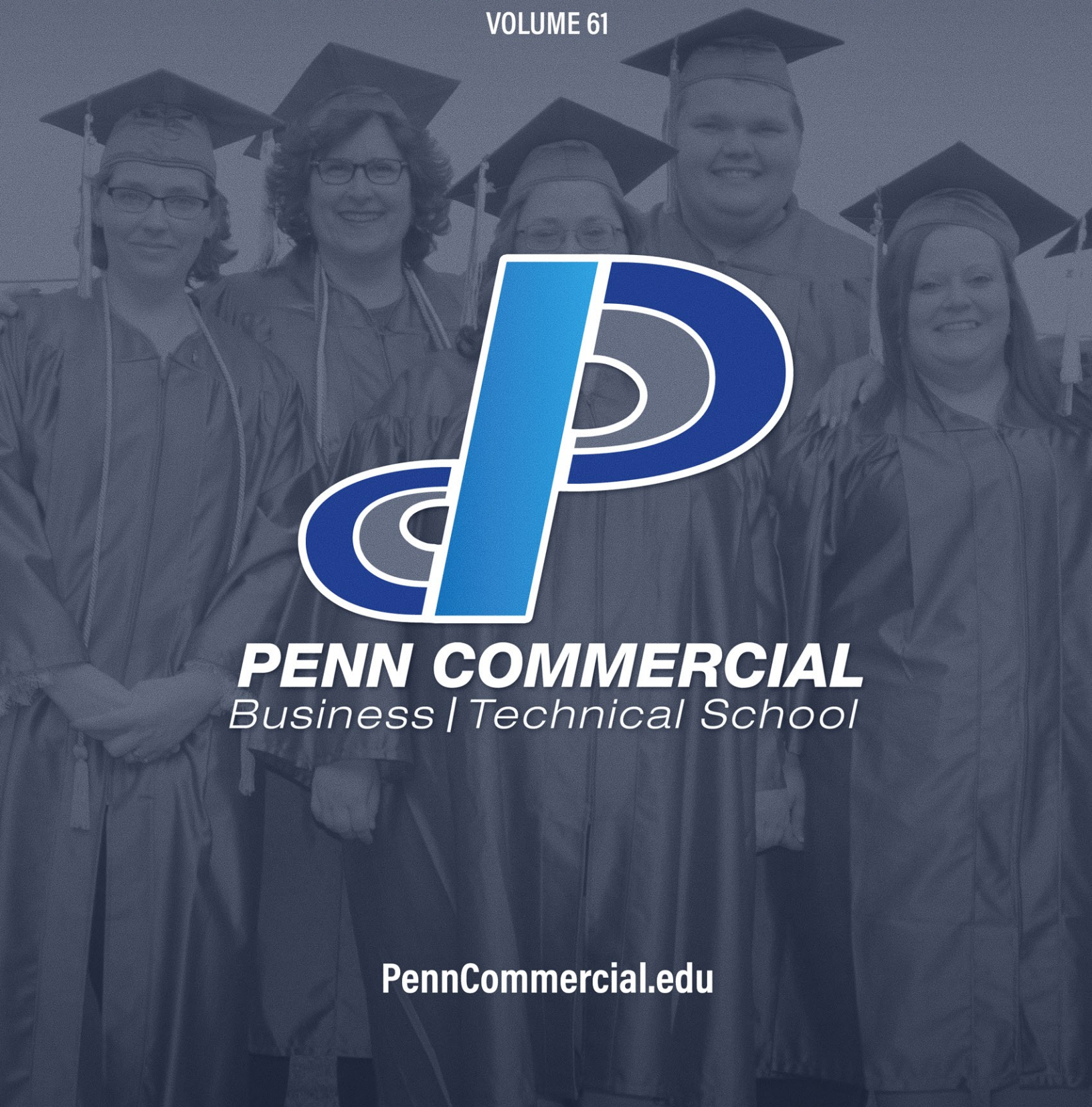
2025 SCHOOL CATALOG

VOLUME 61



PENN COMMERCIAL

Business | Technical School

PennCommercial.edu

Message From the President

We are excited that you have chosen Penn Commercial as the place to further your career education. Whether you are just beginning or continuing your studies here, our goal is for you to succeed in a career-oriented program of study that will culminate in a satisfactory career.

Every time I walk through the front doors of Penn Commercial, I feel a sense of pride. I walk through the halls and see a facility built to fulfill the needs of our community. I see a seasoned, talented faculty with a wealth of knowledge and expertise in their fields. I see a staff that knows the meaning of customer service. I walk into our labs and classrooms and see our students engaged in hands-on, real-life projects taking such pride in their accomplishments. It is amazing to see the transformation of a student from orientation to graduation. The best feeling is to shake hands with a graduate whose future is bright and possibilities endless.

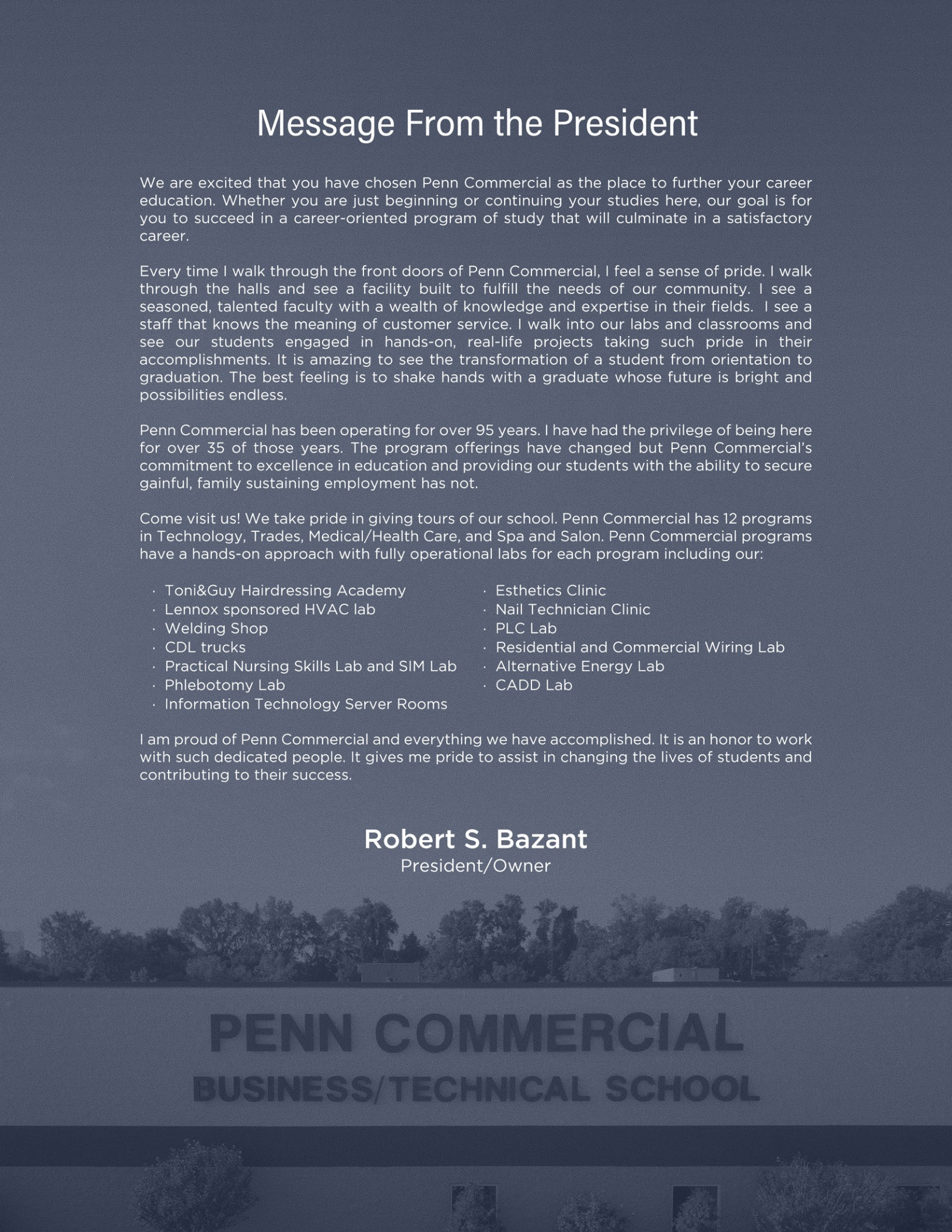
Penn Commercial has been operating for over 95 years. I have had the privilege of being here for over 35 of those years. The program offerings have changed but Penn Commercial's commitment to excellence in education and providing our students with the ability to secure gainful, family sustaining employment has not.

Come visit us! We take pride in giving tours of our school. Penn Commercial has 12 programs in Technology, Trades, Medical/Health Care, and Spa and Salon. Penn Commercial programs have a hands-on approach with fully operational labs for each program including our:

- Toni&Guy Hairdressing Academy
- Lennox sponsored HVAC lab
- Welding Shop
- CDL trucks
- Practical Nursing Skills Lab and SIM Lab
- Phlebotomy Lab
- Information Technology Server Rooms
- Esthetics Clinic
- Nail Technician Clinic
- PLC Lab
- Residential and Commercial Wiring Lab
- Alternative Energy Lab
- CADD Lab

I am proud of Penn Commercial and everything we have accomplished. It is an honor to work with such dedicated people. It gives me pride to assist in changing the lives of students and contributing to their success.

Robert S. Bazant
President/Owner







242 Oak Spring Road
Washington, PA 15301

Phone: 724.222.5330 Toll Free: 888.309.7484
Fax: 724.884.1459

www.penncommercial.edu
pcadmissions@penncommercial.edu

This catalog outlines the current curriculum and requirements for Penn Commercial Business/Technical School, hereinafter referred to as "Penn Commercial." This document may be periodically updated to reflect changes necessary for Penn Commercial to fulfill its mission and program objectives. Penn Commercial reserves the right to modify any provisions, offerings, or requirements at any time during a student's term of study. Such changes will be made in accordance with applicable state and federal regulations. Penn Commercial also reserves the right to make adjustments in administration, faculty, or other school policies or activities. Tuition and fees may be subject to increase with 60-days written notice.

To ensure the most up-to-date information, this catalog may be amended by inserts identified as "Addendum to the 2025 School Catalog." These addenda are considered an integral part of this catalog.

VOLUME 61
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ABOUT PENN COMMERCIAL

ACCREDITATION

Penn Commercial Business/Technical School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).



2101 Wilson Blvd, Suite 302
Arlington, VA 22201
www.accsc.org
Phone: 703.247.4212 Fax: 703.247.4533

STATE LICENSE

Penn Commercial Business/Technical School is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools, Bureau of Postsecondary and Adult Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120, (717) 783-8228.
https://www.pa.gov/en/agencies/education/programs-and-services/instruction/postsecondary-and-adult-education/private-licensed-schools.html

STATEMENT OF LEGAL CONTROL AND INSTITUTIONAL NAME(S)

Penn Commercial Business/Technical School is a private institution of higher education in the form of a business corporation. Penn Commercial, Inc. is the corporation name registered with the Commonwealth of Pennsylvania Department of State Corporation Bureau. The Corporate Officer is the President; Robert Bazant and Secretary; Ryan Bazant.

The fictitious names for Penn Commercial Inc. are Penn Commercial Business/Technical School and Toni & Guy Hairdressing Academy. Common primary name abbreviations are Penn Commercial and PC.

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
- Federal Motor Carrier Safety Administration (FMCSA)
- 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 Pennsylvania State grant programs

BUSINESS HOURS AND HOLIDAYS

General Operations

- Monday - Friday: 8:00 AM - 5:00 PM

Admissions Office

- Monday - Friday: 8:00 AM - 5:00 PM
- Extended Hours: One evening per week until 6:00 PM
- One Saturday per month: 9:00 AM - 1:00 PM

Closed on the following observed holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

CONSUMER INFORMATION

Within Penn Commercial's published consumer information handbooks, which are provided at enrollment and distributed annually, and through information posted on our website at www.https://penncommercial.edu/consumer-disclosures/. The school has provided information related to financial assistance, median loan debt of students who completed our programs, the employability of graduates, graduation and completion rates, safety and security polices, and crime statistics. The consumer information provided on the website is also available from the Campus Director and Director of Financial Aid.

- School Catalog and Addendum
- Consumer Handbook
- Books, Supplies and Student Fees
- Annual Security Report – CLERY Act
- Drug and Alcohol Abuse Prevention Program (DAAPP)
- Emergency Response and Evacuation Plan (EREP)
- Title IX Handbook: Sexual Misconduct Policies and Procedures
- Community Resources Guide
- Student Achievement Rates
- College Navigator
- College Scorecard
- NC-Sara Agreement
- Cares Act
- Voter Registration

HISTORY OF PENN COMMERCIAL

Penn Commercial Business/Technical School began as a business school in Washington, Pennsylvania in June 1929. Over its 95 years of existence, Penn Commercial has provided quality educational programs to the job-seeking community members. Since founded in 1929 and incorporated in the Commonwealth of Pennsylvania in 1979, Penn Commercial has expanded and broadened its programs and facilities to meet the ever-changing requirements and needs of students and businesses alike. In response to the evolving need for skilled workers, the Washington Institute of Technology was founded and licensed by the Pennsylvania Department of Education, Private Licensed Trade Schools Board in 1969, beginning its first class with three electronics students. For more than 20 years, the Washington Institute of Technology provided quality training in the electronics; drafting; and heating, ventilation, and air conditioning fields. In 1991, the Washington Institute of Technology merged with Penn Commercial to become one entity.

After growing enrollment and the desire to continue to contribute to the educational growth of the community, Penn Commercial purchased a building located in the Oak Spring Plaza in Washington, Pennsylvania in May 2001. The school immediately began renovations on the 65,000 square feet the school would occupy. The new Penn Commercial opened its doors to students in September 2001 and was officially introduced into the community with a ribbon cutting ceremony on October 24, 2001. Despite continuing changes in the related industries, Penn Commercial's commitment to provide quality education to its students remains the same. Penn Commercial's curriculum helps students develop their individual potential, discover their strengths, and prepare themselves for lives that are both personally and professionally satisfying. With this mission in mind, Penn Commercial moves confidently into the future.

INSTITUTIONAL GOAL AND SUPPORTING OBJECTIVES

Penn Commercial's primary goal is to be the post-secondary institution of choice for students in our geographical area wishing to pursue their degree or enhance job skills in areas of healthcare/medical, technical/trade, and cosmetology.

Supporting Objectives

- Revise, enhance, and continually improve educational programs and instruction to meet the needs of students, transfer institutions, business and industry, and service area communities.
- Expand access and increase institution enrollment and participation through innovative outreach activities, technology, and collaborative partnerships.
- Improve student retention and goal attainment by building a supportive learning environment, increasing student engagement and improving completion and graduation rates.
- Provide high quality facilities, technology, and equipment that accommodate anticipated growth, enhance student learning, and support the institutions programs and services.
- Strengthen commitment in excellence between career services, employers, and public interest groups through graduate and employer satisfaction and produce quality employees to meet the demands of the local workforce.
- Strengthen commitment to excellence through employee satisfaction, professional development, recognition and a quality work environment.
- Support the regions efforts to build and sustain communities by providing accessible and responsive workforce education programs.
- Secure sufficient resources to support the institutions mission, focusing on continued growth while maximizing fiscal effectiveness.
- Strengthen and refine institution processes that enhance quality, demonstrate effectiveness, and ensure education accountability to meet the public demand.

MEMBERSHIPS

Penn Commercial is a member of the following organizations:

- Air Conditioning Contractors of America
- Council for Higher Education Accreditation
- Mid-Atlantic Association of Career Schools
- National Association for Health Professionals
- National Association for Practical Nurse Education and Service
- National Association of College Auxiliary Services
- National Association of Student Financial Aid Administrators
- National Center for Competency Testing
- National Council for State Authorization Reciprocity Agreements
- Pennsylvania Association of Practical Nursing Administrators
- Washington County Chamber of Commerce
- Waynesburg Area Chamber of Commerce
- West Virginia Council for Community and Technical College Education
- Wheeling Area Chamber of Commerce

MISSION STATEMENT

Penn Commercial's mission is to provide the best available instruction for individual needs in the shortest time possible and at the lowest practical cost. Our training is aimed at men and women who desire to prepare themselves for careers as well as those who desire to reenter the job market. Our educational philosophy recognizes the need for students to develop a foundation of related skills that will make them adaptable to an ever-changing job market and provide support for our students in achieving their career goals. We strive to provide quality programs that will prepare our students for the best available careers. We continuously study and evaluate student outcomes and institutional goal achievements and use these to improve our efforts for our students, staff, employers and the community.

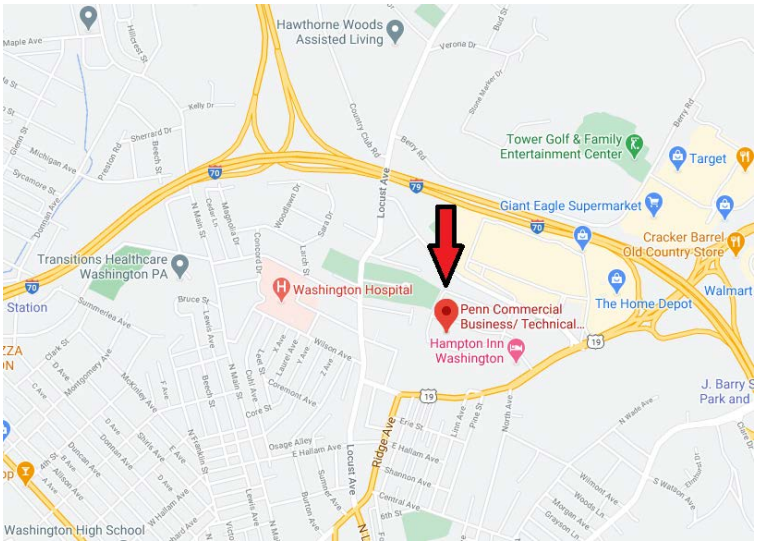
PROGRAM ADVISORY COMMITTEE (PAC)

Penn Commercial maintains an independent Program Advisory Committee (PAC) for each occupational program. The PAC's primary function is to conduct annual reviews of program curricula, instructional materials, equipment, facilities, and student outcomes. This external review process provides valuable insights to enhance the quality of Penn Commercial's educational offerings.

SCHOOL FACILITIES AND EQUIPMENT

Penn Commercial Business/Technical School maintains appropriate facilities and equipment that support the achievement of the stated institutional goal and supporting objectives. There are adequate in number, condition, and availability appropriate materials that are accessible to students, faculty, and administrators.

Penn Commercial is approximately 65,000 square feet of classroom and laboratory space. The School is located at 242 Oak Spring Road in the Oak Spring Plaza, Washington, Pennsylvania 15301; Phone 724-222-5330; www.penncommercial.edu; Class sessions, with the exception of the CDL remote site, are held at this location.



ABOUT PENN COMMERCIAL

Remote Site

A remote site for the Commercial Driver's License program is located at 301 Oak Spring Road, Washington, PA and is located across the street from Penn Commercial Business/Technical School. It consists of 2.11 acres, 29,000 square feet and houses a trailer and a lavatory facility for students and staff.

Facilities

Penn Commercial prioritizes providing a conducive and well-equipped learning environment for all students. Classrooms are appropriately sized and furnished to accommodate student needs, with capacities ranging from 16 to 74 students depending on the program.

- Classroom Flexibility: Faculty may request adjustments to classroom assignments through the Director of Education, subject to space availability.
- Modernized Resources: All teaching spaces are designed to support effective instruction aligned with program goals. Students and faculty have access to a comprehensive range of physical, technological, and educational resources.
- Lab Equipment: Program related equipment is regularly upgraded to ensure students are trained on industry-standard tools and technologies.
- Specialized Labs: The school features dedicated labs for programs such as Practical Nursing, Phlebotomy, Welding, Electrician, HVAC, Cosmetology, Esthetics, Nail Technician, and CADD, each equipped with specialized tools and equipment.
- Student Support: The Student Center provides a welcoming space for student interaction and relaxation, with access to refreshments through vending machines.
- Comprehensive Instruction: A wide array of instructional aids, including educational charts, skeletons, overhead projectors, LCD projectors, computers, televisions, and videos, are utilized to enhance the learning experience.

Fire and safety inspections are conducted regularly in compliance with all applicable state and local regulations. The school maintains a controlled environment with heating in winter and air conditioning in summer. A detailed inventory of equipment is available for each program.

Program-Specific Equipment

Practical Nursing Labs: adult and infant mannequins, hospital beds, hoyer lift, bedside tables, IV pumps and poles, integrated wall system, folding walkers, wheel chair, oxygen tanks/portable oxygen tank, medication cart, procedure cart, infant scale, physician scale, adult injectable training arm, intramuscular injection simulator, organ models, phlebotomy chairs. Phlebotomy Lab: autoclave, scales with height, infant scale, audiometer, ECG machine, Afinion A1c Machine, Sofia Flu testing machine, Pt/INR machine, hemopoint, hemocue, microscopes, centrifuges, phlebotomy chairs, skeleton, mannequin, CPR manikins. Welding Shop Precision TIG machines, power wave machines, Power MIG machine, 10 booths, exhaust system, cutting tables and torches, grinding tables, metal/steel storage area, gas cylinders and storage area, berulers, grinders, and a variety of tool and safety equipment. Electrician Labs: PLC units and complete workstations, residential/commercial wiring stations, alternative energy workspaces. HVAC Labs: residential and commercial equipment includes: heat pumps, condensers, roof top units, oil heaters, boilers, hot water heaters, electric furnaces, air condition units, refrigerators, ice machines, walk-in coolers. Cosmetology Clinic/Lab: 74 mobile stations, hair dryers, shampoo basins, facial chairs, styling stations, four manicure stations, two pedicure stations. Esthetics Clinic/Lab: hydraulic tables, multifunction facial machines, carts, sinks, paraffin, hot stone warmer, laundry, and wax warmers. Nail Technician Clinic/Lab: 16 nail stations, 2 pedicure stations, paraffin machine, sterilizers, variety of natural, acrylic and gel systems, variety of polish. CADD Lab: computers, printers, specialized software, 3D scanner, 3D printer. Commercial Driver's License Trucks: Three (3) commercial Class "A" vehicles and three (3) trailers. All clinic/lab consumables and supplies vary by program and are managed by the respected Program Director/Lead Instructor.

Responsibility

Students are responsible for the proper handling and care of all school supplies and equipment. Misuse or breakage of equipment may constitute a violation of the Student Code of Conduct and may result in the student being held financially responsible for the repair or replacement of the damaged item. School equipment and supplies are not permitted to be removed from school premises. Any damage to equipment must be promptly reported to the Program Director/Lead Instructor and/or the maintenance department for necessary repairs or replacements.

STATEMENT OF NONDISCRIMINATION

Penn Commercial Business/Technical School is committed to a policy of non-discrimination in compliance with federal and state regulations. This policy is enforced in our educational programs and in our school activities, which are available to all people, without regard to race, color, national or ethnic origin, sex, pregnancy, sexual orientation, gender identity and expression, religion, disability, age, veteran status, and marital status in its programs, activities, or employment.

