



ADDENDUM TO THE 2021 SCHOOL CATALOG

ADMINISTRATION AND STAFF

Robert Bazant	President/Owner
Marianne Albert	Vice President of Operations
Nicole Lane	Campus Director
Anita Rossell	Director of Education
Melissa Papson	Director of Reports and Statistics
Kristine Gorby	Director of Student Services/Title IX Coordinator
Rick Szymanski	Director of Marketing
Tammy Miller	Human Resource Administrator

ADMISSIONS

Michael Berry	Assistant Director of Admissions
Nathan Bazant	Admission Representative
Jeffrey Leedstrom	Admission Representative
Kimberly Katona	CDL Admission Representative

FINANCIAL AID

Jayme Tuite	Director of Financial Aid
Ryan Bazant	Financial Aid Officer

CAREER SERVICES

Jeff Manukin	Director of Career Services
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PROGRAM DIRECTORS AND LEAD INSTRUCTORS

Sandy Phillips	Practical Nursing Program Director
Renee Eckert	Practical Nursing Assistant Director
Ben Crawford	Commercial Driver's License Program Director
MacKenzie Miller	Cosmetology Director of Education/Esthetics Lead Instructor
Bethany Homer	Cosmetology Supervisor
Kirk McCartney	Computer Aided Drafting and Design Lead Instructor
Brian Shupe	Electrician Lead Instructor
Edward Yesenchak	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor
Josh Miller	Information Technology and Security Lead Instructor
Amanda Puckey	Medical Assistant/Phlebotomy Lead Instructor
John Birch	Welding Technology Lead Instructor

COORDINATORS AND ADMINISTRATIVE SUPPORT

Theresa Ankeny	Curriculum Coordinator
Casey Sirochman	Library/Learning Resource Center (LRC) Coordinator
Drew Shetler	Student Account and Purchasing Coordinator
Kelsey Willhoft	Administrative Staff Support/Record Keeping
Candace Kramarz	Practical Nursing Administrative Assistant
Tabatha Rader	Cosmetology Administrative Assistant
David Wray	CDL 3 rd Party Tester
Ben Crawford	CDL 3 rd Party Tester

INFORMATION TECHNOLOGY

Josh Miller	Network Administrator
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MAINTENANCE

Joe Polen	Building Maintenance
Gene Ruble	Building Maintenance
Howard Donley	Custodian
Jennifer Ruble	Custodian

FACULTY

Heather Akers	Practical Nursing Instructor M.S.N., Duquesne University; B.S.N., Waynesburg University; A.D. Community College of Allegheny County
Deborah Atkins	Practical Nursing Instructor M.S.N., Waynesburg University
Tammy Bandini	Practical Nursing Instructor A.S.N., Community College of Allegheny County
Beth Bartram	Practical Nursing Instructor B.S.N., Waynesburg College; A.S.N., Community College of Allegheny County
Michael Bellhy	Heating, Ventilation, Air Conditioning and Refrigeration and Electrician Instructor Certificate, Washington Institute of Technology
John Birch	Welding Technology Lead Instructor Diploma, Elliot Training Center
Debra Browell	Practical Nursing Instructor M.S.N., West Virginia University; B.S.N., Waynesburg College; Diploma, Washington Hospital School of Nursing
Ben Crawford	Commercial Driver's License Program Director Certificate, C1 Truck Driver Training; Licensed Commercial Driver - Class A
Jeanine Cumer	Cosmetology Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Renee Eckert	Practical Nursing Instructor M.S.N., Waynesburg University; B.S.N., Wheeling Jesuit University University
Kristine Gorby	Professional Development Instructor M.Ed, California University of Pennsylvania; B.A., St. Vincent College
Bethany Homer	Cosmetology Supervisor/Esthetics Instructor Diploma, Bella Cappelli Academy; Licensed Cosmetology Teacher
Jeffrey Hummell	Electrician Instructor B.S., California University of Pennsylvania
Elmer Jackson	Computer Aided Drafting and Design Instructor A.S.T., Penn Commercial Business/Technical School
Christine Johnson	Practical Nursing Instructor M.S.N., Chamberlain University; B.S.N., Northern Michigan University
Kelly Koziel	Cosmetology Instructor Diploma, Empire Beauty School; Licensed Cosmetology Teacher
Kirk McCartney	Computer Aided Drafting and Design Instructor A.S.T., Penn Commercial Business/Technical School
Jodi McConnell	Cosmetology Instructor Diploma, Uniontown Beauty Academy; Licensed Cosmetology Teacher
Gerald McDuffitt	Commercial Driver's License Instructor Licensed Commercial Driver - Class A
Mark Mangficio	Heating, Ventilation, Air Conditioning and Refrigeration Instructor B.A., Penn State University; A.A.S., Westmoreland Community College

