, ext. 7575.

Smarthinking

Penn College partners with Smarthinking to provide online tutoring and writing services that help students succeed, 24 hours a day, 7 days a week, in a variety of subjects. Students also may submit papers (up to eight pages) and receive a critique and suggestions within 24 hours through Smarthinking. All students have access to Smarthinking on and off campus, through the Internet.

For more information, visit www.smarthinking.com or call (570) 326-3761, ext. 7242.
Supplemental Instruction

Supplemental Instruction (SI), a free, voluntary program, targets selected courses that are typically very challenging for students. The SI leader, who has experience in the subject area, acts as a “model student” who attends classes, listens to lectures, takes notes, and reads the text, before conducting study sessions with students. Held three times a week, the study sessions allow students to review the course content, predict exam questions, and learn study skills that help them be more effective in the class.

More information is available at www.pct.edu/academicsupport/si.htm or by calling (570) 326-3761, ext. 7242.

TRIO Student Support Services

Funded by a grant from the U.S. Department of Education, the TRIO Student Support Services Program helps eligible students—U.S. citizens enrolled in an associate’s degree program and who meet at least one of the following criteria: low-income status, first generation college student (neither parent has earned a bachelor’s degree), and/or qualifying disability—earn a college degree through:

- Intensive academic support services
- Individualized tutoring and mentoring appointments
- Advocacy, assistance, and personal attention by professional staff
- Career guidance and transfer support
- Creation of an individualized plan for success
- Special access to academic enhancement workshops and cultural activities
- Scholarships for selected, active participants

For more information, visit www.pct.edu/academicsupport/trio.htm or call (570) 326-3761, ext. 7460; or e-mail trioprograms@pct.edu.

Tutoring Center

The Tutoring Center provides support through peer and professional tutors in English, mathematics, and a variety of other subject areas. The center offers walk-in tutoring (no appointments necessary) for most English and math courses offered at the College. Tutoring in a variety of technical courses is available; appointments may be required. Tutoring is available at “satellite” locations on the main campus and at other campus sites. In-class tutoring in developmental math classes and some technical courses also is offered. Tutoring hours and subject availability is available online at www.pct.edu/academicsupport/tutor_ctr.htm.

For more information, call (570) 326-3761, ext. 7242, or stop by Klump Academic Center, Room 145.
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PENN COLLEGE EMERITI

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Director Emeritus

Carol Herrmann
Director Emeritus

Kathryn C. Lumley
Director Emeritus
Other Campus Sites
Directions are provided from the Main Campus entrance along Maynard Street.

Advanced Automotive Technology Center
3341 Wahoo Drive, Williamsport
Turn left (north) onto Maynard Street. Go to first traffic light and turn left (west) onto West Third Street. Travel three blocks west (past the Main Campus) to Rose Street. Turn right onto Rose Street and go to the first traffic light. At the light, turn left onto West Fourth Street. Travel 2.5 miles on West Fourth Street, then turn left onto Wahoo Drive. The Advanced Automotive Technology Center is the first building on the right.

Business & Technology Resource Center
2401 Reach Road, Williamsport
Turn right (south) onto Maynard Street. Turn right (west) onto Route 180/220/15 (across from Burger King). Travel approximately two miles west to the Reach Road exit. Follow the exit ramp to the Williamsport Industrial Park. Turn right (east) onto Reach Road and watch for sign at the Business & Technology Resource Center (on the right).

Lumley Aviation Center
500 Airport Road, Montoursville
Turn right (south) onto Maynard Street. Turn left (east) onto Route 180/220/15 (past Burger King). Travel east for approximately seven miles and follow signs to Williamsport Regional Airport at Montoursville exit. Travel across bridge into Borough of Montoursville. At first traffic light (Loyalsock Avenue), turn right (south) following signs to the airport. Watch for Penn College sign on the right, before you reach the main airport terminal.

Main Campus is in Williamsport, a city with a population of 35,000, nestled in the valley of the Susquehanna River. A haven from the everyday pressures of urban life, the city is just hours away from New York City, Philadelphia, Pittsburgh, Baltimore and Washington D.C.

The campus is located just north of the Susquehanna River and Interstate 180/220 in Williamsport. Exit Interstate Route 180/220 at the Maynard Street Exit and travel north on Maynard Street to Penn College entrance on left.

North Campus
RR3, Box 436, Wellsboro
Turn right (south) onto Maynard Street. Turn right (west) onto Route 180/220/15 (across from Burger King). Turn right at next exit (Route 15 North). Follow Route 15 North approximately 50 miles toward Mansfield. Take Route 6 (just south of Mansfield) west toward Wellsboro. The North Campus is on the left in a scenic rural area just east of Wellsboro.

Schneebeli Earth Science Center
203 Allenwood Camp Road, Montgomery
Turn right (south) onto Maynard Street and cross the Susquehanna River via the Maynard Street bridge. At the second traffic light after the bridge, turn left onto Southern Avenue and travel through the Borough of South Williamsport to Market Street (Route 15). Turn right and follow Market Street/Route 15 South for approximately 10 miles (traveling toward Montgomery and Allenwood). Watch for signs to Pennsylvania College of Technology, Earth Science Center. Turn right at White Deer Golf Course sign on Route 15 onto Allenwood Camp Lane. Earth Science Center is on the left.