STATEMENT OF PROGRAM AND POLICY CHANGES

Penn Commercial Business/Technical School reserves the right to make necessary adjustments to its curriculum, fees, schedules, requirements, regulations, and other pertinent information as deemed appropriate. The School may, at its discretion, temporarily suspend a class and resume it at a later date. Penn Commercial also reserves the right to postpone training programs. All program schedules are subject to change, including start and completion dates. Students will be duly notified of any changes and given the opportunity to consent to revised program dates. In cases where such changes may cause significant inconvenience, a refund will be offered. Penn Commercial reserves the right to modify or alter, without prior notice, the program content, equipment, staffing, materials, or organizational structure as necessary. Such changes may be implemented to align with technological advancements and to enhance teaching methodologies. Under no circumstances will these changes diminish the competency of any program.

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
Gina Olmo	Admission Representative
Nathan Bazant	Admission Representative

FINANCIAL AID

Jayme Tuite	Director of Financial Aid
Ryan Bazant	Financial Aid Officer

CAREER SERVICES

Candace Dranzo	Director of Career Services

PROGRAM DIRECTORS AND LEAD INSTRUCTORS

Renee Gaddis	Practical Nursing Program Director
Tammy Bandini	Practical Nursing Assistant Director
Ben Crawford	Commercial Driver's License Program Director
Michele Swan	Cosmetology Director
Rachel Switala	Cosmetology Assistant Director
Jodi McConnell	Cosmetology Education Director/College in High School
Kirk McCartney	Computer Aided Drafting and Design Lead Instructor
Michael Bellhy	Electrician Lead Instructor
Jay Henderson	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor
Josh Miller	Information Technology and Security Lead Instructor
Anita Rossell	Phlebotomy Lead Instructor
John Birch	Welding Technology Lead Instructor

COORDINATORS AND ADMINISTRATIVE SUPPORT

Ed Chess	Student Success Coordinator
TBA	Library/Learning Resource Center (LRC) Coordinator
Drew Shetler	Student Account and Purchasing Coordinator
Kelsey Willhoft	Administrative Staff Support/Record Keeping
Ellen Milton	School Administrative Assistant
TBA	Practical Nursing Administrative Assistant
David Wray	CDL 3rd Party Tester
Benjamin Crawford	CDL 3rd Party Tester
Andrew Popich	CDL 3rd Party Tester

INFORMATION TECHNOLOGY

Josh Miller	Network Administrator

MAINTENANCE

Howard Donley	Custodian
Dale Lebon	Custodian

FACULTY

Tammy Bandini	Practical Nursing Instructor A.S.N., Community College of Allegheny County
Michael Bellhy	Electrician Lead Instructor Diploma, Washington Institute of Technology
John Birch	Welding Technology Lead Instructor Diploma, Elliot Training Center
Monica Burkhardt	Cosmetology Instructor Diploma, Maison DeParis Rizzeri, Licensed Cosmetology Teacher
Ben Crawford	Commercial Driver's License Program Director Certificate, C1 Truck Driver Training; Licensed Commercial Driver - Class A
Billie Daugherty	Practical Nursing Instructor R.N. Community College of Allegheny County
Candace Dranzo	Professional Development and Externship Instructor B.A., California University of Pennsylvania
Tamara Foglia	Practical Nursing Instructor R.N., Washington Hospital School of Nursing
Renee Gaddis	Practical Nursing Assistant Program Director/Instructor M.S.N., Waynesburg University; B.S.N., Wheeling Jesuit University University
Kristine Gorby	General Education Instructor M.Ed, California University of Pennsylvania; B.A., St. Vincent College
Jay Henderson	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor A.S.T, Belmont College
Ray Henderson	Heating, Ventilation, Air Conditioning and Refrigeration Instructor A.S.T., Penn Commercial Business/Technical School
Bethany Homer	Cosmetology Instructor Diploma, Bella Cappelli Academy; Licensed Cosmetology Teacher
Natalie Kloska	Cosmetology Instructor Diploma, Penn Commercial Business/Technology School; Licensed Cosmetology Teacher
Susan Kozar	Practical Nursing Instructor R.N., Community College of Allegheny County
Kelly Koziel	Cosmetology Instructor Diploma, Empire Beauty School; Licensed Cosmetology Teacher
Holly Levi	Practical Nursing Instructor M.S.N., Duquesne University; B.S.N., California University of Pennsylvania
Kirk McCartney	Computer Aided Drafting and Design Lead Instructor A.S.T., Penn Commercial Business/Technical School
Jodi McConnell	Cosmetology Education Director/College in High School Diploma, Uniontown Beauty Academy; Licensed Cosmetology Teacher
Sam Mancini	Welding Technology Instructor Diploma, Penn Commercial Business/Technical School

Josh Miller	Information Technology and Security Lead Instructor B.S., California University of Pennsylvania
Andrew Popich	Commercial Driver's License Instructor Licensed Commercial Driver – Class A Western Area Career & Technology Center
William Powers	Commercial Driver's License Instructor B.A., St. Edward University; Licensed Commercial Driver - Class A
Tabitha Rader	Esthetician/Cosmetology Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Anita Rossell	Phlebotomy Technician Instructor M.S.Ed, Capella University; B.A., Duquesne University
Jason Smith	Electrician Instructor A.S.T Community College of Allegheny County; A.S.T. Westmoreland Community College
J. Gregg Stoner	Commercial Driver's License Instructor Licensed Commercial Driver – Class A
Tim Swaney	Electrician Instructor Diploma, Ashworth College
Rachel Switala	Nail Technician Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Kimberly Thompson	Practical Nursing Instructor B.S.N., Ohio University
Robert Woods	Information Technology and Security Instructor A.D., West Virginia Northern
John Wyland	Computer Aided Drafting and Design Instructor A.S.T, Pittsburgh Technical Institute
Jennifer Yellets	General Education Instructor B.A., Midway University
Steve Zimmerman	Welding Technology Instructor Diploma, Penn Commercial Business/Technical School

ABOUT PENN COMMERCIAL

2025 – 2026 SCHOOL CALENDAR

Winter 2025
Classes Begin: 01/06/2025
Classes End: 03/28/2025

Spring 2025
Classes Begin: 03/31/2025
Classes End: 06/20/2025

Summer 2025
Classes Begin: 07/07/2025
Classes End: 09/26/2025

Fall 2025
Classes Begin: 09/29/2025
Classes End: 12/19/2025

Winter 2026
Classes Begin: 01/05/2026
Classes End: 03/27/2026

Spring 2026
Classes Begin: 03/30/2026
Classes End: 06/19/2026

Summer 2026
Classes Begin: 07/06/2026
Classes End: 09/25/2026

Fall 2026
Classes Begin: 09/28/2026
Classes End: 12/18/2026

2025 HOLIDAYS / CLOSURES	DATE(S)
Faculty Development Day – No Classes	01/20/2025
Memorial Day	05/26/2025
Summer Break	06/23/2025 – 07/04/2025
Labor Day	09/01/2025
Thanksgiving Break	11/27/2025 – 11/28/2025
Holiday Break	12/22/2025 – 01/02/2026

2026 HOLIDAYS / CLOSURES	DATE(S)
Faculty Development Day – No Classes	01/19/2026
Memorial Day	05/25/2026
Summer Break	06/22/2026 – 07/03/2026
Labor Day	09/07/2026
Thanksgiving Break	11/26/2026 – 11/27/2026
Holiday Break	12/21/2026 – 01/01/2027

NOTE: The Commercial Driver's License program does not follow the summer or holiday breaks listed above.

The 2025-2026 Academic Calendar is subject to revision. Adjustments to student schedules may be necessary to accommodate observed holidays or staff professional development days, as indicated. In the event of school closures or delays due to inclement weather, unforeseen circumstances, or the need for temporary remote learning, the school will promptly notify students and families via multiple channels, including text message alerts, email, local news outlets, and social media platforms. Should cancellations necessitate the scheduling of make-up sessions, particularly for programs with clock-hour requirements, students will receive advance notification.

Commercial Driver's License Start Dates

The Commercial Driver's License program operates on a rolling admissions basis. The day program commences every five weeks. The evening program commences every seven weeks. The weekend program commences every eleven weeks. Program start dates are contingent upon sufficient student enrollment. To ensure optimal class sizes, start dates may be adjusted accordingly. For the most accurate information regarding projected start dates, please consult with the CDL Admissions Representative.

ABOUT PENN COMMERCIAL

2025 START DATES AND ESTIMATED GRADUATION DATES

18 Month Programs

CADD; HVAC-R; Information Technology and Security		
Start Date	**Orientation Date**	**Estimated Graduation Date**
01/06/2025	01/02/2025	06/19/2026
03/31/2025	03/27/2025	09/25/2026
07/07/2025	07/03/2025	12/18/2026
09/29/2025	09/25/2025	03/26/2027

12 Month Programs

Practical Nursing; Welding Technology		
Start Date	**Orientation Date**	**Estimated Graduation Date**
01/06/2025	01/02/2025	12/19/2025
03/31/2025	03/27/2025	03/27/2026
07/07/2025	07/03/2025	06/19/2026
09/29/2025	09/25/2025	09/25/2026

9 Month Programs

Electrician		
Start Date	**Orientation Date**	**Estimated Graduation Date**
01/06/2025	01/02/2025	09/26/2025
03/31/2025	03/27/2025	12/19/2025
07/07/2025	07/03/2025	03/27/2026
09/29/2025	09/25/2025	06/19/2026

Cosmetology		
Start Date	**Orientation Date**	**Estimated Graduation Date**
01/06/2025	01/03/2025	09/26/2025
02/03/2025	01/31/2025	10/24/2025
03/03/2025	02/28/2025	11/21/2025
03/31/2025	03/28/2025	12/19/2025
04/28/2025	04/25/2025	01/30/2026
05/27/2025	05/23/2025	02/27/2026
07/07/2025	07/03/2025	03/27/2026
08/04/2025	08/01/2025	04/24/2026
09/02/2025	08/29/2025	05/22/2026
09/29/2025	09/26/2025	06/19/2026
10/27/2025	10/24/2025	07/31/2026
11/24/2025	11/21/2025	08/28/2026

5 Month Program

Cosmetology Instructor/Salon Manager start date will align with the Cosmetology start dates listed above

3 Month Programs

Phlebotomy Technician		
Start Date	**Orientation Date**	**Estimated Graduation Date**
01/06/2025	01/02/2025	03/28/2025
03/31/2025	03/27/2025	06/20/2025
07/07/2025	07/03/2025	09/26/2025
09/29/2025	09/25/2025	12/19/2025

Esthetics; Nail Technician		
Start Date	**Orientation Date**	**Estimated Graduation Date**
03/17/2025	03/14/2025	EST 06/06/2025; NT 06/09/2025
06/09/2025	06/06/2025	EST 9/12/2025; NT 09/15/2025
09/15/2025	09/12/2025	EST 12/05/2025; NT 12/03/2025
12/08/2025	12/05/2025	EST 03/13/2026; NT 03/16/2026

ADMISSIONS INFORMATION

Penn Commercial welcomes prospective students interested in its training programs. Prior to signing an enrollment agreement, all applicants are required to review the comprehensive School Catalog and consumer disclosure information. Penn Commercial reserves the right to deny or rescind admission for any applicant who fails to fulfill all General, Entrance Assessment, Program-Specific Admission, and Externship Requirements (as outlined below) within the specified deadlines. Applicants whose admission is denied or rescinded will receive written notification.

ADMISSION REQUIREMENTS

General

To complete the enrollment process at Penn Commercial Business/Technical School, the following requirements must be fulfilled:

- Personal Interview and Campus Tour: A mandatory in-person visit to our campus to meet with an admissions representative.
- Application and Fee: Submission of a completed Application for Admission accompanied by a $25 application fee.
- Proof of High School Graduation: Presentation of a high school diploma, transcript, GED certificate, or equivalent proof from an accredited institution recognized by the U.S. Department of Education*.
- Entrance Assessment: Successful completion of the required entrance assessment to determine academic readiness.
- Documentation: Submission of all necessary admission documentation.
- Consumer Information Acknowledgment: Verification of understanding of consumer rights and responsibilities.
- Parental Consent (Minors): For applicants under the age of 18, a parent or legal guardian must co-sign the enrollment agreement and FERPA documents.
- Program-Specific Technical Standards: Acknowledgement of meeting the technical requirements necessary for successful program completion.
- Financial Planning: Consultation with the Financial Aid department to assess eligibility for grants and loans and finalize the financial plan.

Important Note:

Penn Commercial reserves the right to verify the validity of high school graduation or equivalent documentation using the U.S. Department of Education's website https://www.ed.gov/accreditation. Providing false information may result in denial of admission.

Entrance Assessment

All prospective students are required to meet the minimum benchmark score on the Wonderlic Cognitive Ability Test. Applicants may take the test a maximum of three times. If the benchmark score is not achieved on the third attempt, the applicant must wait one year before retaking the test.

PROGRAM	WONDERLIC SLE	WONDERLIC WBST/WAST
Commercial Driver's License	10	N/A
Computer Aided Drafting and Design	10	N/A
Cosmetology	10	N/A
Cosmetology Instructor/Salon Manager	N/A	N/A
Electrician	10	N/A
Esthetics	10	N/A
Heating, Ventilation, Air Condition and Refrigeration	10	N/A
Information Technology and Security	10	N/A
Nail Technician	10	N/A
Phlebotomy Technician	14	N/A
Practical Nursing	N/A	300 math; 1450 language
Welding Technology	14	N/A

ENROLLMENT AGREEMENT PROCESS

Applicants may sign an enrollment agreement and receive conditional acceptance prior to submitting all required documentation. However, enrollment is not complete, and classes cannot commence until all admission requirements, including proof of high school graduation or equivalency, have been fulfilled. Following a thorough review of all submitted documentation for validity, completeness, and compliance, the school official will sign the enrollment agreement. Subsequently, the applicant will receive a formal letter of acceptance along with a fully executed copy of the enrollment agreement. High school seniors who submit applications prior to graduation and meet all other admission criteria will be conditionally accepted. Final acceptance is contingent upon the successful submission of their official graduation documentation.

FOREIGN TRANSCRIPTS

Applicants with a foreign transcript are required to submit official government-issued documentation verifying their citizenship status. Once this documentation is received, the Financial Aid Department will determine eligibility for federal aid programs. Foreign transcripts must be professionally translated to English and evaluated to high school diploma equivalency by an agency accredited by the National Association of Credential Evaluation Services (NACES). A list of approved agencies can be found on the NACES website: https://www.naces.org/members. All associated costs for translation and evaluation are the sole responsibility of the applicant. The official documentation completed by a NACES approved agency must be submitted to Penn Commercial for admission consideration.

NEW STUDENT ORIENTATION

All incoming and returning students, who have been absent for six months or more, are required to attend orientation prior to the start of classes. This orientation session is designed to facilitate a smooth transition into the Penn Commercial community. During orientation, you will become acquainted with the campus, meet key administrative staff, instructors, and fellow students, and learn about important policies and procedures. If you are unable to attend the scheduled orientation, please contact your admission representative to arrange an alternative date/time prior to classes starting.

PROGRAM SPECIFIC ADMISSION/EXTERNSHIP/CLINICAL REQUIREMENTS

Beyond the standard admission requirements, applicants to the following programs must adhere to additional program-specific admission and/or externship criteria.

Cosmetology Instructor/Salon Manager

A student applying for the Cosmetology Instructor/Salon Manager Program must have successfully graduated from an accredited Cosmetology program, possess a current cosmetology license, and three (3) years of documented practical experience as a licensed cosmetologist. All documentation showing this information must be submitted by the applicant and approved by Penn Commercial before an application is accepted. Additionally, all applicants must submit a current PA Epatch, FBI Clearance, and Child Abuse Clearance; these clearances must be free of any prohibited offense(s) for enrollment.

Commercial Driver's License Admission Requirements

To be considered for admission to the CDL program, applicants must submit the following: Valid Pennsylvania or West Virginia driver's license; Pennsylvania Access to Criminal History; PA Department of Transportation Motor Vehicle Record (MVR); DOT physical examination (meeting physician standards); negative drug test results and agreement to random drug throughout the program. NOTE: A commercial learner's permit is not a prerequisite for admission. The program curriculum includes preparation for the commercial learner's permit exam.

Phlebotomy Technician Externship Requirements

While Penn Commercial does not mandate proof of vaccination for enrollment, certain medical programs have specific health requirements. Students in these programs must submit a completed Health Clearance/Physical Form within two weeks of their program start date. Additionally, externship and clinical sites may require drug testing and/or immunization documentation prior to program participation.

- Health Clearance/Physical Form
- Hepatitis B Titer and vaccination if requested by externship site
- Varicella Titer and vaccination if requested by externship site
- MMR Titer and vaccination if requested by externship site
- T-Spot Testing for Tuberculosis if requested by externship site
- TDAP vaccination if requested by externship site
- Flu shot if requested by externship site
- COVID-19 vaccine and testing if requested by externship site

Students have the option for their physical examination and immunization titers to be completed under their personal insurance plan and physician, however Penn Commercial's Health Clearance/Physical Form must be completed.

Additionally, some externship sites may also require criminal background checks (i.e. Epatch, Child Abuse and/or FBI). If any/all of these are requested by the externship site, the associated cost is at the student's expense. Applicants who have questions regarding how these clearances may affect their externship placement and/or future employment should discuss this matter with the Director of Career Services prior to enrollment.

Practical Nursing Admission and Clinical Requirements

The Practical Nursing Program Director will ensure equitable consideration of all applicants, assist prospective students in determining program suitability, and maximize the success of admitted students. Applicants to the Practical Nursing program must complete the following:

1. Attend a pre-application workshop to ensure program readiness and possible remediation.
2. Pass the entrance assessment.
3. Meet with financial aid.
4. Submit a current criminal background check from state of residency. Any prohibited convictions as outlined in Act 53 of 2020 will automatically be denied admission. Applicants are responsible for the cost of this background check. Additionally, any convictions that would prevent rotation at a clinical facility will be denied admission. These decisions are made on a case-by-case basis and can vary between clinical facilities.
5. Those selected for admission will be notified and will then complete the Enrollment Agreement.

Clinical Requirements

All students enrolled in the program are required to undergo a mandatory drug test and physical examination administered by Penn Commercial's contracted service provider. These assessments will be scheduled within the first two weeks of the program's commencement. The cost of these evaluations is included in the program's tuition. A positive result on the drug test will necessitate immediate termination from the program. It is important to note that the possession of a medical marijuana card does not constitute an exemption from the drug testing policy. Students who fail the drug test may reapply for admission one year following the date of termination.

All students are required to submit Child Abuse and FBI background checks to the Program Director by the conclusion of the fourth week of the first quarter. Students are responsible for all associated costs related to the background checks. Program participation will be immediately terminated for any student with convictions prohibited by the provisions of Act 53 of 2020 or prevent participation at a clinical facility.

Other Programs Not Listed Above That Include Externship

Please be aware that companies offering externship placements may require pre-screening testing, including criminal background checks and drug testing. Individuals with felony or misdemeanor charges may not be eligible for placement. Certain certification, registry, or licensing agencies may have similar eligibility requirements. Students are responsible for any costs associated with background checks or drug tests. The final decision on externship placement rests solely with the external company and is beyond the control of Penn Commercial. If you have questions about how these factors may affect your externship placement or future employment, please consult with the Director of Career Services before enrolling.

READMISSION POLICY

Students who have withdrawn or been dismissed from Penn Commercial, excluding those with Code of Conduct violations, may be eligible for readmission. To initiate the readmission process, a student must submit a written request to the Director of Student Services after a waiting period of at least one quarter.

Retention Board Review

Eligible students will be scheduled for a retention board meeting. The board will evaluate several factors, including:

- Circumstances surrounding the student's withdrawal
- Reason for requesting readmission
- Academic standing
- Financial status
- Potential barriers to successful re-enrollment

The retention board will determine the feasibility of readmission. Please note that readmission is not guaranteed and is solely at the discretion of the board. Students will receive a written notification of the board's decision. Typically, students are granted one retention board meeting, unless extenuating circumstances are documented.

Readmission Requirements and Fees

If approved for readmission, the student must:

- Meet with their admissions representative to complete all necessary paperwork and requirements.
- Pay tuition and fees according to the current published rates.

Application Fee

- No application fee is required for readmission within one year of withdrawal or dismissal.
- A $25 readmission application fee will be charged for readmission after one year. Please refer to the Cancellation and Refund Policy in the Financial Aid section of the School Catalog for specific details on fee refunds.

Please note that readmission is not guaranteed and is solely at the discretion of the retention board. Students must meet all current admission requirements to be considered for readmission. Readmission fees may apply, depending on the timing of the readmission request. If you have any further questions about the readmission process, you should contact the Director of Student Services at Penn Commercial.

TECHNOLOGY REQUIREMENTS – COSMETOLOGY INSTRUCTOR /SALON MANAGER

As part of the Admissions process to Penn Commercial, students enrolling in online or hybrid programs are required to attest to certain competencies in the use of technology. Basic internet and computing skills are required to take online courses. These skills may include but are not limited to:

- Using a browser
- Accessing, creating, saving, and uploading documents and files on a computer
- Composing and sending emails to administrators, instructors, and/or peers
- Entering responses in a web-form, such as an online quiz
- Posting to a discussion board
- Running various applications, such as video or media players or anti-virus applications Software and Hardware

Penn Commercial utilizes the following publishers' platforms: Pivot Point, Milady, Google.

To participate in courses online, a student must have access to computer or laptop with the requirements outlined below. Having access to these items is required to enroll in the course:

- Device: Must be a PC, laptop, iPad or compatible device.
- Screen Resolution: 1024x768 minimum, 1280x800 or greater preferred
- Operating Systems: Microsoft Windows 7 or greater, Windows 10 preferred, Mac OSX and Linux based computers limited support on these platforms. Operating system Must be kept up-to-date.
- CPU: AMD Zen or Intel Core i3, 2 GHz with dual-core or greater. Avid low-end CPUs such as Intel Atom, Intel Celeron, and AMD 3-series, or AMD A4.
- High-Speed Internet Connections: FiOS, Cable or 8Mb/s or greater preferred, Cellular, DSL and Satellite may work, but the user will likely experience degraded quality, intermittent connectivity, and poor results with video conferencing. 8 Mb/s is the Google/YouTube "standard" for streaming 1080 HD video.

As many providers have 'caps' or 'average charges', Penn Commercial is not responsible for data usage/overage charges.

FINANCIAL AID AND TUITION INFORMATION

FINANCIAL ASSISTANCE

Penn Commercial offers a variety of financial aid programs to assist eligible students. To participate, students must meet specific eligibility requirements. We strongly encourage students to apply for financial aid as early as possible to allow for timely processing of applications. Financial aid awards are contingent upon approval and the completion of all necessary documentation. Please note that financial aid is disbursed on a quarterly or payment period basis. Depending on the program and start date, students may need to reapply for aid multiple times throughout the year. For additional information and guidance, students are encouraged to contact the Financial Aid Department.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each academic year. This application is available on-line at http://studentaid.gov. FAFSA applications are processed through the United States Department of Education and all information is confidential. ***Penn Commercial's school code is 00490200.***

FAFSA VERIFICATION

Any student whose application is selected for verification must provide the requested documentation to the Financial Aid Department within 30 days of notification. Payment of financial aid funds may be delayed if the following information is not submitted in a timely fashion:

- Signed copy of parent's Federal Income Tax Return (1040, 1040A, etc.) or Tax Return Transcript
- Signed copy of student's Federal Income Tax Return (1040, 1040A, etc.) or Tax Return Transcript
- IRS non-filing statement and/or W2's
- Documentation of untaxed income (Social Security Benefits, Welfare, Child Support, etc.)
- Verification Worksheet indicating household size (form provided by the financial aid office)
- Other documentation specified by the Financial Aid Office

This documentation will be used to compare what was submitted on the FAFSA. If you have any questions about this policy, please see the Financial Aid Department.