Sam Mancini	Welding Technology Instructor Diploma, Penn Commercial Business/Technical School
Jeff Manukin	Professional Development Instructor B.S., Ohio University
Josh Miller	Information Technology and Security Lead Instructor B.S., California University of Pennsylvania
MacKenzie Miller	Cosmetology Director of Education/Supervisor/Esthetics Lead Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Amy Neel	Practical Nursing Instructor B.S.N., Aspen University; A.D., Community College of Allegheny County; A.D., West Virginia Career Institute
Sandy Phillips	Practical Nursing Program Director M.S., University of St. Francis; B.S., St. Leo College; Diploma, Washington Hospital School of Nursing
Andrew Popich	Commercial Driver's License Instructor Certificate, Western Area Career and Technology Center; Licensed Commercial Driver – Class A
William Powers	Commercial Driver's License Instructor B.A., St. Edward University; Licensed Commercial Driver - Class A
Amanda Puckey	Medical Assistant/Phlebotomy Lead Instructor A.S.B., Penn Commercial Business/Technical School
Anita Rossell	General Education Instructor M.S.Ed, Capella University; B.A., Duquesne University
Brian Shupe	Electrician Lead Instructor A.S.T., Dean Institute of Technology
Casey Sirochman	General Education Instructor MLIS, University of Pittsburgh; M.A., Indiana University of Pennsylvania; B.S., The Pennsylvania State University
Jennifer Sperry	Practical Nursing Instructor A.S.N., Ohio Valley College of Technology
Jennifer Strennen	Math Instructor B.A., West Virginia University
Kendra Victor	Medical Assistant/Phlebotomy Instructor A.S.B., Penn Commercial Business/Technical School
Robert Woods	Information Technology and Security Instructor A.D., West Virginia Northern
Edward Yesenchak	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor A.S.T., Penn Commercial Business/Technical School

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APPROVALS AND RECOGNITIONS

Penn Commercial is approved and/or recognized by the following agencies funding sources:

- Authorized by the Pennsylvania Department of Education to issue Certificates, Diplomas, Associate in Specialized Business Degrees, and Associate in Specialized Technology Degrees
- Pennsylvania State Board of Cosmetology
- Pennsylvania State Board of Nursing
- Incorporated in the Commonwealth of Pennsylvania
- Approved for the training of state rehabilitation students and veterans
- Penn Commercial is an eligible institution under federal student loan programs
- Participant in the Federal Pell and PA State grant programs

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FINANCIAL AID PROGRAMS

Penn Commercial is an eligible institution approved by the United States Department of Education for participation in various Title IV programs. All Title IV Federal Financial Aid awards are based on quarter credit or clock hours, depending on the program. The applicant:

- Must be enrolled as a student at an eligible institution in an eligible program
- Must not be in default on a federal student loan or owe a repayment on a previously awarded federal grant
- Meet all requirements established by the US Department of Education
- Must meet all requirements for satisfactory academic progress (SAP)
- Must provide all documentation requested

Various types of aid for the eligible student may include the following:

- PA State Grant
- Federal PELL Grant
- Federal Direct Stafford/Ford Loan
- Federal Direct Unsubsidized Stafford/Ford Loan
- Federal PLUS Loan
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Pennsylvania Targeted Industry Program Grant
- Office of Vocational Rehabilitation (OVR) and other agency funding
- Department of Public Assistance
- Trade Assistance Act Benefits
- Department of Veteran's Affairs
- Workforce Innovation and Opportunity Act
- Private Loans
- Institutional Payment Plans
- Employer Reimbursement
- Scholarships

Students are encouraged to check with organizations in their areas to assess the availability of scholarships. At times, organizations, businesses, churches and professional associations, service clubs, companies and unions may offer financial assistance for the prospective student.

