



March 17, 2020

Dear Students:

First, I would like to thank you for your patience and understanding throughout this unprecedented time in our lives. We are experiencing this together and as you know, news and directives are changing daily, at times even hourly. We have been provided guidance and instruction from our regulatory agencies over the last week that has also changed daily. Fortunately, late last evening, we received additional information that we needed in order to finalize a plan of action for the remainder of the current quarter. At this time, we can only plan short-term; however, regular updates will be communicated to you.

Our goal is to provide accommodations to you to not only follow public safety directives but also to limit extensions of program completion dates. We have been approved to offer a temporary alternative learning format that will allow you to work from your home, communicating with your instructors and completing work via email. This is a similar plan to other post-secondary institutions throughout the state however, somewhat varied to fit our needs at this time. We are very fortunate that there are only two weeks left in this quarter to complete.

EFFECTIVE DATES: WEDNESDAY, MARCH 18, 2020 THROUGH FRIDAY, MARCH 27, 2020 WITH EVALUATION

SPECIAL NOTE: ALL CDL STUDENTS WILL ATTEND CLASS AS SCHEDULED. THERE IS ONLY FOUR STUDENTS CURRENTLY ENROLLED, THUS MEETING SOCIAL DISTANCING RECOMMENDATIONS.

HOW WILL THIS WORK?

Students will attend classes remotely from home. This will include daily email communication (per your class schedule) with your instructors and completion of all work assigned. It is required that you maintain daily communication with your instructors during this time. All communication and submission of assignments will be done via email. Submission of assignments can be done by simply taking photos of your work as an attachment or scanning through a free app such as Adobe Scan. Please note that you do not need access to a printer to submit your work. If you have concerns about your phone service data limitations, Comcast and AT&T have both announced over the weekend that they are offering free internet service for 60 days. Please visit <https://internetessentials.com/>.

WHAT CAN I EXPECT FROM MY INSTRUCTORS?

You can expect daily communication with instruction of what work needs completed and the due date. Instructors will be answering any and all questions that you may have in a timely manner to ensure your comprehension of lessons. The first email will arrive tomorrow morning between 8:30 am and 9:30 am.

WILL ATTENDANCE BE TAKEN?

Yes, attendance will be taken and you will be marked present if you are following the guidelines above. If you do not communicate with our instructors on any given day, you will be marked absent for that day.

WILL I RECEIVE A GRADE FOR THIS QUARTER?

Yes, your grade will be calculated based on work already completed this quarter in addition to the assigned remote work. If you do not submit the assigned work over the next two weeks, you will earn a zero for those particular assignments.

WHAT IS PENN COMMERCIAL'S RESPONSIBILITY?

Penn Commercial's responsibility is to ensure that all content is accounted for while maintaining the safety of our students. We will post attendance daily and compute your final grade in a fair and timely manner. We are also responsible for sending updates to all staff and students during this time with future instruction.

WHAT IF I CANNOT ACCESS MY STUDENT EMAIL ADDRESS OR I NEED TECHNICAL ASSISTANCE?

Please contact Stephen Koppes immediately at skoppes@penncommercial.edu for instruction.

CAN I PICK UP MY BOOKS AND OTHER MATERIALS AT THE SCHOOL?

Yes. Although on-site campus operations are temporarily suspended, there will always be staff on site to allow for student access to their books and supplies Monday through Friday, 8:30 am to 4:30 pm.

WHAT IF I AM ON EXTERNSHIP?

Current externs should attend as scheduled unless told otherwise from the site supervisor and/or the Director of Career Services, Ashley Subasic. If there is a disruption or the externship is suspended, students should contact Ashley Subasic for a customized plan of completion at asubasic@penncommercial.edu.

WHAT IF I AM A PRACTICAL NURSING STUDENT COMPLETING CLINICAL HOURS THIS QUARTER?

Current clinical students should attend as scheduled unless told otherwise by the Program Director, Sandy Phillips. If there is a disruption or the clinical site is suspended, students will be notified of alternative plans. We have an alternative plan in place to ensure timely completion of clinical hours.

WHAT IF I AM GRADUATING THIS QUARTER?

First, let me say congratulations! We are excited that you have fulfilled your educational goals and will be transitioning into the work force.

Following this plan, Penn Commercial's goal is to allow students to graduate on time. Certain programs are governed by State Licensing Boards and all clinical clock hours must be accounted for. We are closely monitoring all guidance and instruction from the respective Boards and will communicate any updates to you, if applicable.

WHAT IF I AM RECEIVING VETERANS EDUCATION BENEFITS?

The Veterans Administration is currently working on issuing guidance to all schools. Once we receive final notice, students will receive an email from the School Certifying Official.

WHAT HAPPENS TO MY FINANCIAL AID?

At this time, there will be no impact on a student's financial aid. If applicable, cash payment due dates remain the same, per your financial aid plan. All payments can be made over the phone or through mail.

WHAT IF I NEED TO SPEAK TO A STAFF MEMBER OR HAVE ADDITIONAL QUESTIONS?

The best form of communication is email. Staff will be on-site and working remotely through this quarter, having limited access to voice mail. If you have additional questions or there is an emergency, please contact either: Nicole Lane nlane@penncommercial.edu or Jayme Tuite jtuite@penncommercial.edu

WHAT IF I AM ENROLLED IN THE HIGH SCHOOL PROGRAM?

Any student enrolled in the College in High School Program for Cosmetology or CDL will follow the respective School District's calendar for closure.

We are continually monitoring updates from the Department of Health, the Center for Disease Control, the Pennsylvania Governor, the PA Department of Education and ACCSC, and will re-evaluate this plan if necessary.

Again, thank you for your patience and understanding.

Nicole Lane
Campus Director