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.

VETERANS BENEFITS AND TRANSITION ACT OF 2018

A covered individual is any individual who is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill®" benefits.

- Any covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to Penn Commercial a certificate of eligibility for entitlement to education assistance under chapter 31 or 33. Penn Commercial will also accept the "Statement of Benefits" obtained from the Department of Veterans Affairs website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes and ending on the earlier of the following dates:
  - The date on which payment from VA is made to the institution
  - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility
- Penn Commercial will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

VETERANS ACADEMIC PROGRESS/PROBATION

Veteran students must demonstrate academic progress by successfully completing courses attempted. Completing courses with a "C"or better indicates academic progress. Receiving a "D" or lower in any course and/or withdrawing from courses may put students at risk. Poor academic performance will lead to academic probation at the end of a grading period. If a veteran student's CGPA falls below a 2.0 he/she will be placed on academic probation. Students will remain on probation for one term/grading period. At the end of the next term/grading period the student will be re-evaluated. If the CGPA is above a 2.0 at that point, the student will be removed from probation and will be placed in good standing. If the student's CGPA is below a 2.0, the VA education benefits will be terminated immediately.

VETERANS ASSISTANCE

Veterans eligible for training under the Veterans Education Assistance Act are entitled to allowances while attending certain approved programs of study at Penn Commercial. Veterans interested in training under this act should contact their local VA office.

Make-Up Work

Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

Advanced Standing

Advanced standing will be allowed to veterans who have completed work at other accredited institutions provided an official transcript of the work completed can be secured. When the transcript is received, the work will be evaluated, and if the subjects completed correspond with the course content for which the veteran is enrolled, credit will be granted. If the veteran is incapable of handling work in said subjects, advanced standing will be withdrawn.

Tardiness

All students not physically present at the start of their scheduled class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Excessive tardiness may be cause for discontinuation of Veterans Educational Assistance Allowance.

Class Cuts

Class cuts are not permitted and will be recorded as absences.

CANCELLATION AND REFUND POLICY

Cancellation Prior to Starting Class

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.
- Receipt by Penn Commercial, within five (5) calendar days of the contract signing, of written notification that the student wishes to cancel. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of five (5) calendar days.

A student canceling after the fifth calendar day following his or her enrollment date but prior to the beginning of classes will be refunded any money paid to the school except the application fee of $25.

Refund Policy After Starting Class

After the student starts school, Penn Commercial will refund tuition according to the Return of Title IV Funds Policy. Quarter calculations are based on the last date attended. Other payment period calculations are based on the scheduled hours through the last date attended.

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 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 30 calendar days of the student's LDA. Information regarding any third-party funding agency refund or return of funds is available in the financial aid office. Please see the Director of Financial Aid.

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 students 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

OUTSIDE AGENCY FUNDING

Office of Vocational Rehabilitation (OVR)

As a client of OVR, students are expected to comply with the following requirements while attending a training program:

- OVR students are required to maintain a course load of at least 12 credits per quarter in order to be considered a full-time student.
- OVR students are expected to graduate in the prescribed program length unless there are extenuating circumstances based on the nature of the disability. If an OVR student has such concern he/she must discuss with the OVR counselor as soon as possible.
- OVR students must contact their OVR counselor if they plan to drop, repeat, or add a course. OVR will not pay for repeated coursework.
- Financial assistance, if applicable, is also based upon the OVR student to maintain at least a "C" cumulative grade point average (CGPA). Depending upon the specific training program, a higher GPA may be required by the School.

Veterans Benefits

A student qualifies for Veteran's Benefits during a period of financial aid warning. Please refer to the Veterans Academic Progress/Probation Policy.

Trade Readjustment Act (TRA)

A student qualifies for TRA benefits during one period of financial aid warning.

Other Aid

Any financial aid will be administered in accordance with the regulations for that particular aid program. Refer to the Satisfactory Academic Progress (SAP) policy.

DEFAULT PREVENTION AND MANAGEMENT PLAN

Penn Commercial has determined that administering a default prevention and management plan provides all students with activities, techniques, and tools designed to promote student success when borrowing loan funds and to help reduce delinquency and default in the William D. Ford Federal Direct Loan program. Penn Commercial has implemented default prevention and management activities, some through a third party, which include: entrance counseling, completion of master promissory note, financial literacy for borrowers, communication across campus, exit counseling, and timely and accurate enrollment reporting.

DRUG CONVICTIONS AND FEDERAL FINANCIAL AID

Federal regulations stipulate that students convicted of a drug offense after receiving federal financial aid may become ineligible for further aid and may be required to repay previously received funds. To remain eligible for federal financial aid, students with drug convictions must complete a court-mandated rehabilitation program. All drug convictions, including those occurring during enrollment, must be disclosed on the Free Application for Federal Student Aid (FAFSA). Supporting documentation may be required.

COSMETOLOGY PROGRAM SCHOLARSHIP

Terms

The scholarship may be awarded for students entering the cosmetology program at Penn Commercial.

Conditions

Applicants for the Cosmetology Program Scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission and $25 application fee
- Planning to enroll in the Cosmetology program of study at Penn Commercial

Application Process

Applicants may apply by completing scholarship application and submitting it to the Admissions Department at Penn Commercial.

Deadline Date

The scholarship deadline date is August 15.

Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success. Additionally, students' academic scores or GED score will be reviewed.

Number

One (1) scholarship may be awarded each year.

Maximum/Minimum Award

The Cosmetology Program Scholarship will amount to 25% of tuition per quarter in the program being offered by the School. This award will be credited to the student's account by the Financial Aid Department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the President. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

GED SCHOLARSHIP

Terms

The scholarship may be awarded for students who possess a GED diploma and enroll in a specialized associate degree program of study at Penn Commercial.

Conditions

Applicants for the GED scholarship must meet the following qualifications in order to qualify for the GED scholarship:

- Submit application for admission and $25 application fee
- Possession of Commonwealth secondary diploma (GED)

Application Process

Applicants may apply by completing a scholarship application and submitting it to the Admissions Department at Penn Commercial.

Deadline Date

The deadline for application is December 15. The scholarship will be awarded 30 days following the deadline date.

Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

Number

One (1) Penn Commercial GED Scholarship may be awarded each year.

Maximum/Minimum Award

The Penn Commercial GED Scholarship will amount to 25% of tuition per quarter in the program being offered by the School. This award will be credited to the student's account by the Financial Aid Department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the President. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

STANLEY S. BAZANT SCHOLARSHIP

Terms

The scholarship may be awarded for students entering a technical program of study at Penn Commercial.

Conditions

Applicants for the Stanley S. Bazant scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission and $25 application fee
- Planning to enroll in a technical program at Penn Commercial

Application Process

Applicants may apply by completing scholarship application and submitting it to the Admissions Department at Penn Commercial.

Deadline Date

The scholarship deadline date is May 1.

Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

Number

One (1) scholarship may be awarded each year.

Maximum/Minimum Award

The Stanley S. Bazant scholarship will amount to 25% of tuition per quarter in the program being offered by the School. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the President. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

STAR SCHOLARSHIP

Terms

The scholarship may be awarded for students achieving a 95% attendance record or better during their high school education (grades 10-12) and enroll in a specialized associate degree program at Penn Commercial.

Conditions

Applicants for the STAR Scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission, high school transcripts, and $25 application fee
- Planning to enroll in a degree program at Penn Commercial
- Achieved a high school attendance record of 95% or better

Application Process

Applicants may apply by completing a scholarship application and submitting it to the Admissions Department at Penn Commercial.

Deadline Date

The deadline for application is March 31.

Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

Number

One (1) Penn Commercial STAR Scholarship may be awarded each year.

Maximum/Minimum Award

The Penn Commercial STAR Scholarship will amount to 25% of tuition per quarter in the program being offered by the School. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the President. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

TUITION AND FEES SCHEDULE ▪ 2025

Please be advised that the following tuition and fee rates will be effective for all students during the 2025 academic year:

All programs are subject to the following fees:

- Application Fee: $25 paid with application for admission
- Registration Fee for Commercial Driver's License: $75 paid upon acceptance for admission
- Registration Fee for all other programs: $85 paid upon acceptance for admission

Program	Credits /Clock Hours	Program Tuition*	Books / Supplies*	Lab Fee*	Liability Insurance*	CPR, Certification / Licensure Fees*	Graduation Fee*	Program Total*
Commercial Driver's License (5/7/11 weeks) Award: Certificate	200 Clock Hours	$6,795	0	$600	N/A	Included in tuition	N/A	$7,495
Computer Aided Drafting and Design (18 months) Award: AST	110.5 Credits	$25,194	$5,720	$1,000	$26	N/A	$75	$32,125
Cosmetology (9 months) Award: Diploma	1250 Clock Hours	$16,200	$4,600	$600	$26	$180	$75	$21,791
Cosmetology Instructor/Salon Manager (DE) (5 months) Award: Diploma	600 Clock Hours	$7,086	$1,000	$400	$26	$180	$75	$8,877
Electrician (9 months) Award: Diploma	59 Credits	$12,803	$4,200	$600	$26	$60	$75	$17,874
Esthetics (3 months) Award: Diploma	400 Clock Hours	$4,200	$2,500	$200	$26	$180	$75	$7,291
Heating, Ventilation, Air Conditioning and Refrigeration (18 months) Award: AST	106 Credits	$23,850	$5,930	$1,000	$26	$195	$75	$31,186
Information Technology and Security (18 months) Award: ASB	104 Credits	$24,960	$6,800	$1,000	N/A	N/A	$75	$32,945
Nail Technician (3 months) Award: Diploma	250 Clock Hours	$3,400	$1,700	$200	$26	$180	$75	$5,691
Phlebotomy Technician (3 months) Award: Diploma	12 Credits	$2,604	$615	$200	$26	$285	$75	$3,915
Practical Nursing (12 months) Award: Diploma	1500 Clock Hours	$21,795	$4,270	$800	$35	$326	$150	$27,486
Welding Technology (12 months) Award: Diploma	78 Credits	$16,926	$1,600	$3,300	$26	$1,500	$75	$23,537

DE = Distance Education

*Given the dynamic nature of both business and education, Penn Commercial reserves the right to adjust tuition, textbook/supply costs, and other fees. A 60-day written notice will be provided for any such changes. Students are responsible for monitoring their account balances and fee structures.

FINANCIAL AID AND TUITION INFORMATION

TUITION PAYMENT AND OUTSTANDING BALANCES

For current students who make monthly payments, tuition is due by the second of every month. A twenty ($20) dollar late fee will be applied to the student's account for payments received after the 10-day grace period from the payment due date. Current students who are not up to date with monthly payments are not permitted to schedule classes for the subsequent quarter, purchase text books or have access to their transcripts until payment has been made. Students entitled to educational assistance under Veterans Benefits of Chapter 31 and 33 are excluded from this policy.

For students who have completed a program or withdrawn from school and have an outstanding balance, students are given sixty (60) days to make payment arrangements in addition to his/her first payment. Failure to make payment arrangements or maintain timely payments will result in collection efforts by the School.

RETURNED CHECK PROCESSING FEE

A $35 fee will be assessed for each returned check.

BOOKSTORE REFUND POLICY

Open packages and/or torn/damaged items are nonrefundable. Students who wish to return a text book may only do so within the first two weeks of the quarter for credit; however, if the wrapping has been removed and/or has been written in or damaged, the text book is nonrefundable. No credit will be issued for text books after the first two weeks of the quarter. Kits and classroom supplies are nonrefundable; however, merchandise that deemed defective will be replaced at no charge to the student. All refunds are credited toward the students account. No refunds will be issued without the original receipt of purchase.

COMMERCIAL DRIVER'S LICENSE (CDL)
CERTIFICATE

Program Length Day	**5 Weeks**
Program Length Evening	**7 Weeks**
Program Length Weekend	**11 Weeks**
Total Clock Hours	**200**

Program Objective: Students will learn what is required to take the Commercial Driver's License Class-A examination. Students will be provided with both classroom and practical driving experience in this program by learning maneuvering skills and driving skills of a commercial vehicle. This program prepares students with the maneuvers and driving skills necessary to take the Commonwealth of Pennsylvania Commercial Driver's License examination for Class-A commercial vehicle with air brakes and tanker endorsement. Students will be prepared to enter the field in entry-level positions operating a Class-A commercial vehicle.

Class Schedule: We offer three class schedule options for CDL as follows:

Day Schedule
Monday through Thursday 7:30 am to 6:00 pm

Evening Schedule
Monday through Thursday 6:00 pm to 10:00 pm
Saturday and Sunday 8:00 am to 4:30 pm

Weekend Schedule
Saturday and Sunday 8:00 am to 6:00 pm

Makeup Work: This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS
Core Courses - Students must earn a grade of C or better to pass		
CDL101	Class A CDL	200

***Class-A License*:** This class of license is required to operate any combination of vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds. This license will allow you to operate the following types of vehicles: tractor-trailers (also known as semi, big rig or 18-wheeler), truck and trailer combinations, tanker vehicles, livestock carriers, and flatbeds.

The fees for permit and third party testing are included in the total cost of the program, up to three attempts for each test. If a student does not pass this testing within three attempts, they are responsible for the associated costs in order to progress through the program.

NOTE: The Federal Motor Carrier Safety Administration regulation 391.11 states that drivers under the age of 18 are permitted to drive intrastate only. Those drivers ages 21 and older are permitted to drive interstate (within all states).

COMPUTER AIDED DRAFTING AND DESIGN
ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

Program Length	**18 Months**
Total Quarter Credits	**110.5**
Total Hours	**1850**

Program Objective: The Computer Aided Drafting and Design program is designed to prepare student for entry-level positions in the engineering drafting fields. Students will be prepared to accept a position as a mechanical, architectural, piping, structural, machine, civil, or topographical drafter.

Class Schedule: Classes can be scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass			
CAD101	Technical Drafting	90	6.0
CAD102	Basis Computer Aided Drafting	105	6.0
CAD103	Electro-Mechanical Drafting	90	6.0
CAD104	Machine Drafting	90	6.0
CAD115	Architectural Drafting – Residential	100	6.0
CAD117	3-D Geometric Dimensioning and Tolerancing	85	5.0
CAD202	Intermediate Computer Aided Drafting	115	6.5
CAD204	Civil Engineering Drafting	90	6.0
CAD205	Structural Drafting	90	6.0
CAD206	Pipe Drafting	90	6.0
CAD212	Final Project – Advanced Computer Aided Drafting	115	6.5
CAD215	Drafting and Design Externship	360	12.0
CAD223	Introduction to Geographical Information Systems (GIS)	90	6.5
	Total	**1510**	**84.5**
General Education Courses			
BA110	Ethics in the Workplace	50	4.0
CT104	Introduction to Word Processing	50	3.0
EC103	Technical Communication	50	3.0
MA102	Technical Math I	50	4.0
MA103	Technical Math II	50	4.0
MA104	Technical Math III	50	4.0
PD100	Student Success	10	1.0
PD101	Professional Development I	10	1.0
PD102	Professional Development II	20	2.0
	Total	**340**	**26.0**

*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.

COSMETOLOGY
DIPLOMA

Program Length	**9 Months**
Total Clock Hours	**1250**

Program Objective: The Cosmetology program is designed to prepare students to accept entry-level positions in the cosmetology field. Students will be able to accept positions at a variety of employers including hair and nail salons, spas, resorts as well as self-employment. As a Toni & Guy Hairstyling Academy, the Cosmetology program utilizes the Toni & Guy curriculum. Students will be taught the Toni & Guy hairstyling techniques by instructors trained in this curriculum.

Class Schedule and Makeup Work: Class hours are Monday through Friday from 8:30 am to 4:00 pm. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

COURSE #	COURSE NAME		INSTRUCTIONAL HOURS
Core Courses - Students must earn a grade of C or better to pass			
TG101	Fundamentals A		139
TG102	Fundamentals B		139
TG100	Fundamentals C		139
TG103	Intermediate A		139
TG104	Intermediate B		139
TG105	Intermediate C		139
TG201	Advanced A		139
TG202	Advanced B		139
TG203-N	Advanced C		138
		Total	**1250**

Pennsylvania Licensure: Graduates of the Cosmetology program are eligible to take the Pennsylvania Cosmetologist exam; this is a computer based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, PA background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

TONI&GUY® HAIRDRESSING ACADEMY

COSMETOLOGY INSTRUCTOR/SALON MANAGER
DIPLOMA
DISTANCE EDUCATION - HYBRID PROGRAM

Program Length	**5 Months**
Total Clock Hours	**600**

Program Objective: The objective of the Cosmetology Instructor/Salon Manager program is to prepare licensed professionals to become well-rounded and well-trained entry-level professional educators and/or managers of a salon/spa. Students will be prepared to successfully teach cosmetology courses in an educational setting using Toni & Guy based curriculum. The focus of the program includes preparing daily lesson plans, writing course syllabi, developing lectures and classroom demonstrations, and utilizing various teaching styles, as well as proper student skills assessment. The program will provide the experience of teaching cosmetology classes while under the direct supervision of a licensed cosmetology instructor. Other topics to be studied are: the importance of professionalism in the classroom, classroom management, how to operate a successful salon, Pennsylvania rules and regulations, as well as preparation to sit for the Pennsylvania Cosmetology Instructor licensing exam after program completion.

Class Schedule: This program uses the hybrid model as outlined below.

SCHEDULE: MONDAY THROUGH FRIDAY (WEEKS 1-18)

On Campus:
Monday, Tuesday, Wednesday - 8:30 am to 4:00 pm

Hybrid/Asynchronous:
Thursday, Friday - 4.5 hours each day = 9 hours/week

SCHEDULE: MONDAY THROUGH FRIDAY (WEEKS 19-20)

On Campus:
Monday, Tuesday, Wednesday - 8:30 am to 4:00 pm
Thursday, Friday - 8:00 am to 12:30 pm

Makeup Work: This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

Delivery Method Definitions:

Hybrid (H)– The hours of the course will be a combination of scheduled campus hours and asynchronous learning from home.

On Campus (C) – All hours of the course are scheduled on campus.

COURSE #	COURSE NAME	DELIVERY METHOD	INSTRUCTIONAL HOURS
Core Courses - Students must earn a grade of C or better to pass			
CMI101H	Teaching Techniques: Becoming an Educator	H	60
CMI102H	Teaching Techniques: Organizing Education	H	60
CMI103H	Teaching Techniques: Classroom Management	H	60
CMI104H	Teaching Techniques: Instructional Methods	H	60
CMI105H	Teaching Techniques: Student Assessment	H	60
CMI201	Student Teaching	C	200
CMI301H	Salon Management and Professional Practices	H	100
	Total		**600**

Pennsylvania Licensure: Graduates of the Cosmetology Instructor/Salon Manager program are eligible to take the Pennsylvania Cosmetology Teacher exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, PA background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

ELECTRICIAN
DIPLOMA

Program Length	**9 Months**
Total Quarter Credits	**59.0**
Total Hours	**930**

Program Objective: The Electrician program prepare individuals for employment in residential, commercial or industrial settings. Instruction focuses on installing, maintaining, and repairing electrical power, communications, lighting, and control systems. Graduates will be prepared for entry-level employment as an electrician or electrician helper.

Class Schedule: Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Students are scheduled for CPR during their first quarter of classes.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass			
EL101	Fundamentals of Electricity	100	6.0
EL103-N	Print Reading for Electrical Systems	100	6.0
EL104	National Electrical Code	50	4.0
EL201	Residential Wiring	100	6.0
EL202	Motor Control Systems	100	6.0
EL204	Equipment Maintenance and Troubleshooting	50	3.0
EL205	Commercial Wiring	100	6.0
EL206	Programmable Logic Controllers	50	3.0
EL208	Motor Maintenance and Troubleshooting	50	3.0
EL210	Alternative Energy	70	5.0
	Total	**770**	**48.0**
Other Courses			
CT104	Introduction to Word Processing	50	3.0
EC103	Technical Communication	50	3.0
MA102	Technical Math I	50	4.0
PD101	Professional Development I	10	1.0
	Total	**160**	**11.0**

*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: There are no required industry certifications associated with program; however, electricians can become registered with their local municipality and are encouraged to do so.

ESTHETICS
DIPLOMA

Program Length	**3 Months**
Total Clock Hours	**400**

Program Objective: Graduates of the Esthetics program will be trained for entry-level positions in the skin care industry. Students will learn skin care treatments, skin analyses, various types of facials, make-up applications, eyelash extensions, eyelash and eyebrow tinting, eyebrow lamination, and temporary hair removal.

Class Schedule and Makeup Work: Class hours are Monday through Friday from 8:30 am to 4:00 pm. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

COURSE #	COURSE NAME		INSTRUCTIONAL HOURS
Core Courses – Students must earn a grade of C or better to pass			
EST110	Scientific Concepts		110
EST111	Fundamental Facial Treatments		50
EST112	Hair Removal Techniques		35
EST113	Makeup, Lash and Brow Artistry		50
EST210	Advanced Facial and Body Treatments		50
EST211	Professional Business Practices		70
EST212	State Board Preparation		35
		Total	**400**

Pennsylvania Licensure: Graduates of the Esthetics program are eligible to take the Pennsylvania Esthetician exam; this is a computer-based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, PA background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

Specialized Certificates: The Esthetics program includes the following specialized certificates/trainings within the curriculum

- DMK Skincare Fundamentals
- Microdermabrasion
- Eyelash Extensions
- Eyelash and Eyebrow Tinting
- Eyebrow Lamination
- Chemical Peels

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC-R)

ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

Program Length	**18 Months**
Total Quarter Credits	**106.0**
Total Hours	**1855**

Program Objective: Graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program will be trained for entry-level positions in the air conditioning, heating, ventilation fields as an installer, service technician or salesperson.

Class Schedule: Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. Students are scheduled for CPR during their first quarter of classes.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass			
EL101	Fundamentals of Electricity	100	6.0
EL102	DC / AC Circuits	100	6.0
HT105	Tools and Equipment Overview	50	3.0
HT110	Residential Refrigeration	100	6.0
HT111	Oil Heating, Installation and Service	75	5.0
HT112	Gas Heating and Add On Air Conditioning Equipment	100	6.0
HT114	Psychometrics, Load Calculations/Air Distribution	75	5.0
HT201	Commercial Refrigeration	100	6.0
HT205	HVAC Controls and Diagrams	50	3.0
HT206	Heat Pump/Electric Air Handler	100	6.0
HT207	Customer Service for HVAC	50	3.0
HT210	Sheet Metal Fabrication	50	3.0
HT212	HVAC Equipment Troubleshooting/Basic Plumbing	125	7.0
HT214	Hydronics and Chillers	100	5.0
HT250	HVAC Externship	360	12.0
	Total	**1535**	**82.0**
General Education Courses			
BA110	Ethics in the Workplace	50	4.0
CT104	Introduction to Word Processing	50	3.0
EC103	Technical Communication	50	3.0
MA102	Technical Math I	50	4.0
MA103	Technical Math II	50	4.0
MA104	Technical Math III	50	4.0
PD102	Professional Development II	20	2.0
	Total	**320**	**24.0**

*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 in the HVAC-R program will be tested in two areas throughout the curriculum. All testing will be completed on campus. Penn Commercial does not guarantee that a student will pass these examinations.