ADMISSION REQUIREMENTS

General

The following items must be completed and submitted prior to the final approval of a student's enrollment agreement.

- Personal interview and campus tour
- Application for admission and a \$25 application fee. Application fee refund policies are outlined in the Cancellation and Refund Policy within the Financial Aid section of this school catalog.
- High School diploma, transcript, GED, or other acceptable proof of graduation from an institution providing secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. *
- Entrance assessment (benchmark scores listed below)
- Completion of all required admission documentation
- Acknowledgement of receipt of all consumer information
- A parent/guardian must co-sign the enrollment agreement and all FERPA documents for applicants under the age of 18
- Must meet the technical standards for the applicant's program of choice

Meet with Financial Aid to determine grant and loan eligibility and finalize the financial plan/spreadsheet

*If Penn Commercial has reason to question the validity of proof of high school graduation or equivalent, the US Department of Education's website is utilized for verification purposes.

<https://www.ed.gov/accreditation>. If an applicant is found to have invalid proof of high school graduation, he/she will be denied admission.

READMISSION PROCEDURE

A student who withdrew or was dismissed from Penn Commercial (with the exception of Code of Conduct violations) may submit a request for readmission to the Director of Student Services after a waiting period of at least one quarter. If a student is eligible for readmission consideration, a retention board meeting will be scheduled. The purpose of the retention board meeting is to discuss a number of factors such as circumstances surrounding the student's withdrawal, reason for requesting readmission, academic status, financial status, potential barriers, etc. The retention board will determine whether readmission is a feasible plan. Approval for reenrollment is not automatic and is solely at the discretion of the retention board. Students will be notified in writing of the retention board's decision. Students are afforded only one retention board meeting unless there are documented extenuating circumstances.

If approved, the student will meet with their admission representative to complete/submit all the current admission requirements. All students approved for readmission will be charged tuition consistent with the existing published rate. Students approved for readmission within a one-year period of withdrawal/LDA will not be charged an application fee. Students approved for readmission after one year of withdrawal/LDA will incur a readmission application fee of \$25.00. Application fee refund policies are outlined in the Cancellation and Refund Policy within the Financial Aid section of the School Catalog.

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CANCELLATION AND REFUND POLICY

Cancellation Prior To Starting Classes

All monies paid in advance, including application and registration fees, will be refunded in full under any one of the following conditions:

- Rejection of the Enrollment Agreement by Penn Commercial.
- The applicant withdraws/cancels the application within five (5) calendar days of signing the Enrollment Agreement, but before starting classes. A request for cancellation that is not made in writing must be confirmed in writing within five (5) additional calendar days.
- In the event of cancellation more than five (5) calendar days after signing the Enrollment Agreement, any money the applicant paid to the school, other than the application and registration fee, will be refunded.
- Applicants who have not visited the school prior to enrollment may cancel without penalty within five (5) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Penn Commercial Business/Technical School reserves the right to cancel a program start date when the number of students scheduled is too small.

Refund Policy

- For a student withdrawing from or discontinuing the program during the first seven (7) calendar days of the quarter, or other payment period, the school will refund at least 75% of the tuition for the quarter or payment period.
- For a student withdrawing from or discontinuing the program after the first seven (7) calendar days, but within the first 25% of the quarter or other payment period, the school will refund at least 55% of the tuition for the quarter or payment period.
- For a student withdrawing or discontinuing the program after 25% but within 50% of the quarter or other payment period, the school will refund at least 30% of the tuition for the quarter or payment period.
- For a student withdrawing from or discontinuing the program after 50% of the quarter or other payment period, the student will receive no refund.

In the event any other refund policy more beneficial to the student is mandated (state, federal, or otherwise), that refund policy will apply. For refund computation, a term is the payment period established by Federal Title IV Regulations. Refunds shall be made within 14 calendar days of the student's date of determination.

Quarter calculations are based on the last date attended. Other payment period calculations are based on the scheduled hours through the last date attended.