- Environmental Protection Agency (EPA) Section 608 Technician
- A2L GWP – Low

INFORMATION TECHNOLOGY AND SECURITY
ASSOCIATE IN SPECIALIZED BUSINESS (ASB) DEGREE

Program Length	**18 Months**
Total Quarter Credits	**104.0**
Total Hours	**1700**

Program Objective: The Information Technology and Security program is designed to prepare students for entry-level employment in the information technology and security fields. Graduates will be trained for entry-level positions in client needs assessments, design installation, maintenance and security.

Class Schedule: Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well.

COURSE #	COURSE NAME		INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass				
CM105	Networking Technologies		50	4.0
CM106	Introduction to Programming		50	3.0
CM200	Wireless Technologies		50	3.0
CM202	Network Security		50	3.0
CM206	Microsoft Networking Concepts		50	3.0
CM208	Designing a Microsoft Network		50	3.0
CM209	Windows Server		50	3.0
CM215	Active Directory Concepts		50	3.0
CM217	Microsoft SQL Server		50	3.0
CM219	Email Solutions		50	3.0
CM220	Network Administrator Externship		360	12.0
CM233	Introduction to UNIX / Linux		50	3.0
CS103	Beginning A+ Certification		50	4.0
CS201	Advanced A+ Certification		50	4.0
CS202	PC Architecture, Design, and Implementation		50	3.0
CT108	Microsoft Excel		50	3.0
CT109	Microsoft Word		50	3.0
IT100	Operating Systems		50	3.0
IT125	Security II		50	3.0
IT132	VoIP Technologies		50	3.0
IT235	Virtualization Technologies		50	3.0
OT110	Microsoft Access		50	3.0
		Total	**1410**	**78.0**
General Education Courses				
BA209	Customer Service		50	4.0
EC101	English Composition		50	4.0
EC102	Communication		50	5.0
MA101	Business Math		50	4.0
PD100	Student Success		10	1.0
PD101	Professional Development I		10	1.0
PD102	Professional Development II		20	2.0
PS101	Introduction to Psychology		50	5.0
		Total	**290**	**26.0**

*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.

NAIL TECHNICIAN
DIPLOMA

Program Length	**3 Months**
Total Clock Hours	**250**

Program Objective: The Nail Technician program is designed to train students in the fundamentals of manicuring, pedicuring and professional nail application of enhancements and nail art. Instruction consists of classroom training and practical experience in a clinical setting using relevant and artistic approaches, techniques, and trends. The program is designed to prepare students for the Pennsylvania licensing examination and for entry-level employment in the professional nail industry.

Class Schedule and Makeup Work: Theory and practical instruction is scheduled Monday through Wednesday between the hours of 8:30 am to 4:00 pm. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS
Core Courses – Students must earn a grade of C or better to pass		
NT101	Science for the Nail Technician	84
NT102	Natural and Artificial Nail Services	110
NT103	Specialty/Advanced Nail Services	28
NT104	Professional Practices and State Board Preparation	28
	Total	**250**

Pennsylvania Licensure: Graduates of the Nail Technician program are eligible to take the Pennsylvania Manicuring exam; this is a computer-based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, PA background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

PHLEBOTOMY TECHNICIAN
DIPLOMA

Program Length	**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. Graduates will be trained for entry-level phlebotomy positions.

Class Schedule: This program is scheduled three days per week – two (2) days of classroom lecture/skills lab and one 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. Students are scheduled for CPR during their first quarter of classes.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass			
MD101	Medical Terminology I with Anatomy and Physiology	50	4.0
MD108	Electronic Health Records	50	3.0
MD236	Phlebotomy Procedures	50	3.0
MD260	Phlebotomy Technician Externship	60	2.0
	Total	**210**	**12.0**

*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. The fees for application and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

- National Certified Phlebotomy Technician Examination (NCPT)

PRACTICAL NURSING
DIPLOMA

Program Length	**12 Months**
Total Clock Hours	**1500**

Program Objective: The Practical Nursing program is dedicated to the purpose of meeting the health care needs of the community facilities and residents in our service area by preparing qualified applicants with the ability to pass the licensure examination. All graduates of the program will be theoretically, clinically, ethically, and legally safe entry-level practitioners of practical nursing. The curriculum is offered in a sequence that encourages a gradual increase in difficulty level and increased critical thinking skills by the student. The theory and clinical courses are aligned to reiterate the student learning experience through cognitive, psychomotor, and affective learning strategies. The students must satisfy learning outcomes and program benchmarks for safe entry-level nursing, and demonstrate competency requirements before graduation. Upon successful completion of the Pennsylvania State Board Exam, students will be prepared for entry-level employment as a practical nurse in nursing and residential care facilities, home health care, physician offices, hospitals, etc.

Class Schedule and Makeup Work: Classes can be scheduled any time Monday through Friday from 8:00 am to 4:30 pm. Clinical rotations can be scheduled any time Monday through Friday from 6:30 am to 11:00 pm, depending on scheduled clinical site location and shift assignment. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to make progress and meet program requirements. If a student should miss class or clinical, makeup work is mandatory and is scheduled outside of the regularly scheduled class day. Students are scheduled for Basic Life Support for Healthcare Providers during their first quarter of classes.

COURSE #	COURSE NAME	LECTURE HOURS	LAB HOURS	CLINICAL HOURS
Core Courses - Students must earn a grade of 77% or better to pass				
PN100	Anatomy and Physiology	55	20	0
PN101	Concepts for Nursing Practice	55	0	120
PN102	Normal Growth and Development	35	0	0
PN103	Pharmacology I	20	0	0
PN104	Pharmacology II	35	10	0
PN105	Nursing Across the Lifespan I	50	0	120
PN106	Nursing Across the Lifespan II	50	0	120
PN200	Medical Surgical Nursing I	100	0	180
PN201	Psychosocial Nursing	35	0	90
PN202	Medical Surgical Nursing II	100	0	180
PN203	Leadership and Supervision	35	0	90
	Total	**570**	**30**	**900**

Pennsylvania Licensure: The Practical Nursing curriculum meets the Pennsylvania State Board of Nursing Standards and prepares students for licensure through the National Council Licensing Examination (NCLEX-PN). Most states, including Pennsylvania, have licensure laws that regulate the practice of nursing and proper credentialing is required for employment. Penn Commercial does not guarantee that a student will pass this examination. Practical Nursing student must obtain the ATI "greenlight" by the Program Director in order to be cleared for boards. The fees for application and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

WELDING TECHNOLOGY
DIPLOMA

Program Length	**12 Months**
Total Quarter Credits	**78.0**
Total Hours	**1340**

Program Objective: The Welding Technology program prepares individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints. Graduates will be prepared for entry-level employment as a welder, metal fabricator/ assembler, pipefitter, tool/die maker, sheet metal worker, boilermaker, etc.

Class Schedule: Classes can be scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Students are scheduled for CPR during their first quarter of classes.

COURSE #	COURSE NAME	INSTRUCTIONAL HOURS	QUARTER CREDITS*
Core Courses - Students must earn a grade of C or better to pass			
WT102	Introduction to Blueprint Reading for Welders	60	6.0
WT111	Welding Safety, Tools and Equipment	50	4.0
WT113	Introduction to Shielded Metal Arc Welding (SMAW)	110	6.0
WT114	Introduction to Gas Metal Arc Welding (GMAW)	110	6.0
WT115	Introduction to Flux Cored Arc Welding (FCAW)	110	6.0
WT116	Introduction to Layout and Fabrication	110	6.0
WT213	Advanced Shielded Metal Arc Welding (SMAW)	110	6.0
WT218	Introduction to Pipe Welding	110	6.0
WT219	Advanced Pipe Welding	110	6.0
WT220	Advanced Flux Cored Arc Welding (FCAW)	110	6.0
WT221	Advanced Layout and Fabrication	110	6.0
WT224	Introduction to Gas Tungsten Arc Welding (GTAW)	120	7.0
WT226	Advanced Gas Tungsten Arc Welding (GTAW)	120	7.0
	Total	**1340**	**78.0**

*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 Qualifications: Students are prepared for the American Society of Mechanical Engineers (ASME), the American Welding Society (AWS), and the American Petroleum Institute (API) qualifications and will test in these areas as they progress through the program. All testing will be completed on campus and evaluated by an outside quality control consultant. Penn Commercial does not guarantee that students will pass these tests.

- SMAW 3/8" structural steel plate qualification in the 3G (uphill) and 4G (overhead) positions (AWS D1.1)
- FCAW 3/8" structural steel plate qualification in the 3G (uphill) and 4G (overhead) positions (AWS D1.1)
- GMAW 3/8" structural steel plate qualification in the 3G (uphill) and 4G (overhead) positions (AWS D1.1)
- SMAW 4" pipe schedule 40 pipe qualification in the 6G (downhill) position (API 1104)
- GTAW/SMAW 4" combination pipe schedule 40 pipe qualification in the 6G (uphill) position (ASME Section IX)

ACADEMIC TRANSITION/DUAL ENROLLMENT FOR HIGH SCHOOL JUNIORS AND SENIORS

The Academic Transition/Dual Enrollment program offers high school juniors and seniors the opportunity to earn college credits at Penn Commercial while still in high school. This program allows students to take post-secondary courses tuition-free, with only a nominal $110 application/registration fee and the cost of textbooks per course. Upon successful completion, Penn Commercial will review the earned credits for potential transferability into a chosen program. Students can enroll in up to four courses per year, potentially allowing them to graduate high school with eight completed college courses, accelerating their academic journey. While Penn Commercial credits may be evaluated for transfer to other institutions, the final determination rests with the receiving institution. For more information on credit transfer, please refer to our Transfer of Credit to Other Schools Policy.

To be eligible for the Academic Transition/Dual Enrollment program, applicants must meet the following criteria:

- High School Status: Current junior or senior in high school.
- Academic Standing: Minimum GPA of 2.5.
- Financial Responsibility: Payment of a one-time $110 application/registration fee and the cost of textbooks.
- Academic Performance: Maintenance of a minimum grade of "C" in all enrolled courses and adherence to Penn Commercial's attendance and academic progress policies.
- Course Selection: Enrollment in offered courses that meet specific prerequisite and/or co-requisite requirements.
- Program Acceptance: Successful admission to the program, subject to seat availability and potential enrollment caps.

Please note that after high school graduation and subsequent enrollment at Penn Commercial, the application/registration fee will be waived, and standard tuition and fees will apply.

ATTENDANCE POLICY

All students are expected to attend all scheduled classes, including clinical and externship rotations, in a regular and punctual manner. Upon enrollment, students assume responsibility for attending all scheduled class hours. Attendance will be recorded in fifteen-minute increments and will become part of the student's permanent academic record. All absences will be recorded equally***. There is no distinction between an excused or unexcused absence***.

Penn Commercial recognizes that unforeseen circumstances may occasionally impact a student's ability to attend classes. However, excessive absences may adversely affect academic performance and program participation. To maintain a positive learning environment, Penn Commercial monitors student attendance. Students who exceed attendance thresholds may be subject to attendance warnings and probation. Excessive absences may negatively impact a student's academic standing, potentially leading to course failure. In cases of prolonged and unjustifiable absences, a student may be withdrawn from the program. Specifically, a student will be withdrawn after fourteen (14) consecutive calendar days of non-attendance. Penn Commercial encourages students to prioritize attendance and to communicate with their instructors and the Director of Student Services regarding any extenuating circumstances that may affect their ability to attend class.

Excessive Absences

Excessive time absent will prevent a student from progressing and achieving course and program outcomes. For the purposes of this policy, excessive absences are defined as:

- Missing more than 20 percent of total scheduled time within a grading period for all credit hour programs
- Missing more than 10 percent of total scheduled time within a grading period for all clock hour programs

Attendance Warning

Students who exceed the established attendance threshold at the end of a grading period will be placed on an attendance warning. This warning will remain in effect until the end of the subsequent grading period. If a student's attendance improves during the following grading period and falls below the established threshold, the warning will be lifted, and the student will return to good standing.

Attendance Probation

A student who exceeds the allowable number of absences within a grading period will be placed on attendance warning. If excessive absences persist into the subsequent grading period, the student will be placed on attendance probation. Attendance probation will continue through the end of the following grading period. Students who successfully maintain satisfactory attendance during the probationary period will be reinstated to good standing. Please note that excessive absences may result in involuntary withdrawal from the institution and could negatively impact a student's Satisfactory Academic Progress (SAP) status. For further details regarding the SAP policy and its implications, please refer to the institution's SAP Policy within this Catalog.

Externship Courses

For programs with a required externship component, the successful completion of 100 percent of externship hours is required for graduation. Externship is scheduled in partnership with the externship site. Students must plan sufficiently in advance to attend every day of the scheduled externship. In the event a student will be absent from a site, the student must contact the site supervisor and the appropriate school official immediately upon becoming aware of the situation. Except in cases of documented emergency, notification of absence or tardiness must occur at least 60 minutes in advance of the scheduled start time. If the site supervisor or school official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be withdrawn from the program.

Clock Hour Programs

For all clock hour programs, the successful completion of 100 percent of course hours is required for graduation. If a student misses a scheduled class day, the content missed must be made up outside of scheduled class time. Refer to the Makeup Work policy below.

Clinical Courses

Clinical participation is vital to student success, and students are expected to be present, on time, and prepared for every scheduled clinical experience. If, for any reason, a student will be late or absent for a clinical rotation, the student must notify the instructor or other designated Penn Commercial individual immediately upon becoming aware of the situation. Except in the case of a documented emergency, failure to notify of an absence or tardiness at least 60 minutes before a scheduled start time or arriving more than 30 minutes late to a scheduled clinical shift may result in disciplinary actions up to and including course failure and withdrawal from the program. Some clinical facilities may have additional or stricter attendance requirements for students. In this case, students are required to follow the attendance policy in place at the clinical facility. Students who have any absence or absences that result in not completing the required clinical hours (only one is permitted per rotation), lab competencies, etc. shall fail the course. Clinical makeup sessions may be provided; however, the program's ability to provide makeup hours is dependent upon scheduling and other factors that may prohibit the availability of clinical makeup hours.

CHANGE OF PROGRAM

Students seeking to change their academic program must consult with the Director of Student Services to complete the necessary paperwork. Program changes will be considered provided the student meets the admission requirements for the new program and space is available. Students transferring to a program that does not commence immediately will maintain their active student status without a course schedule for a maximum of six weeks. Students considering a program change should review the Satisfactory Academic Progress (SAP) policy for further details and meet with Financial Aid. Please note that changing your program may extend your expected graduation date

Regarding Entrance Exam Scores

If a student's initial entrance exam score (at the time of enrollment at Penn Commercial) meets the recommended minimum score of the new program of choice, the student will not need to take the entrance exam prior to the change of program. If a student's initial entrance exam score does NOT meet the recommended score of the new program of choice, the student must retake the entrance exam to see if minimum recommended score level can be achieved. Only one (1) attempt is permitted. Should minimum recommended score not be achieved during the one-time attempt, the student will not be permitted to change programs. If a student's entrance exam score meets the recommended score level for that program, the student is permitted to change to that programs, given that all other program requirements are met.

CLASS SIZE

Penn Commercial offers accelerated educational programs designed to equip students with the skills necessary for immediate entry into their chosen fields. To ensure optimal learning outcomes, class sizes are carefully managed and vary by program. Lecture/lab classes typically maintain a student-to-teacher ratio of 9:1, facilitating effective instruction and personalized attention. Laboratory/shop classes provide hands-on training using industry-standard equipment. For the CDL program, class sizes are structured to maximize individual learning. The student-to-teacher ratio is 16:1 in the classroom, 4:1 on the skills pad, and 4:1 on the road, ensuring adequate time for both theoretical learning and practical application.

CORE COURSE REQUIREMENTS

Core course requirements vary by program and are outlined in each program's curriculum. All programs, excluding Practical Nursing, mandate a minimum grade of "C" in core courses. Practical Nursing programs require a minimum grade of 77%. Failure to meet these minimum grade requirements will necessitate repeating the course, subject to prerequisite completion.

COURSE AUDITS AND REFRESHER COURSES

Current Students

Courses taken for audit do not contribute to academic credit or degree requirements. They do not count towards a student's full-time or part-time enrollment status. Auditing opportunities are subject to seat and course availability. Students may audit a maximum of two courses per quarter. While there is no tuition fee for auditing, students are responsible for purchasing required textbooks and materials.

Graduates

Graduates are eligible for lifetime refresher courses to enhance their knowledge and skills in previously completed courses. Refresher courses are offered subject to availability and must directly align with prior coursework. Courses that have undergone significant modifications or updates since the graduate's completion date are considered new courses and are ineligible for refresher status. While tuition fees are waived for refresher courses, graduates are responsible for purchasing necessary textbooks and supplies. Additionally, applicable lab fees may be assessed.

COURSE FAILURES/REPEATS

Students are permitted to repeat a failed course a maximum of two times. All grades, both original and repeated, will be included in the calculation of the Cumulative Grade Point Average (CGPA) and other satisfactory academic progress (SAP) metrics, and will be reflected on the official academic transcript. Failing a course will necessitate an extension of the student's anticipated graduation date. Students affected by such delays are required to consult with the Financial Aid office to discuss the implications for their financial aid eligibility and disbursement.

COURSE SCHEDULING

Penn Commercial prioritizes course scheduling for students continuously enrolled in a program. Students enrolling in individual courses, re-entering students, or course audits/refresher courses should be aware that course availability may be limited. The institution cannot guarantee specific course offerings to accommodate individual circumstances.

COURSE TEST OUTS

Penn Commercial offers credit-by-examination opportunities for students who can demonstrate proficiency in specific subjects. To initiate the test-out process, students must consult with the Admissions Department and the Director of Education. Please note that test-out exams are not available for all courses, and eligibility is limited to currently enrolled Penn Commercial students. Financial aid is not available for test-out exams

- A non-refundable fee of $75 per credit is required prior to taking a test-out exam. This fee is waived for high school seniors who take the exam within six months of high school graduation.
- Test-out exams must be completed before the start of the corresponding course. Students who have attended any portion of the course are ineligible for a test-out.
- Credits earned through successful test-outs will be added to the student's permanent academic record and reflected on their official transcript.
- Test-outs are not available for courses previously attempted or withdrawn, nor can they be used to improve grades in previously completed courses.
- Failed test-outs cannot be retaken. Students who fail a test-out must complete the full course to fulfill graduation requirements. Failed test-out grades will not be recorded on the transcript.
- A maximum of 25% of total graduation credits may be earned through test-outs.
- Test-out exams must be taken within one year of payment, or the fee will be forfeited.

Courses Available for Test Outs

COURSE #	COURSE NAME	CREDITS
CT104	Introduction to Word Processing	3.0 credits
CT109	Microsoft Word	3.0 credits
EC101	English Composition	4.0 credits
EC103	Technical Communication	3.0 credits
MA101	Business Mathematics	4.0 credits
MA102	Technical Math I	4.0 credits
MA103	Technical Math II	4.0 credits
PS101	Introduction to Psychology	5.0 credits

COURSE WITHDRAWAL POLICY

Voluntary Withdrawal

Students wishing to withdraw from a course must submit a written withdrawal request to the Director of Student Services.

- Weeks 1-10: A grade of "W" will be assigned.
- Weeks 11-12: A failing grade ("F") will be assigned.

Involuntary Withdrawal

A student who misses fourteen (14) consecutive calendar days of class will be automatically withdrawn from the course and terminated from the school. Additionally, the administration may involuntarily withdraw a student for academic, financial, administrative, or disciplinary reasons.

Academic and financial implications of withdrawal, whether voluntary or involuntary include:

- Course withdrawals will not be calculated in the student's GPA.
- Withdrawals will be considered in the calculation of the student's pace of progression outlined in the SAP Policy.
- Students receiving Title IV financial aid or VA benefits should be aware that withdrawing from a course may impact their eligibility and award amounts.
- Students remain responsible for any remaining costs associated with withdrawn courses.
- Withdrawing from a course may extend the student's graduation date. Students who withdraw must meet with the Financial Aid Office to discuss the impact on their aid package.

Please note that informing an instructor of intent to withdraw does not constitute an official withdrawal. A written request to the Director of Student Services is required.

DEFINITION OF AN ACADEMIC YEAR

For credit hour programs, an academic year is the equivalent of three quarters (36 weeks), or nine months. For clock hour programs, an academic year is equivalent to 900 scheduled hours.

DEFINITION OF A CREDIT HOUR AND UNIT OF CREDIT

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities comprised of the following units: didactic learning; supervised laboratory; externship; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour of didactic learning = 2 units
- One clock hour of supervised laboratory = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work/preparation for didactic learning or supervised laboratory that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Degree and Fully Transferable Non-Degree Programs

Penn Commercial awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A quarter credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes from the following time commitments:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately twelve weeks, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work required in #1 of this definition for other academic activities as established by Penn Commercial including laboratory work, externship, practical, and other academic work leading to the award of credit hours.

Diploma Programs with Homework

Out-of-class work/hours are combined with the instructional clock hours in order to meet equivalent credits.

Clock Hour Programs without Homework

No out-of-class work/hours are used in the clock to credit hour conversion; however, students may still be assigned homework.

Unit of Credit

One quarter credit hour is awarded for 10 hours of lecture/theory, 20 hours of laboratory experience, or 30 hours of externship.

ENROLLMENT STATUS

Students enrolled in quarter credit programs are considered full-time when registered for 12 or more credits per quarter. Students enrolled in clock hour programs are considered full-time when registered for at least 24 hours per week. Should a student's enrollment fall below full-time status, their financial aid package will be adjusted accordingly. The student will receive a revised financial aid plan outlining the changes.

FACULTY INVOLVEMENT IN CURRICULUM DEVELOPMENT

All Penn Commercial faculty are actively engaged in the development and refinement of our academic programs. Faculty members contribute significantly to the design of new curricula and the enhancement of existing programs. Their responsibilities include: Developing comprehensive syllabi; Defining clear program learning outcomes and objectives; Creating detailed lesson plans; Selecting appropriate textbooks, workbooks, supplies, materials, and equipment; and ensuring that curricula reflect current technological advancements and industry standards. By empowering faculty to make informed decisions about curriculum content, Penn Commercial prioritizes a student-centered approach that prepares graduates for success in today's dynamic job market.

FULL WITHDRAWAL FROM PENN COMMERCIAL

Voluntary Withdrawal

A student may initiate a voluntary withdrawal from Penn Commercial by completing a Student Withdrawal/Termination Form with the Director of Student Services. The official withdrawal date is the last date of attendance (LDA), and all grades and refunds will be determined accordingly, in accordance with the Return of Title IV Funds policy.

Involuntary Withdrawal

An involuntary withdrawal from Penn Commercial may occur under and of the following circumstances:

- Fourteen (14) consecutive calendar days of non-attendance
- Failure to maintain Satisfactory Academic Progress (SAP)
- Violation of the Student Conduct Policy
- Non-compliance with safety regulations
- Malicious damage to school property
- Insubordinate behavior towards staff or other Penn Commercial employees or vendors
- Failure to comply with any policies outlined in the School Catalog, including any updates in the Addendum to the School Catalog

The official withdrawal date for an involuntary withdrawal is also the last date of attendance (LDA), and all grades and refunds will be determined accordingly, in accordance with the Return of Title IV Funds policy. Students receiving Title IV Financial Aid or VA benefits should be aware that withdrawing from a program may have a negative impact on their overall awards and benefits. Additionally, students remain responsible for any remaining costs associated with courses from which they withdraw.