Bookstore Refund Policy (Refund of Tangible Items)

Open packages and/or torn/damaged items are nonrefundable. Students who wish to return a text book, a kit, or tools may only do so within the first two weeks of the quarter for credit; however, if the wrapping has been removed, the boxes have been opened, or the book has been written in or damaged, these times are nonrefundable. No credit will be issued for text books, kits or tools after the first two weeks of the quarter. Unused uniforms are refundable within two weeks of receipt. Merchandise that is deemed defective will be replaced at no charge to the student. All refunds are credited toward the students account.

RETURN OF TITLE IV FUNDS

The Financial Aid Department is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Department recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed or hours scheduled to be completed up to the withdrawal date divided by the total days or hours in the payment period or term. Any break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. When a student withdraws or is dismissed from Penn Commercial, his or her official date of separation from the school is determined to be the last date of attendance (LDA), that is, the last date on which he or she attended a class. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to Penn Commercial.

If a student earned less aid than was disbursed, the School would be required to return a portion of the funds and the student would potentially be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the School. If a student earned more aid than was disbursed to him/her, the School would owe the student a post-withdrawal disbursement. Post withdraw grant disbursements must be disbursed within 45 days of the student's withdrawal. Post withdraw loan disbursements are offered to the student within 30 days at which time the student has 14 days to respond. If the Return to Title IV calculation creates a credit balance on the student's account, the School will disburse the credit balance directly to the student no later than 14 days after the calculation. Refunds are allocated in the following order:

The refund process is a two-step process. In step one Penn Commercial will calculate the percentage of the Federal Title IV aid that has been earned by the student in accordance with 34 CFR 668.22 of the Federal regulations. The second step of the process will establish the total charges incurred by the student for the training received through the last day of attendance. Penn Commercial will calculate this portion of the refund by utilizing the state refund policy. In conformance with Federal regulation, the school will distribute the proceeds from step one to the origination source in the following order, up to the net amount disbursed. All returns to Title IV programs will be made no later than 45 days after determining the student has withdrawn.

- Federal Direct Unsubsidized Stafford/Ford Loan
- Federal Direct Stafford/Ford Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

TUITION AND FEES SCHEDULE - 2021

The following schedule of tuition and fees is effective for all students for the 2021 academic year.

PROGRAM	AWARD	PROGRAM LENGTH	QUARTER CREDITS/HOURS	PROGRAM TUITION	BOOKS AND FEES	PROGRAM TOTAL
Commercial Driver's License	Certificate	6 weeks	220 hours	\$6,795.00	\$100.00	\$6,895.00
Commercial Driver's License	Certificate	7 weeks	220 hours	\$6,795.00	\$100.00	\$6,895.00
Commercial Driver's License	Certificate	12 weeks	220 hours	\$6,795.00	\$100.00	\$6,895.00
Computer Aided Drafting and Design	AST	18 months	110.5 credits	\$23,978.50	\$5,594.00	\$29,572.50
Cosmetology	Diploma	9 months	1250 hours	\$15,425.00	\$4,221.00	\$19,646.00
Electrician	Diploma	9 months	59.0 credits	\$12,213.00	\$4,340.00	\$16,553.00
Electrician Evening	Diploma	15 months	59.0 credits	\$12,213.00	\$4,640.00	\$16,853.00
Esthetics	Diploma	3 months	400 hours	\$4,000.00	\$1,861.00	\$5,861.00
HVAC-R	AST	18 months	106.0 credits	\$21,730.00	\$5,705.00	\$27,435.00
Information Technology and Security	ASB	18 months	104.0 credits	\$23,088.00	\$6,211.00	\$29,299.00
Medical Assistant	ASB	18 months	107.0 credits	\$23,219.00	\$7,946.00	\$31,165.00
Medical Assisting	Diploma	12 months	67.0 credits	\$14,539.00	\$5,061.00	\$19,600.00
Phlebotomy Technician	Diploma	3 months	12.0 credits	\$2,484.00	\$1,226.00	\$3,710.00
Practical Nursing	Diploma	12 months	1500 hours	\$20,760.00	\$4,521.00	\$25,281.00
Welding Technology	Diploma	12 months	78 .0 credits	\$16,926.00	\$6,365.00	\$23,291.00

Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition, text book/supplies and fee charges. Penn Commercial, therefore, reserves the right to modify tuition and/or other fees upon 60 days written notice. It is the responsibility of the student to remain apprised of the status of his/her account.

**PHLEBOTOMY TECHNICIAN
 DIPLOMA**

Program Length Day	3 Months
Total Quarter Credits	12.0
Total Hours	210

Program Objective: The Phlebotomy Technician program is designed to prepare students to perform phlebotomy skills such as venipunctures using multiple methods (butterfly, vacutainer, syringe), point of care testing, finger sticks, heel sticks, preparing blood samples for transport, and proper documentation in electronic health records.

Class Schedule: *This program is scheduled three (3) days per week – two (2) days of classroom lecture/skills lab and one (1) day of externship.* The combination of classroom/skills lab and externship hours will be scheduled any time Monday through Friday between 8:00 am to 4:30 pm. Externship hours will be completed at on off-site, approved medical office/lab/hospital.

Course Requirements: Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

Quarter #	Course Code	Course Name	Instructional Hours	Quarter Credit Hours*
1	MD 101 ▪	Medical Terminology I with Anatomy and Physiology	50	4.0
1	MD 108 ▪	Electronic Health Records	50	3.0
1	MD 236 ▪	Phlebotomy Procedures	50	3.0
1	MD 260 ▪	Phlebotomy Technician Externship	60	2.0
1		<i>All students are scheduled for Heart Saver First Aid and CPR</i>		

*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

Industry Certifications: Students of the Phlebotomy Technician program will take the following certification examination through the National Center for Competency Testing (NCCT). Penn Commercial does not guarantee that students will pass these examinations.

- National Certified Phlebotomy Technician Examination (NCPT)

FULL ACADEMIC WITHDRAWAL FROM PENN COMMERCIAL

An official (voluntarily) program withdrawal/full academic withdrawal from Penn Commercial must be initiated by the student. The student will complete the Student Withdrawal/Termination Form with the Director of Student Services. The official date of withdrawal will be the last date of attendance (LDA) and all grades and refunds will be determined by this date in accordance with the Return of Title IV Funds policy.

An involuntary withdrawal/termination from Penn Commercial may occur for any of the following reasons. The official date of withdrawal will be the last date of attendance (LDA) and all grades and refunds will be determined by this date in accordance with the Return of Title IV Funds policy.

- Fourteen (14) consecutive calendar days of non-attendance.
- Failure to make Satisfactory Academic Progress (SAP)
- Failure to abide by the Student Conduct Policy
- Failure to comply with safety regulations
- Malicious damage to school property
- Insubordinate acts against staff or other Penn Commercial employees or vendors
- Failure to comply with school policies and procedures as outlined during the admissions process and in this School Catalog, including updated information documented in School Catalog Addendum

NOTE: All students using Title IV Financial Aid and/or VA benefits be aware, withdrawing from a program may have a negative impact on your overall awards and benefits. Students remain fully responsible for any remaining costs of courses for which they withdraw.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that all institutions monitor the academic progress of each student and to certify that each student is making satisfactory academic progress toward a degree, diploma, or certificate. SAP standards apply to all students, regardless of enrollment status, program, or receipt of federal financial aid. In accordance with those regulations, Penn Commercial has established standards of Satisfactory Academic Progress (SAP) that include quantitative and qualitative measures of progress. Students bear primary responsibility for their own academic progress and for seeking assistance with experiencing academic difficulty. Advising and tutoring are available for all students.

EVALUATION PERIOD

SAP is evaluated at the end of each term or payment period to assess a student’s performance. A term or payment period varies from student to student according to their program start date and program of study. For credit hour programs, SAP is evaluated quarterly. For clock hour programs, SAP is evaluated each payment period. Students are notified in writing each term or payment period if SAP requirements are not being met.

QUALITATIVE MEASURE OF PROGRESSION (GRADE POINT AVERAGE)

All students are required to meet the minimum cumulative grade point average (CGPA) of 2.0.

QUANTITATIVE MEASUREMENT OF PROGRESSION (PACE OF PROGRESSION AND MAXIMUM TIME FRAME)

1. Pace of Progression – Penn Commercial has established a minimum pace of progression of 66.67% of attempted credits for all enrolled students. Grades of “F”, “I”, and “W” are treated as scheduled credits but NOT earned credits and thus negatively impact the pace of progression.