GENERAL EDUCATION COURSES

Penn Commercial's general education courses are categorized as either academic or applied. Applied general education courses provide practical skills directly relevant to specific occupations, covering disciplines such as written and oral communication, qualitative principles, natural and physical sciences, STEM, social and behavioral sciences, technology, humanities and fine arts

GRADE POINT AVERAGE (GPA)

It is important that students know their grade point average and keep it at or above 2.0 to maintain satisfactory academic progress (SAP) and to meet graduation requirements. The following can be used to compute a cumulative grade point average (CGPA):

- Multiply the grade point equivalent of the letter grade received for each course by the number of credits for each course
- Add the totals and divide the product by the number of credits attempted
- The quotient is the cumulative grade point average
- Credits transferred from another institution are not included in a student’s cumulative grade point average.

GRADING SYSTEM

In all programs, with the exception of Practical Nursing, students must earn a grade of "C" or better in all core courses. Practical Nursing students must earn a 77% or better in all core courses. Practical Nursing students must also achieve a satisfactory clinical evaluation in courses with a clinical component, in addition to a minimum grade level of a 77% in order to satisfactorily complete the course. Penn Commercial utilized the following four-point grading system:

LETTER GRADE	NUMERICAL % / DESCRIPTION	GPA
A	90 - 100	4.00
B	80 – 89	3.00
C	70 – 79	2.00
D	60 – 69	1.00
F	Below 60	0.00
P/F	Pass/Fail; P also indicates Test Out Credits	0.00
I	Incomplete	N/E
W	Withdrawal	N/E
T	Transfer of Credit	N/E
N/A	Not Applicable	N/E

N/E = no effect on GPA

In Pass/Fail courses, the grade "P" is given for "average attainment" or better (A, B, or C); the grade "F" is given for "attainment below average" (D or F).

GRADUATES RETURNING FOR ANOTHER PROGRAM

Graduates who wish to re-enroll in a Penn Commercial program will be subject to the following requirements:

Within One Year of Graduation:

- Audit Professional Development II.
- No tuition charge for this course, however textbooks and supplies are required.

Between One and Five Years of Graduation:

- Audit Professional Development I and II.
- No tuition charge for these courses, however textbooks and supplies are required.

More Than Five Years of Graduation:

- Adhere to the "Transfer of Credit to Penn Commercial" policy.
- Tuition and fee requirements will be determined based on the specific transfer credit policy.

GRADUATION REQUIREMENTS

To be eligible for graduation from Penn Commercial, students must successfully fulfill the following criteria:

- Complete all required coursework with a passing grade.
- Accumulate the necessary number of credits or clock hours as outlined in their specific program of study.
- Maintain a minimum cumulative grade point average of 2.0.
- Successfully complete 100% of required externship or clinical hours, if applicable.
- Fulfill all financial obligations to the institution.
- Complete the required exit interview process, if applicable.
- Adhere to the attendance policies of their respective program.

INCOMPLETE GRADES

All missed exams and graded assignments must be completed by the end of the current quarter/term. In exceptional circumstances, an "Incomplete" (I) grade may be granted with the approval of the Director of Education. Students with an "I" grade will have a five (5)-day grace period to complete the outstanding work. If the work remains incomplete after this period, a grade of zero (0) will be assigned for the missing work, and any resulting academic actions, such as probation, course repetition, or withdrawal/dismissal, will be implemented immediately.

If a Practical Nursing student fails to complete the clinical requirements for a course, a temporary grade of "Incomplete" (I) may be assigned. The student will have a designated period to complete the outstanding clinical hours. If the clinical requirements remain unfulfilled after this period, a final grade of "Failure" (F) will be assigned, and the student will be required to repeat the course.

INDIVIDUAL CLASS ENROLLMENT

Penn Commercial offers non-degree enrollment opportunities for individuals seeking to take individual courses. To be eligible, students must possess a high school diploma or GED equivalent. Non-degree students may enroll in a maximum of two courses per quarter, unless they are referred by an employer. Students with a cumulative GPA below 2.0 may be restricted from further enrollment. Non-degree students are limited to 100-level courses. A maximum of three credits earned as a non-degree student may be transferred toward a degree program, provided the student is subsequently admitted. Non-degree students are responsible for all tuition and fees associated with their enrollment. Non-degree students are ineligible for any form of financial aid. Students must purchase all required textbooks and materials. All non-degree students are subject to the policies and procedures outlined in the Penn Commercial School Catalog.

LEAVE OF ABSENCE (LOA)

A student may ask for a Leave of Absence (LOA) by submitting a Leave of Absence Request Form to the Director of Student Services. Students will be required to include documentation outlining the mitigating circumstances which led up to the request for the leave, student's anticipated date of return, the student's signature, and the date requested. The reason for the request must be clearly stated on the request form and must meet one of the outlined reasons listed below.

- Health / injury
- Family emergency
- Job emergency
- Natural disaster
- Long-term jury duty
- Legal issues
- Military service commitments
- Bereavement
- Sudden school closure or other unforeseen circumstances

The following procedures must be followed:

- The Director of Student Services must approve the LOA prior to the student going on the leave.
- A student who goes on leave without approval may be withdrawn.
- A student's LOAs cannot exceed 180 calendar days in a 12-month period. The Director of Student Services will determine the length of the leave based on academic scheduling and the student's circumstances.
- Before requesting an LOA, a student must meet with the Financial Aid Office to determine the impact on his or her financial aid. For purposes of Financial Aid, the LOA is recognized as a withdrawal. No Financial Aid funds will be disbursed while a student is on a LOA, and students will not qualify for an in-school deferment.
- Students will be notified of their revised graduation date based on the length of the requested LOA.
- Students on an approved LOA may not participate in any academic activity, including makeup work.
- Students who do not return from the LOA will be considered a withdrawal effective their last date of attendance.
- LOA's will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action.

MAKEUP WORK

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work due to an absence. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If a graded activity is not made up within five (5) calendar days after returning to class, a grade of zero will be recorded toward the final grade calculation. In class activities, competencies, and quizzes that are missed may be scheduled for makeup at the discretion of the instructor and may be subject to a 10% deduction. Instructors may make case-by-case exceptions if a significant, documentable, and infrequent situation caused a student to miss a submission deadline. Instructors will ensure that all students receive equitable consideration when granting extensions.

Commercial Driver's License Students

Students must make up every hour missed, per graduation requirements. Makeup work must be coordinated with the CDL Program Director.

Cosmetology, Esthetics and Nail Technician Students

Students must makeup up every hour missed, per graduation requirements. A makeup work schedule is available throughout the week and students are responsible for working independently on learning all missed content. Any student who does not complete all their program hours by the expected gradation date will be charged a makeup work fee of $10/hour, as outlined on the enrollment agreement. This fee is not covered by financial aid.

Practical Nursing Students

Students must makeup up every hour missed (theory and clinical), per graduation requirements. Any student who does not complete all their program hours by the expected gradation date will be charged a makeup work fee of $10/hour, as outlined on the enrollment agreement. This fee is not covered by financial aid.

OUT-OF-CLASS WORK

The academic programs are designed to be rigorous, demanding a significant time commitment and strong problem-solving skills from students. To achieve the course objectives, students are expected to dedicate substantial time both in and outside the classroom. In addition to weekly class hours, students will need to allocate time for reading, writing assignments, practical exercises, and projects. Specific details regarding these additional requirements are outlined in the individual course syllabi, which are provided at the beginning of each course.

REPORT CARDS AND TRANSCRIPTS

Report cards are issued for all day and evening students at the end of a scheduled term. If a student feels as though a grade is incorrect on his/her report card/transcript, he/she may challenge their grade within two (2) weeks of the following quarter the grade was earned. If the request to challenge a grade is made after this two (2) week period, the request will not be granted and the grade will remain as is on the report card/transcript. Academic transcripts are maintained by Penn Commercial indefinitely. Official transcript release requires a signed, written request from the student. There is a charge of $10.00 for each official transcript issued that must be paid before the transcript is released. Students may provide a signed written request for an unofficial transcript at no charge. The unofficial transcript does not bear the schools official seal and certification/signature. Transcripts from other institutions that may be on file will not be released to any individual or institution.

STUDENT SCHEDULES

Students receive a detailed class schedule prior to the commencement of each academic term. These schedules outline specific meeting days, times, locations, course titles, and instructor assignments. Schedules are tailored to individual programs and are accessible to students during the enrollment process, orientation, and the start of classes

TRANSFER OF CREDIT TO OTHER SCHOOLS

Every institution has its own rules regarding transfer of credits and recognition of credits earned and degrees from another institution. The awarding of credit, clock hours, or recognition of coursework completed at any other institution is at the sole discretion of the receiving institution. Penn Commercial does not imply, promise or guarantee that any credits earned at Penn Commercial will transfer to or be accepted by any other institution. There is a possibility that some or all credits earned at Penn Commercial will not transfer to other institutions. It is the student's responsibility to find out whether a receiving institution will recognize a course or accept credits earned at Penn Commercial.

TRANSFER OF CREDIT TO PENN COMMERCIAL

Students who previously attended an accredited post-secondary institution recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Penn Commercial. Courses taken at the previous institution must be determined to be sufficiently equivalent to courses offered at Penn Commercial taking into account such factors as course content, grades, accreditation, and licensing. In addition, Penn Commercial must determine that those courses are applicable to a student's program of study at Penn Commercial. Currently, there is no institution that Penn Commercial will not accept transfer of credits from. Only courses in which the student earned a grade of "C" or better and which were completed within the last five years will be considered for transfer. Courses with "P" for Pass or "S" for Satisfactory will only be considered if the official transcript is accompanied by a statement from the school that issued a "P" or "S" explaining that the course is equivalent to a "C" or better. The courses that are approved as transfer credits will show a grade of "T" on the Penn Commercial transcript. Students may transfer in up to 75% of program requirements. With the exception of Cosmetology, Esthetics, and Practical Nursing, all transfer of credits requests must be submitted to the Director of Education no later than two weeks after the start date of the student's first quarter (unless there are extenuating circumstances). Transfer credits are not calculated in the student's GPA. Penn Commercial will not accept faxes or photocopies as official documents. Documents must travel through the US mail and be received in a sealed issuing institution envelope or can be received electronically directly from the school's registrar only. If the envelope has been opened prior to receipt by The Director of Education, the documents are not considered official and will not be accepted.

Cosmetology and Esthetics Transfers

Transcripts will be evaluated for admittance by the Director of Cosmetology and the Director of Education. A determination will be made on the number of hours, classes, and student kit contents that can be transferred in. Penn Commercial reserves the right to transfer in up to 350 of the total hours and can deny transferring in any of the hours after reviewing the student's evaluation. All evaluations must be completed prior to the class start.

Practical Nursing Transfers

Anatomy and Physiology and Growth and Development are the only two courses that will be considered for transfer of credit. Transcripts will be evaluated for admittance by the Practical Nursing Program Director and the Director of Education. A determination will be made on the course(s) that can be transferred in.

Experiential Learning

Penn Commercial does not accept the transfer of credit for experiential learning toward any program of study.

Articulation Agreements

Penn Commercial currently maintains articulation agreements with:

- Trinity Area School District
- Greene County Career & Technology Center (GCCTC)
- McGuffey School District

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.

Evaluation period for PA State Grant Recipients

SAP is evaluated at the end of each Spring term for the preceding 12-month period (Summer, Fall, Winter, Spring). Students must successfully complete the minimum number of credits commensurate with the number of terms and enrollment status of PA State Grant received. (36 credits for full-time awards and at least 18 credits for part-time awards). The Financial Aid Office must review prior college transcripts for SAP if a student received PA State Grant at another institution within the previous 10 years.

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	CREDITS	MAXIMUM CREDITS ATTEMPTED	MAXIMUM LENGTH
Commercial Driver's License	2.0	N/A	N/A	7.5/10.5/16.5 weeks
Computer Aided Drafting and Design	2.0	110.5	165.75	N/A
Cosmetology	2.0	N/A	N/A	13.5 months
Cosmetology Instructor/Salon Manager	2.0	N/A	N/A	7.5 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
Nail Technician	2.0	N/A	N/A	4.5 months
Phlebotomy Technician	2.0	12.0	18.0	4.5 months
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.

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.

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.

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.

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.

LEAVE OF ABSENCES AND PERIODS OF WITHDRAWAL

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

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.

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.

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 circumstance 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.
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 who are academically withdrawn due to failure to meet Satisfactory Academic Progress (SAP) requirements may submit an appeal for potential re-enrollment after a six-month period of non-enrollment. Appeals should follow the guidelines outlined in the Appeals for Extenuating Circumstances section. If the appeal is approved, the student may re-enroll as a self-pay student and will be reevaluated for SAP at the conclusion of the first term or payment period. If the student meets SAP requirements at this time, federal financial aid may be reinstated. However, if the student fails to meet SAP requirements, they will be permanently withdrawn from the program and ineligible for future enrollment.

Any student who is in need of any services listed within this section of the School Catalog should contact Kristine Gorby, Director of Student Services. kgorby@penncommercial.edu; room 205; 724.747.1065.

ADVISING

Penn Commercial is committed to student success. Our dedicated academic advisor monitors student progress in areas such as attendance, academic performance, professionalism, and career goal attainment. To ensure optimal student outcomes, the academic advisor may offer additional support, such as academic coaching or referrals to external resources, as needed.

ACCIDENTS, INJURIES AND EMERGENCIES

Penn Commercial requires students to report all injuries, whether sustained during class, externship, school-supervised function, or while commuting to or from a school-supervised activity, directly to their instructor. For injuries requiring medical attention beyond basic first aid, students should seek treatment at the nearest emergency facility and are responsible for all associated costs. Penn Commercial will not provide transportation for injured individuals. All accidents and injuries must be documented on a Penn Commercial Accident and Injury Report form, completed by the supervising instructor and submitted to the Campus Director. Similarly, incidents involving guests or visitors on Penn Commercial property must be reported on this form by administrative staff and forwarded to the Campus Director. In emergency situations requiring the intervention of first responders, the student is responsible for all associated costs, including ambulance and hospital fees. Penn Commercial does not operate on-site healthcare facilities. Students with pre-existing health conditions should consult with their personal physicians. For students without a primary care physician, Penn Commercial may assist in identifying community health resources. Please note that Penn Commercial does not assume liability for injuries or losses sustained by students, both on and off campus.

BOOKSTORE

The Penn Commercial Bookstore provides convenient access to essential textbooks, program kits, and educational supplies. Students can also find a range of personal and recreational items, including branded apparel and merchandise. Store hours are Monday through Friday, 8:00 AM to 4:30 PM, with flexible evening hours available to accommodate student needs.

CAREER SERVICES AND GRADUATE EMPLOYMENT ASSISTANCE

Penn Commercial's Career Services Office is led by the Director of Career Services. The Director is dedicated to facilitating a smooth transition for students into relevant externship placements and assisting them in securing post-graduation employment that aligns with their academic and professional goals. During student enrollment, the Director maintains consistent communication with students, emphasizing the critical importance of maintaining satisfactory academic standing, including regular attendance and strong grades, for successful career outcomes. Furthermore, the Director actively collaborates with faculty, providing them with valuable insights into evolving industry needs and employer expectations within the local community.

Penn Commercial actively supports student career development through a comprehensive placement program. During externship rotations, the Program Director conducts in-depth interviews with each student to assess career goals, identify relevant skills, and understand individual preferences. These interviews also address potential challenges such as transportation or scheduling conflicts that may impact employment opportunities.
Students are encouraged to submit their updated resumes, including externship experiences, to the Career Services Office. The office maintains strong relationships with a diverse network of employers, facilitating communication and job referrals. The Program Directors/Lead Instructors actively cultivates new employer relationships within the local and surrounding communities, expanding employment opportunities for graduates. Penn Commercial offers career placement assistance to its alumni at no additional cost. While Penn Commercial strives to maximize employment outcomes for its graduates, employment placement is not guaranteed

COMPUTER LABS

Penn Commercial computer labs are accessible to all current students during the following hours:

- Monday - Thursday: 8:00 AM to 4:30 PM
- Friday: 8:00 AM to 3:00 PM
- Library computers are available during regular library hours

Consuming food and beverages within the computer labs is strictly prohibited. During regular class hours, computer labs are reserved for scheduled classes. Evening access may be available upon request and availability. All students will be provided with an individual login, password, and student account to access Penn Commercial computers in classrooms, labs, and the library.

COPYRIGHT POLICY

Penn Commercial Business/Technical School is committed to respecting the intellectual property rights of others and adhering to copyright law. We recognize the importance of balancing the rights of copyright holders with the legitimate use of copyrighted materials for educational purposes. To facilitate compliance with copyright law and promote fair use, Penn Commercial:

- Educates our community about copyright law, including fair use principles and the exclusive rights of copyright owners.
- Provides tools and resources to assist faculty and staff in determining copyright ownership and fair use applicability.
- Facilitates the use of licensed materials and offers guidance on obtaining necessary permissions.

By following this policy, Penn Commercial aims to foster a culture of academic integrity and ensure the appropriate use of copyrighted materials within our institution.

DELAYS AND CANCELLATIONS

In the event of inclement weather or an emergency, please monitor the following channels for important updates:

- Penn Commercial's Social Media Pages
- Penn Commercial's Text Alert System
- KDKA Radio and Website

In the event of an early dismissal, students will be notified by school administration. If the cancellation of classes is necessary, Penn Commercial will announce a makeup date and time as soon as possible. We encourage all students to opt-in to Penn Commercial's text messaging system to ensure timely and accurate communication.

DISABILITY SERVICES

Penn Commercial is committed to providing equal access and opportunity for all students, including those with disabilities. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Penn Commercial offers a range of accommodations and support services to ensure a positive and inclusive learning environment. To be eligible for accommodations, students must self-identify as having a disability and provide current, comprehensive documentation from a qualified professional. This documentation should detail the specific nature of the disability and any necessary accommodations.

Students are encouraged to initiate the accommodation process as early as possible, ideally at least six weeks prior to the start of each academic term. This allows ample time for the evaluation of documentation and the implementation of appropriate accommodations. The Director of Student Services is available to assist students with disabilities in navigating the accommodation process. This includes reviewing documentation to determine eligibility, collaborating with faculty and staff to implement reasonable accommodations, and providing ongoing support and guidance to students throughout their academic journey. If you believe you may require accommodations, please contact the Director of Student Services to discuss your specific needs.

DRESS CODE, IDENTIFICATION BADGES AND KEY FOBS

Penn Commercial is committed to fostering a professional learning environment that prepares students for successful careers. This policy outlines dress code standards to ensure a safe and comfortable atmosphere for faculty, students, and community partners. Strict adherence to the dress code is mandatory in all classrooms, laboratories, and clinical settings. Each academic program at Penn Commercial maintains specific dress code requirements, which are communicated to incoming students during enrollment and reviewed throughout their academic journey. Please refer to your program's specific dress code policy for detailed guidelines.

Identification Badges

For safety and security purposes, it is required that all students and staff have their photo identification badge displayed (lanyard or clip) on their person at all times while on campus and during externship or clinical or at any Penn Commercial sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk. Students who lose or misplace their identification badge should immediately contact the Administrative Support Staff for a replacement. There is a replacement fee of $10 per card.

Key Fobs

All doors entering Penn Commercial are locked and monitored by a security system. To ensure the security and safety of everyone in the building, all students and staff are given a personalized/programmed key fob that they must use to enter and exit the building doors. Students without a key fob will be denied entrance into the building and must purchase a replacement key fob immediately for a $10 fee.

DRUG FREE ENVIRONMENT

Penn Commercial is dedicated to fostering a safe and healthy learning environment for all students and staff. To ensure this commitment, we strictly prohibit the unlawful manufacture, distribution, dispensation, sale, possession, or use of any drug by any student or employee, on or off campus. We recognize the significant risks associated with alcohol and drug use and their potential to hinder academic and personal goals. In compliance with the Drug-Free Schools and Communities Act of 1989, we have implemented a comprehensive drug-free school program that balances individual rights with the need to maintain a substance-free environment. Penn Commercial encourages students to seek voluntary help for alcohol or drug problems. The Director of Student Services is available to provide support and guidance throughout this process. In cases where mandatory treatment is necessary, students will be referred to appropriate programs. Students are responsible for the costs associated with recommended treatment. Students found in violation of this policy may face disciplinary action, including suspension, termination, and referral to legal authorities. Additionally, Penn Commercial reserves the right to conduct mandatory drug testing of any student exhibiting signs of substance use while on campus or during school-related activities. Students will be responsible for the costs associated with drug testing. By adhering to these policies, Penn Commercial aims to create a drug-free campus that promotes academic excellence and personal well-being. Please refer to Penn Commercials Drug and Alcohol Abuse Prevention Program (DAAPP) for additional details https://penncommercial.edu/consumer-disclosures/.

ELECTRONIC AND WIRELESS DEVICES

To optimize the learning environment, students are encouraged to use electronic/wireless devices for academic purposes only. Permissible uses include note-taking, accessing course materials, and completing in-class assignments. The instructor will outline specific guidelines for device usage.

EMERGENCY PREPAREDNESS

Penn Commercial is committed to the safety and well-being of its students, faculty, and staff. To this end, the institution has developed a comprehensive Emergency Response and Evacuation Plan (EREP) that addresses a range of emergency scenarios.

Key Features of the EREP include:

- Legal Compliance: Adherence to the Pennsylvania Emergency Management Services Code.
- Community Collaboration: Developed in conjunction with local public safety officials.
- Annual Training and Drills: Regular practice to ensure preparedness.
- Comprehensive Coverage: Applicable to all individuals on campus, including students, faculty, staff, contractors, and guests.

By proactively planning for emergencies and implementing effective response procedures, Penn Commercial aims to minimize risk and maximize safety. The EREP is updated annually and distributed to all staff, faculty and students by October 1st. This plan is also located on our webpage at https://penncommercial.edu/consumer-disclosures. Additionally, the EREP is posted in each classroom and common areas and is included in New Student Orientation.

EXTERNSHIPS

The externship program at Penn Commercial represents a culminating experience for students in designated programs, integrating academic theory with practical, career-oriented skills in a supervised setting. This valuable opportunity enables students to refine their abilities and enrich their educational journey. Externs will demonstrate new tasks and objectives relevant to their chosen program while applying theoretical concepts in a real-world context. The Director of Career Services collaborates closely with Lead Instructors to prepare students for their externship three months in advance. Students participate in comprehensive orientation sessions covering expectations, documentation requirements, professional conduct, background checks (if applicable), attendance policies, communication protocols, confidentiality, supervision guidelines, time tracking, evaluation procedures, and the transition to employment. As a mandatory component of the graduation requirements, externships are considered a learning experience and are typically unpaid. Upon completion of the required externship hours, each student engages in an exit interview with the Director of Career Services to discuss performance and receive feedback from the externship supervisor. All externship agreements with local employers and student externship records are maintained by the Director of Career Services.

Background Checks, Physicals, Drug Screening, Vaccinations and Insurance

Certain externship locations may require additional documentation from students. These requirements can include background checks, physical examinations, drug screenings, immunizations, insurance, etc. Students are responsible for all costs associated with obtaining and submitting these documents. All required documentation must be submitted to the prior to the start of the externship. For detailed information regarding specific requirements for your program, please consult the Admissions Information and Vaccination Policy. Failure to comply with these requirements may impact your ability to participate in the externship.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Penn Commercial Business/Technical School (PC) receives a request for access. A student should submit to the Director of Education a written request that identifies the record(s) the student wishes to inspect. The PC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the PC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask PC to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If PC decides not to amend the record as requested, PC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before PC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. PC may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by PC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A school official also may include a volunteer or contractor outside of PC that performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PC. Upon request, PC also discloses education records to officials of another school in which a student seeks or intends to enroll, with the authorization of the student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Penn Commercial Business/Technical School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Penn Commercial Business/Technical School *may make the following disclosures without student consent*:

FERPA permits the disclosure education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within PC whom it has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

FIELD TRIPS AND GUEST SPEAKERS

Field trips are a valuable component of the educational experience, offering opportunities to enrich course content beyond the classroom. These excursions provide firsthand exposure to real-world applications, often illuminating concepts that are challenging to convey in a traditional academic setting. Penn Commercial strongly encourages student participation in all scheduled field trips. While attendance is not mandatory, students who opt not to attend must complete an alternative assignment to fulfill course requirements.

Guest speakers play a crucial role in enhancing student learning. These industry professionals share their expertise and insights, offering students a unique perspective on their chosen field. Penn Commercial invites program-specific guest speakers to complement the curriculum and introduce students to potential employers in the local area.

HEALTH INSURANCE

All students are strongly advised to maintain comprehensive health insurance coverage. This insurance should cover medical expenses incurred both on-campus and at off-site locations such as externships and clinical rotations. Penn Commercial does not assume responsibility for these costs. Students who do not have health insurance will be personally liable for any medical expenses resulting from illness or injury.

HOUSING

Penn Commercial does not provide on-campus housing. However, we can assist students in finding suitable off-campus accommodations, including apartments and rooms in private homes.

INTERNET USAGE POLICY

Penn Commercial provides Internet access to students and faculty to enhance educational opportunities. This privilege is granted with the expectation that users will abide by the following guidelines:

Acceptable Use

1. Educational Purpose: Internet access is primarily for academic and research purposes.
2. Legal and Ethical Conduct: All users must adhere to federal, state, and local laws, as well as ethical standards.
3. Respect for Others: Users must respect the rights and property of others. This includes refraining from harassment, threats, or cyberbullying.
4. Intellectual Property: Users must respect copyright laws and obtain permission before using copyrighted material.

Unacceptable Use

The following activities are strictly prohibited:

1. Illegal Activities: Engaging in any illegal activity, including but not limited to hacking or unauthorized access to computer systems; distribution of harmful or malicious software; cybercrime.
2. Harassment and Abuse: Using the Internet to harass, bully, or threaten others.
3. Obscene or Offensive Content: Accessing, distributing, or creating obscene, offensive, or sexually explicit content.
4. Disruptive Behavior: Engaging in activities that disrupt network or computer systems.
5. Commercial Use: Using the Internet for commercial purposes without authorization.
6. Inappropriate Use: Misusing Internet resources for non-academic purposes, including excessive gaming, social media, or streaming.

Penn Commercial reserves the right to monitor network traffic and take appropriate action to enforce this policy. Violations may result in disciplinary action. Users are responsible for safeguarding their passwords and preventing unauthorized access to their accounts; using software provided by Penn Commercial for educational purposes only; being aware of privacy risks and taking steps to protect personal information.

LEARNING RESOURCE CENTER (LRC)

Penn Commercial offers complimentary tutoring services through the LRC to assist students facing academic challenges. Students are encouraged to proactively seek out-of-class support by consulting with their instructors or the Lead Instructor. Faculty and peer tutors are available to provide individualized assistance as needed, at no additional cost. Students interested in tutoring services should consult with their instructor or the Director of Education. For independent study, students may utilize the LRC, library, Student Center, or available computer labs. All students are expected to maintain a respectful and professional environment conducive to learning. Note: Video game use is prohibited in computer labs.

LIBRARY

The Stanley S. Bazant Memorial Library is accessible to all students during the academic week. The library houses a collection of books, periodicals, and newspapers focused on general business and technology, available for student use during school hours. To access a wider range of library resources, Penn Commercial students may utilize The Citizens Library of Washington, the Washington County Law Library, and the Washington and Jefferson College Library with valid library cards.

LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)

Penn Commercial provides students with complimentary access to the Library and Information Resources Network (LIRN). This comprehensive online library offers a vast array of resources, including over 60 million journal articles, books, encyclopedias, newspapers, magazines, and multimedia content. LIRN is an invaluable tool for research and academic advancement, accessible 24/7 through Penn Commercial's website.

LOCKER ASSIGNMENT AND RESPONSIBILITY

Upon enrollment, each student will be assigned a personal locker. Students are solely responsible for securing all personal belongings within their assigned locker. Locker changes require prior approval from the bookstore staff. Graduates and students withdrawing from the program must promptly clean out their lockers. Unclaimed items will be held for a period of 90 days after graduation or withdrawal. Thereafter, such items will become the property of Penn Commercial. Students may only remove kits, tools, and equipment upon full payment of all outstanding balances. Any unpaid kits, tools, and equipment will become the property of Penn Commercial after 90 days from the date of withdrawal or graduation. Penn Commercial assumes no liability for any loss or damage to lockers, locks, academic work, personal property, or locker contents.

NICOTINE AND TOBACCO FREE POLICY

Penn Commercial is committed to providing a healthy and safe environment for all. As such, the use of all tobacco and nicotine products is strictly prohibited on all Penn Commercial properties. This includes, but is not limited to: Cigarettes
Cigars, Pipes, Smokeless tobacco, E-cigarettes, Vapor nicotine products, etc. This policy applies to all areas of the property, including classrooms, reception areas, waiting rooms, hallways, and restrooms. Designated smoking areas are limited to specific outdoor locations. Please adhere to all posted signage and guidelines. We appreciate your cooperation in maintaining a tobacco-free environment.

NON-FRATERNIZATION POLICY

All staff and faculty of Penn Commercial are expected to maintain professional conduct that promotes a positive educational environment. Due to the inherent power dynamic between staff/faculty and students, romantic or sexual relationships, as well as other inappropriate personal relationships, are strictly prohibited.

PETS/ANIMALS ON CAMPUS

To maintain a safe and orderly campus environment, pets are prohibited on campus grounds, with the exception of approved service or assistance animals. Students requiring a service or assistance animal must consult with the Director of Student Services to provide necessary documentation and request accommodations. It is the owner's responsibility to ensure the animal's behavior does not disrupt campus operations.

PROFESSIONAL SOCIETY MEMBERSHIP

National Technical Honor Society (NTHS)

The National Technical Honor Society (NTHS) is a prestigious organization dedicated to recognizing and rewarding academic excellence in career and technical education. Students with a minimum grade point average of 3.5 are eligible to apply for membership by submitting an application and paying a membership fee. NTHS members enjoy a variety of benefits, including lifetime recognition, scholarship opportunities, letters of recommendation, and exclusive discounts from participating retailers. This organization's mission is to honor outstanding students, provide pathways to further education and career advancement, and strengthen the connection between industry and education to ensure a skilled workforce.

SEXUAL MISCONDUCT POLIES AND PROCEDURES

Penn Commercial Business/Technical School (Penn Commercial) is committed to creating and maintaining a community where all individuals who participate in education programs and activities may work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the Penn Commercial community should understand that Penn Commercial prohibits sexual misconduct of any kind. The Title IX Coordinator will respond promptly and effectively to reports of sexual misconduct. The School will take appropriate action to prevent or discipline behavior that violates the Sexual Misconduct Policy. All Sexual Misconduct Polies and Procedures are outlined in the Title IX Handbook which can be located at: https://penncommercial.edu/consumer-disclosures/.

The Title IX Coordinator collaborates with all campus departments to promote a safe, welcoming, and respectful environment for all employees and students of Penn Commercial. The Title IX Coordinator's primary responsibility is to comply with, and carry out institutional obligations related to Title IX regulations; This also includes the prevention of retaliation for the purposes of interfering with any Title IX reports.

Penn Commercial's Title IX Coordinator

Kristine Gorby
Director of Student Services and Title IX Coordinator
724-222-5330 ext. 353
kgorby@penncommercial.edu
Office: Room 205

Your Reporting Options

There are options available to file a Title IX grievance. Penn Commercial urges individuals to use the option most comfortable for them.

1. Report directly to Penn Commercial's Title IX Coordinator:
   Kristine Gorby
   Director of Student Services and Title IX Coordinator
   724-222-5330 ext. 353
   kgorby@penncommercial.edu
   Office: Room 205
2. Penn Commercial's online reporting form located at: https://penncommercial.edu/pa-act-16-forms/

If you decide not to file a grievance with Penn Commercial, some organizations will assist victim/survivors of sexual misconduct while maintaining strict confidentiality. A list of Community Resources is located at: https://penncommercial.edu/wp-content/uploads/2024/09/Community-Resource-Guide-2024.pdf

SEXUAL VIOLENCE AWARENESS AND PREVENTION

Penn Commercial is committed to fostering a safe and respectful campus environment. In compliance with Act 104 of November 17, 2010, we provide comprehensive sexual violence awareness and prevention education to all students. This includes ongoing Education: Students receive regular training throughout their enrollment to promote understanding and prevention and compliance with Federal Regulations: We adhere to all federal mandates, including the provision of the Student Bill of Rights. By prioritizing sexual violence prevention, we aim to empower our students and create a campus community free from harm. All polices related to sexual violence awareness and prevention are outlined in the Title IX Handbook which can be located at: https://penncommercial.edu/consumer-disclosures/.

SOCIAL MEDIA POLICY

Social media platforms, including but not limited to blogs, podcasts, discussion forums, wikis, RSS feeds, video sharing sites, and social networks such as Instagram, Twitter, TikTok, Snapchat, and Facebook, are subject to the following guidelines: Students must refrain from posting any content that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, inappropriate, confidential, or embarrassing to Penn Commercial, its students, affiliates, faculty, staff, visitors, or vendors. Failure to adhere to these guidelines may result in disciplinary action, up to and including termination, and potential legal recourse.

SOLICITING ON CAMPUS
Solicitations are prohibited without explicit written authorization from the Campus Director.

STUDENT CODE OF CONDUCT
Penn Commercial recognizes its students as responsible and dedicated individuals who are preparing for professional careers. An integral component of their professional development is the expectation that they conduct themselves during their education in a manner that aligns with professional standards. As members of the Penn Commercial community, students possess responsibilities and duties commensurate with their rights and privileges. This policy outlines the specific standards of student conduct and behavior that Penn Commercial deems essential to its educational mission. Additionally, it identifies conduct that may hinder the fulfillment of Penn Commercial's mission. Any student found to have violated the Student Code of Conduct is subject to outlined sanctions.

Computer-Related Violations - Use of computer equipment and/or time for unethical, illegal, unsafe, or inappropriate activities. Any violation of the Internet Usage Policy constitutes a violation of the Student Code of Conduct policy.

Damage to Property - Purposefully and/or intentionally causing damage or destruction to school property, staff personal property or vehicles, vendor/guest property or vehicles, or student personal property or vehicles.
Academic Dishonesty and Deception - Examples of conduct that is prohibited includes but is not limited to:

- Plagiarizing or submitting the work of another as one's own.
- Cheating on any exam, quiz, or assignment, or collaborating with others on graded work without the clear, expressed consent of the relevant faculty member(s).
- Furnishing false information to any staff member at any time. This includes information provided during the application and enrollment process, throughout active enrollment, and at any time prior to completion of the intended degree.
- Furnishing false information on a resume, application (e.g., employment or externship application) or contract.
- Forging, altering or misusing any document, record or instrument of identification.

Disorderly, Lewd, Indecent, or Obscene Conduct - Conduct which causes a public alarm, annoyance, disruption or hazard on school premises or at a school-sponsored or school-supervised function, or externship/clinical site. Such activities also include, but are not limited to, inappropriate/obscene language and/or clothing, conduct which is intended to or results in the disruption or obstruction of teaching, daily school operations, disciplinary proceedings, or other school activities, on or off campus, or which prevents or obstructs school personnel from performing their duties.

Firearms, Explosives and Weapons - Possession or use of explosives, firearms or other weapons (including, but not limited to, knives, air pistols and air rifles), dangerous chemicals, or objects intended to be perceived as explosives, firearms, weapons or chemicals, or objects or devices designed to cause bodily harm in or upon school-owned or school-supervised property or externship/clinical sites. Violations under this section also include the irresponsible possession or careless and dangerous use of any other object in such a way as to threaten or endanger any person or property.

Harassment, Physical Harm, Violence or Threats of - Causing physical harm to another person is assault, which is a crime. Threats, intimidation, harassment or engaging in any other conduct that threatens or endangers the physical, emotional and/or psychological health or safety of any person (staff, student, vendor/guest), or interferes with the education process, or which is intended to provoke violence by another, is prohibited. This includes but is not limited to threats of fighting/physical harm, verbal abuse or threat, sexual harassment, sexual assault, or sexual violence. Violation of the Campus Crime and Safety Report and harassment policies within are included. ***There is zero tolerance for threats of or acts of harassment, violence, physical harm, etc.***

Safety Violations – Conduct that violates any campus safety policy to include but limited to the Drug and Alcohol Abuse Prevention Program, possession or consumption of alcohol or illegal substances on or near school premises, setting fires or tampering with fire safety equipment, failure to exit during an emergency evacuation, bomb threats, or recurring dress code violations that are considered a safety hazard in the lab or at an externship/clinical site.

Equal Opportunity - Any violation of any section of the Student Code of Conduct policy that is motivated by the sex, race, color, religion, sexual orientation, ethnicity or national origin of another person is a violation of federal law. Acts of intimidation may be considered a hate crime under the Uniform Crime Code and subject to prosecution by federal authorities.

Theft, Possession of Stolen Property and Extortion- Theft is the unlawful taking of tangible school property or finances, or the property of staff, students, vendors/guests, externship/clinical property (facility or staff) with the intent to deprive the school or person of the property. Possession of stolen property includes taking possession of or receiving such property, knowing it to have been stolen.

Trespassing - Trespass is the entry or the attempt to enter any school facility, area, or room without permission or lawful authority or, except with such authority, against the will of the occupant or the individual in charge of the facility. Trespass also includes, but is not limited to, the unauthorized possession, duplication, or use of keys or key fobs to gain access to any school property.

Failure to Comply - Failure to comply with published School policies, disciplinary sanctions or directions of school officials authorized and acting pursuant to their prescribed duties.

Violations of Law - Violation of any federal, state, or local law is also a violation of the Student Code of Conduct policy.

Sanctions - The appropriate sanctions will be determined by school administration based on a number of factors including but not limited to severity of violation and recurrence and can include:

- Written warning
- Search of student property
- Suspension
- Termination

Restitution - Compensation for loss or damage to property leased, owned, or controlled by the school. This may take the form of monetary or material replacement.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

As a student-centered school, Penn Commercial strives to achieve high student satisfaction with its services and creating environment where students are offered friendly customer service, accurate information, and empowerment.

To this end, the following principles will guide these procedures:

- Wherever possible student complaints will be resolved through an informal process and at the lowest appropriate level of management.
- Student complaints will be handled with procedural fairness. All parties to a complaint will be informed of the specific allegations being made will be given the opportunity to respond to any allegations made.
- Student complaints will be handled in a timely and confidential manner.
- Students will be notified of the outcome of their complaint.

At times, students may wish to voice a concern, complaint or problem. General student concerns, problems, and complaints should first be addressed by the Lead Instructor or Director of Student Services, as appropriate. If these situations remain unresolved the student may submit their complaint, in writing, by completing Penn Commercial's Student Complaint Form. This form can be provided by the Director of Student Services. Specific completion and submission instructions are provided on the form.

Procedures:

- The completed Penn Commercial Student Complaint Form and all accompanying documentation will be submitted to the Director of Student Services.
- The Director of Student Services will verify the receipt of the student complaint and forward the form and all accompanying documentation to the Campus Director and Director of Education for review, investigation, and resolution.
- Upon resolution with the student, the Director of Student Services will confirm the resolution with the student, in writing. Signatures of receipt are required.
- Upon resolution with the student, the Director of Student Services will complete the staff portion of the form and it will be maintained in the school's master student complaint file.
- While a student is in any phase of the grievance process, he/she should participate fully in all coursework until a determination of the grievance or appeal is made.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission or any agency listed below. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone: 703-247-4212
http://www.accsc.org/ complaints@accsc.org
A copy of the ACCSC complaint form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx

STUDENT SERVICES AND INFORMATION

PENNSYLVANIA DEPARTMENT OF EDUCATION
State Board of Private Licensed Schools, Bureau of Postsecondary and Adult Education
607 South Drive, Floor 3E
Harrisburg, PA 17120
Phone: (717) 783-8228
https://www.education.pa.gov/Pages/default.aspx

PENNSYLVANIA STATE BOARD OF COSMETOLOGY
PO Box 2649
Harrisburg, PA 17105-2649
Phone: (717) 783-7130
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx

PENNSYLVANIA STATE BOARD OF NURSING
PO Box 2649
Harrisburg, PA 17105-2649
Phone: (717) 783-7142
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx

STUDENT PARKING AND TRANSPORTATION

Free parking is available for all students, staff, and visitors in all non-designated areas. Designated parking areas are reserved for: handicapped individuals, visitors, and staff. Students seeking public transportation options may utilize the following services:

- Washington City Transit: (724) 222-2320
- Bus Services: (724) 223-0227
- Taxi Services: (724) 223-0333
- Port Authority T: Take the T to the South Hills Village Station - for more information, please contact the Admissions Department.

STUDENT RECOGNITION AND AWARDS

Penn Commercial acknowledges the importance as it relates to students' grade performance and attendance. Penn Commercial recognizes students each quarter who achieve academic honors and attendance with the following awards:

- ***Highest Honors Award*** – 3.75 – 4.0 grade point average
- ***Honors Award*** – 3.5 – 3.74 grade point average
- ***Perfect Attendance*** – 100% attendance
- ***Toni & Guy Honors Program*** – 80% CGPA and 80% attendance

STUDENT RECORDS

The institution maintains permanent academic and financial aid records in strict adherence to federal, state, and accreditation regulations. A comprehensive academic file is established for each student, encompassing application for admission, letter of acceptance, enrollment agreement, high school transcript or equivalent proof of graduation, required admission documents, disclosures, and releases. As students progress through their programs, their academic files are continually updated with pertinent information, including final transcripts and other relevant academic documents. Throughout their enrollment, financial aid files are securely maintained within the Financial Aid Department. Upon program completion or withdrawal, financial aid files are integrated into the respective academic files for permanent retention.

VACCINATION POLICY

While Penn Commercial does not mandate proof of vaccination for enrollment, certain medical programs have specific health requirements. Students in these programs must submit a completed Health Clearance/Physical Form within two weeks of their program start date. Additionally, externship and clinical sites may require drug testing and/or immunization documentation prior to program participation. Please refer to the program-specific information below for detailed requirements.

Titers/Vaccinations by program

Phlebotomy Technician

- Health Clearance/Physical Form
- Hepatitis B Titer and vaccination if requested by externship site
- Varicella Titer and vaccination if requested by externship site
- MMR Titer and vaccination if requested by externship site
- T-Spot Testing for Tuberculosis if requested by externship site
- TDAP vaccination if requested by externship site

- Flu shot if requested by externship site
- COVID-19 testing and/or vaccine if requested by externship site

Practical Nursing

- Health Clearance/Physical Form
- Drug Testing
- Hepatitis B Titer and vaccination
- Varicella Titer and vaccination
- MMR Titer and vaccination
- T-Spot Testing for Tuberculosis
- TDAP vaccination
- Flu shot
- COVID-19 testing and/or vaccine if requested by clinical site

VISITOR POLICY AND MESSAGING GUIDELINES

Penn Commercial welcomes visitors for a variety of purposes, including campus tours, guest lectures, job interviews, vendor deliveries, and maintenance services. All visitors are expected to adhere to Penn Commercial's policies and procedures to ensure a safe and secure environment. Please note that during instructional hours, access to classrooms and clinical areas is restricted to authorized personnel only. Penn Commercial does not provide a personal message service for students. However, in the event of an emergency call, reasonable efforts will be made to contact the student. Students are encouraged to inform their families and friends of this policy. No children, parents, spouses, or other persons may be permitted in any classroom or clinical location at any time during normal course instructional hours.