Pace of Progression is calculated as follows:

Credit hour programs $\frac{\text{cumulative eared credits}}{\text{cumulative scheduled credits}}$

Clock hour programs $\frac{\text{cumulative earned hours}}{\text{cumulative scheduled hours}}$

2. Maximum Time Frame – All students are expected to complete their program within an acceptable period of time. The maximum time frame allowed is 150% of the published length of the program. For credit hour programs, the maximum time frame is based on 150% of the required credits for graduation as published in the School Catalog. For clock hour programs, the maximum time frame is calculated at 150% of the calendar length as published in the School Catalog.

Program	CGPA	Quarter Credits	Maximum Credits Attempted	Maximum Length
Commercial Driver’s License	2.0	N/A	N/A	9/10.5/18 weeks
Computer Aided Drafting and Design	2.0	110.5	165.75	N/A
Cosmetology	2.0	N/A	N/A	13.5 months
Electrician	2.0	59.0	88.5	N/A
Esthetics	2.0	N/A	N/A	4.5 months
HVAC-R	2.0	106.0	159.0	N/A
Information Technology and Security	2.0	106.0	159.0	N/A
Medical Assistant	2.0	107.0	160.5	N/A
Medical Assisting	2.0	67.0	100.5	N/A
Pharmacy Technician	2.0	82.0	123.0	N/A
Practical Nursing	2.0	N/A	N/A	18 months
Welding Technology	2.0	78.0	117.0	N/A

NOTE: If it is determined at any point that a student is unable to successfully complete the program within 150% of the published length as defined above, the student will be academically withdrawn from the program.

COURSE REPEATS

Students are permitted to repeat a course two (2) times. All attempted repeat credits will count toward Maximum Time Frame. For Pace of Progression, all credits count toward attempted, but only the successfully repeated credits counts as earned. For CGPA, all grade attempts (including “F”) will be calculated.

SATISFACTORY ACADEMIC PROGRESS (SAP)

INCOMPLETE GRADES "I"

Any Incomplete grades "I" will count as attempted toward Maximum Time Frame. For Pace of Progression, all credits count toward attempted, but "I" grades do not count as earned. For CGPA, "I" grades are not included in the calculation. Once a final letter grade replaces the "I" on a transcript, SAP will be reevaluated.

COURSE WITHDRAWALS "W"

All withdrawals grades "W" will count as attempted toward Maximum Time Frame. For Pace of Progression, all "W" grades count toward attempted, but "W" grades do not count as earned. For CGPA, "W" grades are not included in the calculation.

TRANSFER CREDITS/HOURS FROM AN EXTERNAL INSTITUTION

All transfer credits/hours from an external institution will count toward Maximum Time Frame and Pace of Progression. For CGPA, transfer credits/hours are not included in the calculation. Transfer credits will be noted as a "T" on the student's transcript.

TEST OUTS

All test out credits will count toward Maximum Time Frame and Pace of Progression. For CGPA, test outs are not included in the calculation. Test out credits will be noted as a "P" on the student's transcript.

CHANGE OF PROGRAM

If a student requests to transfer from one program to another, only courses that are accepted for transfer credit into his/her new program will be used in calculating Maximum Time Frame, Pace of Progression and CGPA.

LEAVE OF ABSENCES AND PERIODS OF WITHDRAWAL

Approved leave of absences or periods of withdrawal are not calculated in Maximum Time Frame.

FINANCIAL AID WARNING

If a student fails to meet SAP requirements (CGPA, Pace of Progression AND Maximum Time Frame), he/she will be placed on **Financial Aid Warning** for the next term or payment period. If a student meets SAP requirements after the **Financial Aid Warning** term or payment period, he/she will be in good standing and remain eligible for aid.

FINANCIAL AID SUSPENSION

If a student fails to meet SAP requirements (CGPA, Pace of Progression AND Maximum Time Frame) after the **Financial Aid Warning** term or payment period, he/she will be placed on **Financial Aid Suspension**, which means he/she is ineligible to receive any federal financial aid, including Pell Grants, SEOG Grants, Direct Loans, and Work-Study.

If a student's financial aid is suspended and he/she feels there are extenuating circumstances, he/she has the right to file an appeal. The student must follow the instructions for appeal submission as outlined below. If a student is filing an appeal, he/she will be permitted to attend classes during the appeal process; however, will be required to pay cash, as all federal financial aid is suspended.

If a student's financial aid is suspended and he/she does not have extenuating circumstances that warrant an appeal, he/she will be permitted to attend classes for one additional term or payment period; however will be required to pay cash. If a student meets SAP requirements at the end of this period, financial aid can be reinstated. If a student fails to meet SAP requirements at the end of this period, they will be academically withdrawn from the program.

APPEALS FOR EXTENUATING CIRCUMSTANCES

A student who is in **Financial Aid Suspension** status, has the right to appeal based on extenuating circumstances causing undue hardship. This includes illness/accident/injury experiences by the student or immediate family member; death of an immediate family member; significant trauma; divorce experienced by student; or personal legal circumstances. Please note that circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills, childcare or car maintenance/travel to campus is not considered as extenuating for purposes of appealing **Financial Aid Suspension**.

1. All appeals must be in writing (signed and dated by the student).
2. All appeals must include an explanation of the extenuating circumstance causing undue hardship that prevented the student from making satisfactory academic progress.
3. All appeals must include an explanation of what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.

SATISFACTORY ACADEMIC PROGRESS (SAP)

4. Supporting documentation beyond the written explanation is required (i.e. medical documentation, legal documentation, third party statements, court records/summons, etc.).
5. Students must be mathematically able to meet SAP requirements for the next term or payment period.

Appeal letters and supporting documentation must be submitted to the Director of Financial Aid within fourteen (14) calendar days of the **Financial Aid Suspension** notice. All appeal documentation will be reviewed by the appeals committee for approval or denial.

Approved appeals will place the student in a **Financial Aid Probation** status for one evaluation period. Students are eligible for financial aid during the **Financial Aid Probation** period and will be evaluated again at the end of this period. If a student is meeting SAP requirements at that time, their financial aid eligibility will be in good standing. If a student does not meet the SAP requirements at that time, he/she will be academically withdrawn from the program. If a student's appeal is denied, he/she may remain in school during the **Financial Aid Suspension** period; however, will continue to pay cash. If a student meets SAP requirements at the end of this period, financial aid can be reinstated. If a student fails to meet SAP requirements at the end of this period, they will be academically withdrawn from the program.

Students are notified in writing each term or payment period if SAP requirements are not being met. Students who file an appeal will be notified in writing of the appeal status.

REENTRY AFTER SAP DISMISSAL

Students academically withdrawn due to failure to meet SAP may file an appeal after a six (6) month period of non-enrollment for potential reentry. Those wishing to appeal must follow the instructions listed in the Appeals for Extenuating Circumstances section above. If the appeal is approved, the student may return as a cash paying student and will be evaluated for SAP at the end of the first term or payment period. If the student meets the SAP requirements at this point the federal financial aid may be reinstated. If the student does not meet SAP requirements, he/she will be academically withdrawn from the program and ineligible to reenter in the future

COURSE DESCRIPTIONS

MATHEMATICS (MA)

MA 101 BUSINESS MATH

4.0 Credits - 50 Hours - 12 Weeks

This course uses an integrated approach to learning business math. The students will refine basic math concepts and gain knowledge of business related concepts, including: percentages, banking, markup, discounts, and payroll.

Prerequisite: None - Co-requisite: None

MA 102 TECH MATH I

4.0 Credits - 50 Hours - 12 Weeks

For the first six weeks of this quarter, students will study basic math fundamentals, such as addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, conversions of units of measure and to use signed numbers.

Prerequisite: None - Co-requisite: None

MA 103 TECH MATH II

4.0 Credits - 50 Hours - 12 Weeks

This course will build on the objectives learned in Technical Math I (MA102). Students will develop a better understanding of linear equations and inequalities. They will learn to solve and graph linear equations. Students will also learn basic geometry and right triangle trig functions.

Prerequisite: MA 102 - Co-requisite: None

4.0 Credits - 50 Hours - 12 Weeks

MA 104 TECH MATH III

4.0 Credits - 50 Hours - 12 Weeks

This course will build on what students learned in Tech Math I and II. Students will develop a better understanding of equations and different types of functions. In the course, they will use their knowledge of algebra topics and geometry to solve trigonometric functions and triangles.

Prerequisite: MA 103 - Co-requisite: None