COURSE SEQUENCING AND DESCRIPTIONS

Course sequencing is a 2/3/4-letter and 3-digit combination. The numbers range from 100 to 200 level and represent a suggested sequence of when courses should be taken. For example, 100 level courses should be taken in the student's first academic year and 200 level courses should be taken in the student's second academic year. 200 level courses represent upper level courses. The letters indicate subject and/or program areas listed below:

Business Administration (BA)
Commercial Driver's License (CDL)
Computer Aided Drafting and Design (CAD)
Computer Support (CS)
Computer Technology (CT)
Cosmetology (TG)
Cosmetology Instructor/Salon Manager (CMI)
Electrician (EL)
English and Communication (EC)
Esthetics (EST)
Heating, Ventilation, Air Conditioning and Refrigeration (HT)
Information Technology and Security (IT)
Mathematics (MA)
Medical (MD)
Nail Technician (NT)
Network Administrator (CM)
Office Technology (OT)
Practical Nursing (PN)
Professional Development (PD)
Psychology (PS)
Welding Technology (WT)

BUSINESS ADMINISTRATION (BA)

BA 110 ETHICS IN THE WORKPLACE
4.0 Credits - 50 Hours - 12 Weeks
This course focuses on ethical principles in decision making applied to the business and industry workplace. It includes ethical issues in decision making, ethical frameworks for decisions, personal values and ethical priorities, ethics in business and industry, ethical standards in the workplace, ethical choices, application of ethical principles, social and cultural values applied to decisions, and workplace culture.
Prerequisite: None – Co-requisite: None

BA 209 CUSTOMER SERVICE
4.0 Credits - 50 Hours - 12 Weeks
This course is designed to give the student a basic understanding of customer service and provide them with an overall understanding of the importance of customer service in today's business world. The student will learn by lecture, role play, internet research, and video presentation. Case studies will also be studied.
Prerequisite: None - Co-requisite: None

COMMERCIAL DRIVER'S LICENSE (CDL)

CDL 101 Class A License
200 Hours – 5 Weeks/7 Weeks/11 Weeks
This course meets FMCSA Entry Level Driver Training (ELDT) regulations and prepares students for the required knowledge and skills tests to obtain a Commercial Driver's License (CDL) Class A with air brakes and tanker endorsements. Students will be introduced to basic instruments, controls, and operating characteristics of a CMV. Students will be instructed on how to properly perform vehicle inspections, control the motion of CMVs under various road and traffic conditions, employ shifting and backing techniques, and properly couple and uncouple combination vehicles. Additional training topics include shifting, signaling, speed management, safe driving behavior and night operation. Training topics listed above are not exhaustive and additional topics will be covered as part of the required curriculum.
Prerequisites: None Co-requisite: None

COMPUTER AIDED DRAFTING AND DESIGN (CAD)

CAD 101 TECHNICAL DRAFTING
6.0 Credits - 90 Hours – 12 Weeks
An introduction to the principles of drafting to include terminology and fundamentals, size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.
Prerequisite: None - Co-requisite: None

CAD 102 BASIC COMPUTER AIDED DRAFTING
6.0 Credits - 105 Hours - 12 Weeks
An introduction to computer-aided drafting. Utilizing AutoCAD Software platform with an emphasis placed on setup, creating and modifying geometry, storing and retrieving predefined shapes, placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems, and plot/print to scale.
Prerequisite: None - Co-requisite: None

CAD 103 ELECTRO-MECHANICAL DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
A course in electrical and electronic drawings utilizing AutoCAD software platform, conducted on stressing modern representation used for, block diagrams schematic diagrams, logic diagrams, wiring/assembly drawings printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.
Prerequisite: CAD 102 - Co-requisite: None

CAD 104 MACHINE DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
A course utilizing Inventor software platform, production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.
Prerequisite: CAD 202, CAD 103 - Co-requisite: None

CAD 115 ARCHITECTURAL DRAFTING-RESIDENTIAL
6.0 Credits - 100 Hours - 12 Weeks
A course utilizing Revit software platform, architectural drafting procedures, practices, and symbols including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.
Prerequisite: CAD 102 - Co-requisite: None

CAD 117 3-D GEOMETRIC DIMENSIONING AND TOLERANCING
5.0 Credits - 85 Hours - 12 Weeks
A course utilizing SolidWorks software platform, introducing 3D modeling with emphasis in mechanical design, geometric dimensioning and tolerancing, according to standards. Students will apply various geometric dimensions and tolerances to production drawings.
Prerequisite: CAD 101 - Co-requisite: MA 104

CAD 202 INTERMEDIATE COMPUTER AIDED DRAFTING
6.5 Credits - 115 Hours - 12 Weeks
A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D within the AutoCAD software platform.
Prerequisite: CAD 102 - Co-requisite: None

CAD 204 CIVIL ENGINEERING DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
A course in commercial site drafting with emphasis in location of buildings, parking, sidewalks, and landscaping. Utilizing the AutoCAD/AutoCAD Civil 3D software platform, the student will create new or use an existing site and modify existing contours to meet building codes, zoning ordinances and accessibility requirements. Standard site details will be developed.
Prerequisite: CAD 202, CAD 115 - Co-requisite: None

CAD 205 STRUCTURAL DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
Performed on the Revit software platform, this is a study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.
Prerequisite: CAD 115 - Co-requisite: None

CAD 206 PIPE DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
A course utilizing AutoCAD software platform, which is a study of pipe fittings, symbols, specifications and their applications to a piping process systems. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.
Prerequisite: CAD 202 - Co-requisite: None

CAD 212 FINAL PROJECT-ADVANCED COMPUTER AIDED DRAFTING
6.5 Credits - 115 Hours - 12 Weeks
A drafting course in which students participate in a comprehensive project from conception to conclusion. The students will have some parameters to follow depending on their choice of discipline, but essentially they make the decision as to subject matter as well as the software platform that they will utilize.
Prerequisite: CAD 103, CAD 104, CAD 115, CAD 202, CAD 204 - Co-requisite: None

CAD 215 DRAFTING AND DESIGN EXTERNSHIP
12.0 Credits - 360 Hours - 12 Weeks
An opportunity for students to combine academic theory with new, career-related experience in the drafting field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to accounting and continue to apply advanced application of academic theory in the workplace.
Prerequisite: All Program Core Courses - Co-requisite: None

CAD 223 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)
6.5 Credits - 90 Hours - 12 Weeks
GIS (Geographic Information Systems) is a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. This course is designed to introduce the student to the basic principles and techniques of GIS. The lab material will emphasize GIS data collection, entry, storage, analysis, and output using ArcGIS.
Prerequisite: None - Co-requisite: None

COMPUTER SUPPORT (CS)

CS 103 BEGINNING A+ CERTIFICATION
4.0 Credits - 50 Hours - 12 Weeks
This course is designed as the first step toward preparing you to support personal computers and take the CompTIA A+ certification examination. This course will prepare the student to better understand the function of the hardware both internal and external that is associated with the computer. This course will employ an effective combination of tools and simulations that reinforce both concepts and hands-on experience.
Prerequisite: None - Co-requisite: None

CS 201 ADVANCED A+ CERTIFICATION
4.0 Credits - 50 Hours - 12 Weeks
This course is designed as the second step toward preparing you to support personal computer and take the CompTIA A+ certification examination. This course will prepare the student to better understand the function of software and its relation to the Operating System. This course will employ an effective combination of tools and simulations that reinforce both concepts and hands-on experience.
Prerequisite: CS 103 - Co-requisite: None

CS 202 PC ARCHITECTURE, DESIGN, AND IMPLEMENTATION
3.0 Credits – 50 Hours – 12 Weeks
This course introduces the student to the concepts behind building a computer - PC architecture. This is accomplished by designing and building a computer, installing an Operating System, and then configuring the computer and installing software. This course employs a combination of hardware and software tools to powerfully integrate physical and logical concepts, helping the student gain hands-on, real world experience with a live computer. Upon successful completion of this course, the computer becomes an integral part of the students' future curriculum, and is heavily utilized in future classes.
Prerequisite: IT 100 - Co-requisite: None

COMPUTER TECHNOLOGY (CT)

CT 104 INTRODUCTION TO WORD PROCESSING
3.0 Credits - 50 Hours - 12 Weeks
Students will be introduced to Microsoft Word and emphasis is on use of alphabetic, numeric, and symbol keys. The student will also be able to apply basic formatting, proofreading, and editing techniques. Supplementary workshops are incorporated for building speed and accuracy, as well as for improving communication and formatting.
Prerequisite: None - Co-requisite: None

CT 108 MICROSOFT EXCEL
3.0 Credits - 50 Hours - 12 Weeks
Students learn how to use Microsoft Excel for business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.
Prerequisite: None - Co-requisite: None

CT 109 MICROSOFT WORD
3.0 Credits - 50 Hours - 12 Weeks
Students learn how to use Microsoft Word for basic word processing. Emphasizes use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.
Prerequisite: None - Co-requisite: None

COSMETOLOGY (TG)

TG 100, 101, 102 FUNDAMENTALS A, B, C
139 Hours Each
These courses are designed to introduce the student to Toni&Guy Techniques and Philosophy. Students will receive their cosmetology kits and discuss the proper use and maintenance of the items. Theory topics and practical demonstrations include: life skills, science, haircutting and haircoloring techniques, proper sectioning of hair, chemical texturizing, updos, proper draping and shampooing techniques and Goldwell product knowledge.
Prerequisite: None

TG 103, 104, 105 INTERMEDIATE A, B, C
139 Hours Each
These courses enable the student to practice and master haircutting techniques for men and women. The student will review techniques learned during the Fundamentals Modules, as well as the razor, clipper and trimmer techniques, and the purpose of thinning and texturizing hair. Hairstyling techniques introduced are brushing/air forming, use of marcel iron, flat iron, finger waves, pin curls, roller sets and specialty updo hairstyles. Also introduced is nail care and enhancement, facial treatment and application of make-up; wigs, hair additions, facial/body waxing, business and state laws.
Prerequisite: Fundamentals A, B, C

TG 201, 202, 203-N ADVANCED A, B, C
139 Hours Each
During these courses students continue to work with the public practicing and mastering hair techniques learned in previous modules. Additionally, these courses are designed to introduce the student to the creative and entrepreneurial opportunities of the industry through a series of creative and research projects to include salon management and Avant Garde projects. During this course, students also focus on licensure, employment readiness and special projects designed to enhance their confidence and ability.
Prerequisite: Intermediate A, B, C

COSMETOLOGY INSTRUCTOR/SALON MANAGER (CMI)

CMI 101H TEACHING TECHNIQUES - BECOMING AN EDUCATOR
60 Hours - 2 Weeks
This course is designed to present prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed include personal character, teaching responsibilities, generational differences, how to reach multiple learners, performance standards, opportunities as an educator, brain compatible learning, attention, memory, retention, transfer, and the four phases of learning. Students will also observe and participate in the Fundamental I and II courses within the Toni& Guy Cosmetology Program to ensure students become proficient in the techniques and skills used for classroom instruction.
Prerequisite: None - Co-requisite: None

CMI 102H TEACHING TECHNIQUES - ORGANIZING EDUCATION
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed include: organizing the course syllabus, prioritizing content, developing learner outcomes, benefits of using a lesson plan, structure of the lesson plan, developing and evaluating the lesson plan, managing the physical space, dealing with classroom disruptions, recognizing achievement, promoting cooperation, promoting responsibility, and frequently asked questions about classroom management. Students will also observe and participate in the Fundamentals A, B, and C courses within the Toni& Guy Cosmetology Program to ensure students become proficient in the techniques and skills used for classroom instruction.
Prerequisite: None - Co-requisite: None

CMI 103H TEACHING TECHNIQUES - CLASSROOM MANAGEMENT
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed are: checklists and planning organizers, presentation skills, student salon supervision, teaching strategies, challenging teaching scenarios, and special learning needs. Students will implement previous learned coursework and develop a lesson plan that includes a theoretical lesson, a practical demonstration, and an assessment tool.
Prerequisite: None - Co-requisite: None

CMI 104H TEACHING TECHNIQUES - INSTRUCTIONAL METHODS
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed are: fundamentals of instruction, four phases of mindful teaching, activating learner interest, connecting to prior knowledge, communicating expectations, framing content, exchanging ideas, probing with questions, affirming understanding, applying knowledge, assessing theory, introduction of a lesson, validation, lecture, discussion sessions, demonstrations, application sessions, assessing practical, questioning, and instructional support materials. Students will develop a higher level of knowledge as they determine when to utilize impactful instructional methods during the four phases of learning. Students will also be presented with information regarding the importance of engaging students in the matter to be presented, as well as the varied methods of class presentations which include lectures, demonstrations, discussions, tests and assignments.
Prerequisite: None - Co-requisite: None

CMI 105H TEACHING TECHNIQUES - STUDENT ASSESSMENT
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics of discussion are: why assessment matters, how an assessment system works, assessment methods, feedback, scoring and grading, standardized achievement tests and licensure. Students will begin to exercise these lessons by assessing theoretical and practical assignments of cosmetology students while assisting the cosmetology instructors.
Prerequisite: None - Co-requisite: None

CMI 201 STUDENT TEACHING
200 Hours - 10 Weeks
This course is designed to develop the student's knowledge of the instructional process by working with an experienced cosmetology instructor on classroom presentations and course preparation. Student teachers will spend time in various cosmetology classrooms and the salon floor teaching and mentoring the cosmetology students to develop their teaching skills and techniques.
Prerequisite: CMI 101-105 - Co-requisite: None

CMI 301H SALON MANAGEMENT AND PROFESSIONAL PRACTICES
100 Hours - 10 Weeks
The course aims to help students understand and apply essential skills and knowledge for effectively managing or operating a salon business, as well as gaining introductory enterprise knowledge to help analyze factors that contribute to salon business performance. Topics to be discussed include: Pennsylvania State Board of Cosmetology law requirements regarding salon and spa employment, taxpayer education, federal and state responsibilities, legal requirements for owning and operating a salon business, business management practices, public relations and career development. Students will also focus on the necessary skills to be a professional cosmetologist in appearance and attitude. Students will be taught the importance of excellent communication skills when interacting with their clients while being respectful, helpful and truthful. They will practice both written and verbal communications in order to develop proficiency. This course will also teach leadership skills, professional job preparation and the importance of knowing, understanding and following the Pennsylvania state laws that govern their profession.
Prerequisite: CMI 101-105 - Co-requisite: None

ELECTRICIAN (EL)

EL 101 FUNDAMENTALS OF ELECTRICITY
6.0 Credits - 100 Hours - 12 Weeks
This course is designed to acquaint students with the fundamental skills associated with all other electrical courses. Topics will include: safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits.
Prerequisite: None - Co-requisite: None

EL 103-N PRINT READING FOR ELECTRICAL SYSTEMS
6.0 Credits - 100 Hours - 12 Weeks
This course focuses on the essential print-reading skills needed to safely install and troubleshoot common residential, commercial, industrial, and HVAC electrical systems. Topics to be discussed are print-reading fundamentals, symbols, print elements, and construction documentation.
Prerequisite: None - Co-requisite: None

EL 104 NATIONAL ELECTRICAL CODE
4.0 Credits - 50 Hours - 12 Weeks
This is an introductory course designed for students with little or no knowledge of the electrical code. Students will study the structure and scope of the National Electrical Code and learn how to locate often used code sections: Ohm's Law, voltage drop, and wire and conduit sizing.
Prerequisite: EL101, EL102-Co-requisite: None

EL 201 RESIDENTIAL WIRING
6.0 Credits - 100 Hours - 12 Weeks
This is an introductory course on residential wiring methods which will include practical application and hands-on implementation of code requirements.
Prerequisite: EL 101, EL 102 - Co-requisite: None

EL 202 MOTOR CONTROL SYSTEMS
6.0 Credits - 100 Hours - 12 Weeks
The focus of this course is on the installation of different motor control circuit and devices. Emphasis will be placed in developing the students' ability to diagram, wire, and troubleshoot the different circuits along with Electrical, Electronic, and Mechanical control devices.
Prerequisite: EL 101, EL 102 - Co-requisite: None

EL 204 EQUIPMENT MAINTENANCE AND TROUBLESHOOTING
3.0 Credits - 50 Hours - 12 Weeks
This course introduces the student to maintenance and troubleshooting techniques, used in manuals, test equipment, and inspection/repairs of the equipment.
Prerequisite: EL 202 - Co-requisite: None

EL 205 COMMERCIAL WIRING
6.0 Credits - 100 Hours - 12 Weeks
This is an introductory course on commercial wiring methods. The student will be able to read commercial blueprints and apply the National Electrical Code to commercial wiring systems. Students will also receive training in conduit bending and conduit runs for circuits.
Prerequisite: EL 104, EL 201 - Co-requisite: None

EL 206 PROGRAMMABLE LOGIC CONTROLLERS
3.0 Credits - 50 Hours - 12 Weeks
This course will cover the use of programmable logic controllers in modern electrical settings. Also, the operating principles of PLC's and practice in programming, installation, and maintenance of PLCs will be studied.
Prerequisite: EL 202 - Co-requisite: None

EL 208 MOTOR MAINTENANCE AND TROUBLESHOOTING
3.0 Credits - 50 Hours - 12 Weeks
This course will focus on the principles and practices of electrical motor repair. Also, the course will cover the topics of disassembly/assembly and preventative maintenance of common electrical motors.
Prerequisite: EL 202 - Co-requisite: None

EL 210 ALTERNATIVE ENERGY
5.0 Credits – 70 Hours – 12 Weeks
This course provides an introduction to energy systems and renewable energy resources, with a scientific examination of the energy field and an emphasis on alternate energy sources and their technology and application. The class will explore society's present needs and future energy demands, and then focus on alternate, renewable energy sources such as solar, biomass (conversions), wind power, geothermal and hydro. Energy conservation methods will also be emphasized.

ENGLISH AND COMMUNICATION (EC)

EC 101 ENGLISH COMPOSITION
4.0 Credits - 50 Hours - 12 Weeks
The development of composition skills through purposeful reading, logical thinking, and the application of principles of rhetoric. This course includes practice in the selection, restriction, organization, and development of topics. It reinforces the student's facility with sentence structure, diction, and mechanics.
Prerequisite: None - Co-requisite: None

EC 102 COMMUNICATION
5.0 Credits - 50 Hours - 12 Weeks
This course is an introductory study of the dimensions of speech communications. The course examines the oral communication process in interpersonal contexts such as one-to-one relationships and small-group interactions.
Prerequisite: None - Co-requisite: None

EC 103 TECHNICAL COMMUNICATION
3.0 Credits - 50 Hours - 12 Weeks
This course will prepare you to complete the kinds of practical communication projects often required in professions such as those you will enter. Emphasis will be placed on (1) the process of completing any on-the-job writing assignments, (2) the specific formats most often used, and (3) related communication tasks such as oral presentations and graphics.
Prerequisite: None - Co-requisite: None

ESTHETICS (EST)

EST 110 SCIENTIFIC CONCEPTS
110 Hours
This course will focus on the science of skin care. Students will be introduced to microbiology, infection control, first aid, principles of electricity, matter, pH, cosmetic categories and types, product ingredients, the building blocks of the human body, the body systems, and skin diseases and disorders. Students will also learn how to apply this foundational material into the skin care services they will provide.
Prerequisite: None

EST 111 FUNDAMENTAL FACIAL TREATMENTS
50 Hours
This course is a combination of theory and practical application of fundamental facial treatments and introduces students to the theory, procedures, and products used in the care and treatment of the skin. Topics include: skin health and analysis, client consultation and preparation, product knowledge and proper selection, cleansing and toning the skin, exfoliation and extraction, massage techniques, facial treatments, acne treatment, and chemical exfoliation. Students will be trained using the paramedical product line, DMK.
Prerequisite: None

EST 112 HAIR REMOVAL TECHNIQUES
35 Hours
This course is a combination of theory and practical application that focuses on histology, hair growth and the different methods of temporary hair removal, products, tools, supplies, and equipment. An emphasis is placed on proper preparation, tweezing, general waxing and body waxing procedures while ensuring client safety and recommending appropriate after care. Demonstration of disinfection and sanitation as it pertains to product manufacturer instructions and Pennsylvania rules and regulations will be practiced.
Prerequisite: None

EST 113 MAKEUP, LASH AND BROW ARTISTRY
50 Hours
This course is a combination of theory and practical application that focuses on makeup design, eyelash extensions, and eyebrow and lash tinting, as well as a lash lifting workshop. Students will learn makeup theory, makeup products and tools, makeup design skills and how to incorporate into the client experience, skin analysis and preparation, basic daytime and evening designs and advanced bridal and avant garde makeup application techniques, corrective makeup procedures, and artificial eyelash application. Demonstration of disinfection and sanitation as it pertains to product manufacturer instructions and Pennsylvania rules and regulations will be practiced.
Prerequisite: None

EST 210 ADVANCED FACIAL AND BODY TREATMENTS
50 hours
This course is a combination of theory and practical application of advanced facial treatments and also introduces the student to body treatments. Students will be trained on applicable products and equipment. Topics include: facial treatments with devices: galvanic current device, direct and indirect high frequency, rotating brush, microcurrent, vacuum, LED devices, corrective facial treatments, microdermabrasion, body scrubs, body wraps, and product application. Students will also complete the DMK Fundamentals training with Enzyme Mask One Treatment.
Prerequisite: EST 111

EST 211 PROFESSIONAL BUSINESS PRACTICES
70 Hours
This course focuses on professional business practices within the esthetics industry. Students will learn professional ethics for spa practitioners and various situations they may face, awareness and communication skills necessary to develop and maintain professional relationships with clients, and how to develop personal and professional boundaries. Students will also be instructed on various business organizations/types and operations, OSHA Standards relating to chemical use, building and maintaining a clientele, product sales, fundamentals of bookkeeping and taxes, advertising/marketing, networking and the importance of social media. Students will also explore professional development skills as they relate to employment in the industry. Developing resumes and creating an employment plan.
Prerequisite: None

EST 212 STATE BOARD PREPARATION
35 Hours
This course covers state licensing requirements and regulations for the Esthetician. Students will prepare for the Pennsylvania Esthetician Theory/Procedural Skills examination through instruction, curriculum/content review, and mock exams.
Prerequisite: All EST Core Courses

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (HT)

HT 105 TOOLS AND EQUIPMENT OVERVIEW
3.0 Credits – 50 Hours - 12 Weeks
The focus of this course is on the introduction and review of tool application and safety, equipment, and interpretation of mechanical and structural drawings, while performing the repairs and installation required in the HVAC-R profession.
Perquisite: EL 101, EL 102 - Co-requisite: None

HT 110 RESIDENTIAL REFRIGERATION
6.0 Credits – 100 Hours – 12 Weeks
This course is designed to give the student the ability to understand basic principles of a sealed system, domestic equipment and air conditioners and their electrical circuits.
Prerequisite: EL 101, EL 102 - Co-requisite: None

HT 111 OIL HEATING, INSTALLATION AND SERVICE
5.0 Credits - 75 Hours - 12 Weeks
This course will provide the student with the theory connected to the installation, service, troubleshooting, material lists, and load specifications of oil heating equipment for both residential and commercial application.
Prerequisite: None - Co-requisite: None

HT 112 GAS HEATING AND ADD ON AIR CONDITIONING EQUIPMENT
6.0 Credits - 100 Hours - 12 Weeks
This course is designed to give the student a working knowledge of gas fired, standing pilot, and electronic units; methane and propane fuels as applicable to gas heating equipment; the application of whole house and rooftop units; and a knowledge of add-on air conditioning unit applicable to both gas and oil fired forced air heating.
Prerequisite: HT 111, HT 114 - Co-requisite: None

HT 114 PSYCHOMETRICS, LOAD CALCULATIONS/AIR DISTRIBUTION
5.0 Credits - 75 Hours - 12 Weeks
In this course the student will gain an understanding of the effects of relative humidity and ambient air temperatures. The student will understand the necessity of air volume and the effects of negative and positive pressures on various cooling and ventilation equipment. The student will also learn various methods of sizing equipment for heating and cooling units to be used in commercial and residential applications.
Prerequisite: None - Co-requisite: None

HT 201 COMMERCIAL REFRIGERATION
6.0 Credits - 100 Hours - 12 Weeks
The student will gain knowledge of applicable electrical circuitry and controls for self-contained units, commercial rooftop air conditioning and cooling towers. The student will also learn the theory of supermarket installations, including crispers, refrigeration units, freezer units, and various ice machines. The student will be taught the installation of applicable controls, both electrical and mechanical, and load requirements.
Prerequisite: HT 114 - Co-requisite: None

HT 205 HVAC CONTROLS AND DIAGRAMS
3.0 Credits - 50 Hours - 12 Weeks
The focus of this course is on the installation of different HVAC-R control circuits and devices. Emphasis will be placed in developing the students' ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices.
Prerequisite: EL 101, EL 102 - Co-requisite: None

HT 206 HEAT PUMP/ELECTRIC AIR HANDLER
6.0 Credits - 100 Hours - 12 Weeks
This course will give students the knowledge necessary to install and service heat pumps as primary heating systems.
Prerequisite: HT 112, HT 201 - Co-requisite: None

HT 207 CUSTOMER SERVICE FOR HVAC
3.0 Credits – 50 Hours – 12 Weeks
This course is designed to give the student a basic understanding of customer service and provides an overall understanding of the importance of customer service in the HVAC industry. Topics to be discussed are soft skills, handling difficult customers, teamwork and flexibility, etc.
Prerequisite: None – Co-requisite: None

HT 210 SHEET METAL FABRICATION
3.0 Credits – 50 Hours – 12 Weeks
This course will provide the student with the skills to read and correctly interpret design plans, sheet metal layout, and duct work design. Students will construct duct work and bend metal.
Prerequisite: None – Co-requisite: None

HT 212 HVAC EQUIPMENT TROUBLESHOOTING/BASIC PLUMBING
7.0 Credits - 125 Hours - 12 Weeks
This course will provide the students with the knowledge necessary for identifying and troubleshooting common problems that occur in HVAC equipment.
Prerequisite: HT 112, HT 201- Co-requisite: None

HT 214 HYDRONICS AND CHILLERS
5.0 Credits - 100 Hours - 12 Weeks
This course will afford students with the knowledge of low pressure boilers, zoning applications relative to hot water heat, application of electronic and mechanical controls specific to hot water heating as well as chiller systems and air distribution systems. Also covered is material needed for the Refrigerant Usage Certification Test.
Prerequisite: HT 203 - Co-requisite: None

HT 250 HVAC EXTERNSHIP
12.0 Credits – 360 Hours – 12 Weeks
An opportunity for students to combine academic theory with new, career-related experience in the HVAC field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to HVAC and continue to apply advanced application of academic theory in the workplace.
Prerequisite: All Program Core Courses - Co-requisite: None

INFORMATION TECHNOLOGY AND SECURITY (IT)

IT 100 OPERATING SYSTEMS
3.0 Credits – 50 Hours – 12 Weeks
This course is designed to expose the student to multiple consumer-facing Operating Systems. Students are expected to work with Microsoft Windows, Apple macOS, and Linux. This course will walk through activities involving installation, configurations, and administration of these different operating environments. Students will work with these Operating Systems to become familiar with the interfaces and differences between the various platforms available for both consumer and business users.
Prerequisite: None - Co-requisite: None

IT 125 SECURITY II
3.0 Credits - 50 Hours - 12 Weeks
This course goes beyond the implementation of security and steps into the realm of 'Ethical Hacking'. We will explore hands-on use of advanced tools, basic fingerprinting, and methods used to gain access to computer systems. Students will perform 'Penetration Testing' - scan, test, and hack their own systems, utilizing the five phases of ethical hacking: reconnaissance, scanning, gaining access, maintaining access, and covering your tracks. Activities will only be performed against equipment you have consent to access.
Prerequisite: CM 202 - Co-requisite: None

IT 132 VOIP TECHNOLOGIES
3.0 Credits - 50 Hours - 12 Weeks
This course introduces the VoIP technology present in many business environments today. It will expand upon previous knowledge by introducing additional IP protocols such as RTP and SIP. Students will learn the impact of IP-related issues such as jitter, latency, and packet loss, and also the importance of using QoS for network traffic management. This is supplemented by working with VoIP equipment in our hands-on lab.
Prerequisite: CM 105 - Co-requisite: None

IT 235 VIRTUALIZATION TECHNOLOGIES
3.0 Credits - 50 Hours - 12 Weeks
This course will take an in-depth look into virtualization technologies. Both VMWare vSphere and Microsoft Hyper-V platforms will be utilized throughout this course. Topics include creating a virtual host, installing the hypervisor, creating and managing

virtual storage, working with virtual networks, and managing system resources. Students will also create, manage, and utilize virtual machine, create templates, clone machines, and work with snapshots.
Prerequisite: CM 202 - Co-requisite: None

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 TECHNICAL 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 TECHNICAL 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

MA 104 TECHNICAL 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

MEDICAL (MD)

MD 101 MEDICAL TERMINOLOGY I WITH ANATOMY AND PHYSIOLOGY
4.0 Credits - 50 Hours - 12 Weeks
This course is designed to introduce the student to the field of medical terms: origin, definition, practical use and common names. This course will provide the student with a complete study of the medical language, to establish the building blocks necessary for a better understanding of anatomy, physiology, and medical terminology. This course will include linguistics of terms, combining forms, prefixes, and suffixes. This course also provides the basics of anatomy and physiology. This is an introductory course.
Prerequisite: None - Co-requisite: None

MD 108 ELECTRONIC HEALTH RECORDS
3.0 Credits - 50 Hours - 12 Weeks
This course gives the student the opportunity to become familiar with medical documentation using an electronic medical record database and software. Students will simulate working in a medical center and rotate through various medical specialty units. Items covered include: creating, retrieving, and revising medical documents within EMR (Electronic Medical Record) software systems (SimChart).
Prerequisite: None - Co-requisite: None

MD 236 PHLEBOTOMY PROCEDURES
3.0 credits – 50 hours - 12 Weeks
This course provides a study of the skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Students will also learn urinalysis collection methods and point of care testing. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, and ethics.
Prerequisite: None – Co-requisite: None

MD 260 PHLEBOTOMY TECHNICIAN EXTERNSHIP
2.0 Credits – 60 Hours
An opportunity for students to combine academic theory with new, career-related experience in the phlebotomy field during the student's final quarter of school. At least 5 hours per week must be devoted to new tasks for a minimum of 60 hours during the quarter. Students will demonstrate new tasks and objectives related to phlebotomy/laboratory and continue to apply advanced application of academic theory in the workplace.
Prerequisite: None – Co-requisite: Quarter 1 Phlebotomy Courses

COURSE SEQUENCING AND DESCRIPTIONS

NAIL TECHNICIAN (NT)

NT 101 SCIENCE FOR THE NAIL TECHNICIAN
84 Hours
This course covers personal development techniques in addition to the basic science concepts essential in the beauty industry such as: regulations for health and safety; principles of infection; preventing the spread of disease; basic anatomy and physiology of cells, tissues, and body systems; nail structure and growth; diseases and disorders; and chemistry and electricity as they relate to this occupation.
Prerequisite: None

NT 102 NATURAL AND ARTIFICIAL NAIL SERVICES
110 Hours
This course focuses on client care and nail services to include: basic and advanced manicure and pedicure set up and procedures; massage techniques; proper use of products and instruments/equipment; acrylic applications; sculpture nails; gel nail application; nail tip application; filing techniques; and nail wraps.
Prerequisite: None

NT 103 SPECIALTY/ADVANCED NAIL SERVICES
28 Hours
During this course students will apply previously learned fundamental techniques into a more advanced and creative approach to nail services. Lessons covered include: add-on services, specialty products and instruments/equipment; advanced techniques and trends; and nail art.
Prerequisite: NT 102

NT 104 PROFESSIONAL PRACTICES AND STATE BOARD PREPARATION
28 Hours
This course focuses on business/professional practices in the salon industry and includes lessons on: Pennsylvania State Board of Cosmetology Regulations, business ownership, employment preparation and strategies, and licensure examination preparation.
Prerequisite: All NT Core Courses

NETWORK ADMINISTRATOR (CM)

CM 105 NETWORKING TECHNOLOGIES
4.0 Credits - 50 Hours - 12 Weeks
This course is an introduction to both the concepts behind local area networks (LANs) and their practical uses. It is designed to help the student come to a better understanding of the capabilities of LAN technology and to appreciate the role that LANs are playing within the rapid evolving field of Information Technology. The students will obtain a better working knowledge with the theory, such as the OSI model, and the technology, such as 802.3, running behind the scenes of nearly every computing device in the world.
Prerequisite: None - Co-requisite: None

CM 106 INTRODUCTION TO PROGRAMMING
3.0 Credits – 50 Hours – 12 Weeks
This course works with programming in the real world, using todays languages. Student will learn data types, using and apply variables, Logical programming using IF Statements, repetition with loops, using functions within the program, understanding modules usage. Students will be able to write advanced scripts that can be used in the IT field.
Prerequisite: IT 100, CS 202 – Co–requisite: None

CM 200 WIRELESS TECHNOLOGIES
3.0 Credits – 50 Hours – 12 Weeks
This course introduces the student to the complimentary worlds of mobile devices and Wi-Fi. Students will be introduced to the primary categories of mobile computing devices, and how to work with them. Students will learn the current generations of wireless technology, and how to implement, secure, and effectively utilize wireless.
Prerequisite: CM 105, IT 100- Co-requisite: None

CM 202 NETWORK SECURITY
3.0 Credits – 50 Hours – 12 Weeks
This course emphasizes the importance of security within the IT field. Students will learn the history and evolution of encryption methods. Students will learn methods for data and equipment security, and verifying the integrity of data. Topics will include file hashing algorithms, file encryption, data encryption, and SSL. Hands-on activities will introduce methods to secure equipment and systems. Ethics decision-making is a core focus behind this course.
Prerequisite: CM 105 – Co-requisite: None

CM 206 MICROSOFT NETWORKING CONCEPTS
3.0 Credits - 50 Hours - 12 Weeks
The goal of this course is to have the student become more familiar with the Microsoft networking architecture and its related components and services. The student is introduced to new concepts, including network protocols, DHCP, DNS, Routing and Active Directory. Activities are performed in a virtualized environment to provide the student with a safe and stable environment, and to promote testing of learned concepts.
Prerequisite: CM 105, CM 209 - Co-requisite: None

CM 208 DESIGNING A MICROSOFT NETWORK
3.0 Credits – 50 Hours – 12 Weeks
The goal of this course is to prepare the student for the tasks of installing, configuring, managing and supporting a network infrastructure. The student learns certain project management tasks, and works with network design concepts and components in greater detail (IE: DNS, Active Directory, Group Policy), and how to apply these components in a practical sense. The end goal is for the student to design and create the pieces necessary for a pseudo-production environment
Prerequisite: CM 206 – Co-requisite: None

CM 209 WINDOWS SERVER
3.0 Credits – 50 Hours – 12 Weeks
This course introduces the student to the Microsoft Windows Server network operating system. Students will learn different installation methods, as well as administration and configuration via a safe, virtualized environment. The use of a virtualization application affords the student a satisfying atmosphere for learning this complex and powerful operating system without compromising system security and stability.
Prerequisite: IT 100- Co-requisite: None

CM 215 ACTIVE DIRECTORY CONCEPTS
3.0 Credits - 50 Hours - 12 Weeks
This course will bring an intermediary-level introduction of Microsoft Active Directory concepts to the student. Information Technology specialists must understand and use Active Directory in Microsoft-centric networks. This course creates an atmosphere to introduce the core principles involved with a hands-on approach. The student delves into this product with a hands-on perspective using a virtualized environment.
Prerequisite: CM 209 - Co-requisite: None

CM 217 MICROSOFT SQL SERVER
3.0 Credits - 50 Hours - 12 Weeks
The course introduces the student to the tools and capabilities of Microsoft SQL Server. Information Technology technicians are often responsible for the installation, configuration, administration and maintenance of database servers, using both the GUI and Transact-SQL language. A virtualization environment is used to provide the student with a safe and stable environment to promote testing of learned concepts.
Prerequisite: OT 110, CM 209 Co-requisite: None

CM 219 EMAIL SOLUTIONS
3.0 Credits - 50 Hours - 12 Weeks
The goal of this course is to introduce the student to various e-mail solutions for multiple e-mail server suites: Microsoft Office 365, Exchange, and Linux enterprise solutions (including the migration between these systems). During this class we teach installation, configuration, and typical administrative tasks within these solutions. This course provides valuable learning, utilizing hands-on projects where the networker installs and administers their own, functional e-mail solutions. These activities are done on the networkers' own equipment, simulating several day-to-day tasks of an e-mail system administrator.
Prerequisite: CM 215 - Co-requisite: None

CM 220 NETWORK ADMINISTRATOR EXTERNSHIP
12.0 Credits – 360 Hours – 12 Weeks
An opportunity for students to combine academic theory with career-related experience in the network administrator or computer field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to computer networking and continue to apply advanced application of academic theory in the workplace.
Prerequisite: All Program Core Courses – Co-requisite: None

CM 233 INTRODUCTION TO UNIX/LINUX
3.0 Credits – 50 Hours – 12 Weeks
This course introduces the student through use and administration of the Unix and Linux family of Operating Systems. The students will learn to install and configure a PC with either Unix or Linux as well as to make changes to the Operating System. Topics will include working with the terminal and GUI interfaces, performing administrative tasks such as adding users and groups, and changing file and directory permissions. Students will also get a feel for some of the commands used to manage this platform.
Prerequisite: IT 100 – Co-requisite: None

OFFICE TECHNOLOGY (OT)

OT 110 MICROSOFT ACCESS
3.0 Credits - 50 Hours - 12 Weeks
Students learn how to create and use databases with Microsoft Access. Emphasizes use of database management software to access, manipulate, and create databases. Topics include: database concepts structuring databases, entering data, organizing data, and managing databases.
Prerequisite: None - Co-requisite: None

PRACTICAL NURSING (PN)

PN 100 ANATOMY AND PHYSIOLOGY
75 Hours - 12 Weeks
Anatomy and physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. In this course, the areas of study include: organization of the body, chemical basis for life, cells and tissues, integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, blood, circulatory system, lymphatic and immune systems, respiratory system, digestive system and metabolism, urinary system and reproductive system. Laboratory activities will be included in this course.
Prerequisites: None - Co-requisite: None

PN 101 CONCEPTS FOR NURSING PRACTICE
175 Hours - 12 Weeks
This course will introduce the student to the discipline of nursing and emphasize the role of the practical nurse as a member of the healthcare team. Students are introduced to the following concepts: nursing history, ethical-legal issues, basic communication, safety and infection control, the nursing process, basic patient/client care skills, and data collection. Practical application will provide the student with the opportunity to develop care planning skills and provide basic nursing care in acute or long-term care facilities.
Prerequisites: None - Co-requisite: None

PN 102 NORMAL GROWTH AND DEVELOPMENT
35 Hours - 6 Weeks
This course will provide the practical nursing student information and principles of normal growth and development through the lifespan. Theories such as Erikson and Piaget will be discussed. Emphasis will be placed upon the stages of development and their linkage to common events and adaptations. The use of critical thinking to make problem-solving decisions about medical surgical health care needs will be presented in reference to the normal growth and development for all patients/clients. Cultural and spiritual aspects of care as well as loss, grief, and the dying patient/ client are included in this course.
Prerequisites: None - Co-requisite: None

PN 103 PHARMACOLOGY I
20 Hours - 6 Weeks
This course will introduce the student to current and clinically relevant information in drug therapy including principles in pharmacology, ethical and legal aspects, and cultural considerations. Principles of medication administration will be introduced and will include mathematical equivalents and calculations of drug dosages.
Prerequisites: None - Co-requisite: None

PN 104 PHARMACOLOGY II
45 Hours - 12 Weeks
This course will explain the role of the practical nurse in relationship to pharmacology and IV therapy. The student will learn about drug classifications, source, actions, side effects, adverse reactions, contraindications, and dosage. Content includes procedures and regulations of medication preparation, administration and IV therapy and will include the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication throughout the lifespan. Practical application of medication administration including accurate interpretation of orders and documentation using the nursing process and critical thinking skills will be practiced in the skills laboratory.
Prerequisites: PN 103 - Co-requisite: None

PN 105 NURSING ACROSS THE LIFESPAN I
170 Hours - 12 Weeks
This course focuses on the role of the practical nurse in meeting the needs of the maternal and child patient/client. Course content includes ante partum, intrapartum, and postpartum care; complications of pregnancy; newborn care; pediatric care; and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, critical thinking, and application of the nursing process are integrated throughout this course. Practical application will allow the student to apply nursing skills and principles in the care of the pediatric and maternity patients/clients in hospitals and pediatric facilities.
Prerequisites: Quarter 1 PN Courses - Co-requisite: None

PN 106 NURSING ACROSS THE LIFESPAN II
170 Hours - 12 Weeks
This course focuses on the role of the practical nurse in meeting the needs of the aging adult. Course content includes trends, issues, and physiological changes; health promotion and wellness; psychosocial care, physical care, and end-of-life issues. Nutrition, pharmacology, cultural diversity, use of technology, communication, critical thinking, rehabilitation, and application of the nursing process are integrated throughout this course. Practical application will allow the student to apply holistic nursing care for the aging adult in hospitals, acute or long-term care facilities.
Prerequisites: Quarter 1 PN Courses - Co-requisite: None

PN 200 MEDICAL SURGICAL NURSING I
280 Hours - 12 Weeks
This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural,

and community concepts are integrated throughout this course. Practical application will include nursing care for patients/clients with medical surgical problems. Emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the nursing scope of practice.
Prerequisites: Quarter 1 & 2 PN Courses - Co-requisite: None

PN 201 PSYCHOSOCIAL NURSING
125 Hours - 12 Weeks
This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for all age groups with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, developmental needs, drug therapy, and nutrition. Upon completion of this course, students will demonstrate the ability to assist patients/clients in maintaining psychosocial integrity through the use of the nursing process. Practical application will include inpatient and outpatient specialty areas of behavioral health.
Prerequisites: Quarter 1 & 2 PN Courses - Co-requisite: None

PN 202 MEDICAL SURGICAL NURSING II
280 Hours – 12 Weeks
This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual, reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for patients/clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, and critical thinking are integrated throughout the course. Practical application will allow the student to care for multiple patients/clients throughout the hospital and specialty areas. Emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the nursing scope of practice. As the student progresses, more complex patient/client situations will be presented and the student will begin to function in a role more independent of the instructor.
Prerequisites: Quarter 1, 2 & 3 PN Courses - Co-requisite: None

PN 203 LEADERSHIP AND SUPERVISION
125 Hours - 12 Weeks
In this course the student will learn basic theories of management and development of leadership skills necessary for long-term care. Content will include effective communication skills, cultural considerations, ethical and legal dilemmas, political issues affecting healthcare, current trends in practice, setting meaningful priorities, handling conflict, dealing with chaos, and using critical thinking to make problem-solving decisions about health care needs. Practical application will include basic management skills and applying critical thinking in a variety of situations in long-term care. This course will also include topics related to the NCLEX-PN examination and locating employment.
Prerequisites: Quarter 1, 2 & 3 PN Courses - Co-requisite: None

COURSE SEQUENCING AND DESCRIPTIONS

PROFESSIONAL DEVELOPMENT (PD)

PD 100 STUDENT SUCCESS
1.0 Credit - 10 Hours - 12 Weeks
This is a one credit course that serves as an introduction to higher education and an ongoing orientation to Penn Commercial Business/Technical School. This course is designed to assist students making the transition to college life and to enhance self-awareness. This course will provide opportunities to examine challenges associated with the first quarter of school. The goal of Student Success is to enhance the student's abilities and potential for a successful educational outcome.
Prerequisite: None - Co-requisite: None

PD 101 PROFESSIONAL DEVELOPMENT I
1.0 Credit - 10 Hours - 12 Weeks
This course is designed to have the students begin developing a career profile. The students will learn about the phases in the job search cycle. They will begin to set up a Career Management Files system and start building a career portfolio. They will discover ways to market their skills and understand the benefits and goals of successful networking. Students will learn how to find job leads. They write a clear and concise resume and understand the different methods for distributing resumes. Students discover how to tailor a resume to target job and employer. They learn how to complete effective employment applications, both on paper and on line. In addition, students learn how to write effective cover letters.
Prerequisite: None - Co-requisite: None

PD 102 PROFESSIONAL DEVELOPMENT II
2.0 Credits - 20 Hours - 12 Weeks
Students examines all aspects of "getting a job" and will finish their professional portfolio. Students will learn how to research employers on-line, present a professional image, develop proper interview skills, and discover how to take charge of their careers. This course presents practical strategies that prepare students to confirm an appropriate career, to conduct a successful job search, and to lay the foundation for successful career development. Emphasis is on networking, job hunting, interviewing and follow up, dressing for success, professional image, salary negotiation, benefits, employment testing and checks, handling rejection, adjusting to a new position, and taking charge of their career. This class is designed to teach students the necessary skills so they can apply them directly to achieving immediate and future career goals.
Prerequisite: None - Co-requisite: None

PSYCHOLOGY (PS)

PS 101 INTRODUCTION TO PSYCHOLOGY
5.0 Credits - 50 Hours - 12 Weeks
A study of the human behavior in a modern society - Topics of study include theories of personality, stress and its effects, understanding of the self, the coping process, interpersonal communication, gender and behavior.
Prerequisite: None - Co-requisite: None

WELDING TECHNOLOGY (WT)

WT 102 INTRODUCTION TO BLUEPRINT READING FOR WELDERS
6.0 Credits - 60 Hours - 4 Weeks
A study of industrial blueprints. Emphasis is placed on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry.
Prerequisite: None - Co-requisite: None

WT 111 WELDING SAFETY, TOOLS AND EQUIPMENT
4.0 Credits - 50 Hours - 4 Weeks
An introduction to welding careers and safety practices, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Also includes instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, and symbols, oxy-fuel safety and operation.
Prerequisite: None - Co-requisite: None

WT 113 INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)
6.0 Credits - 110 Hours - 4 Weeks
An introduction to shielded metal arc welding process on Mild Steel. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.
Prerequisite: None - Co-requisite: None

WT 114 INTRODUCTION TO GAS METAL ARC WELDING (GMAW)
6.0 Credits - 110 Hours - 4 Weeks
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.
Prerequisite: None - Co-requisite: None

WT 115 INTRODUCTION TO FLUX CORED ARC WELDING (FCAW)
6.0 Credits – 110 Hours - 4 Weeks
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.
Prerequisite: None - Co-requisite: None

WT 116 INTRODUCTION TO LAYOUT AND FABRICATION
6.0 Credits - 110 Hours - 4 Weeks
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Cutting and Welding within Oxy-Fuel Process.
Prerequisite: WT 102 - Co-requisite: None

WT 213 ADVANCED SHIELDED METAL ARC WELDING (SMAW)
6.0 Credits - 110 Hours - 4 Weeks
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.
Prerequisite: WT 113 - Co-requisite: None

WT 218 INTRODUCTION TO PIPE WELDING
6.0 Credits - 110 Hours - 4 Weeks
An Introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 2G, 5G and 6G using various electrodes.
Prerequisite: WT 113 - Co-requisite: None

WT 219 ADVANCED PIPE WELDING
6.0 Credits - 110 Hours - 4 Weeks
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process and (GTAW) welding process to complete a high pressure weld. Welding will be done using various positions with emphasis on weld positions 5G and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.
Prerequisite: WT 218 - Co-requisite: None

WT 220 ADVANCED FLUX CORED ARC WELDING (FCAW)
6.0 Credits – 110 Hours – 4 Weeks
This course is an advanced version of the Introduction to Flux Cored Arc Welding (FCAW) course where the student will learn more complex weldments in the 3G (vertical) and 4G (overhead) positions. This course is designed to ready the student for testing in the AWS D1.1 industry standard.
Prerequisite: WT 115 – Co-requisite: None

WT 221 ADVANCED LAYOUT AND FABRICATION
6.0 Credits - 110 Hours - 4 Weeks
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.
Prerequisite: WT 116 - Co-requisite: None

WT 224 INTRODUCTION TO GAS TUNGSTEN ARC WELDING (GTAW)
7.0 Credits - 120 Hours - 4 Weeks
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment, and safe use of tools and equipment. Welding instruction done in various positions and joint designs.
Prerequisite: None - Co-requisite: None

WT 226 ADVANCED GAS TUNGSTEN ARC WELDING (GTAW)
7.0 Credits - 120 Hours - 4 Weeks
This course is designed for the advanced gas tungsten arc welding student. Welding is done in ferrous and non-ferrous materials in various positions and directions on plate and tubular materials. Welding theories and advanced techniques are addressed along with filler metal classification, identification and proper selection for specific applications.
Prerequisite: WT 224 - Co-requisite: None





PROGRAMS

Phlebotomy Technician
Practical Nursing
Cosmetology
Cosmetology Instructor/Salon Manager
Esthetics
Nail Technician

Commercial Driver's License
Computer Aided Drafting & Design
Electrician
Heating, Ventilation, AC & Refrigeration
Information Technology & Security
Welding Technology

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242 Oak Spring Road · Washington, PA 15301

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