



ADDENDUM TO THE 2025 SCHOOL CATALOG

Effective: March 2025

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	09/30/2025
02/03/2025	01/31/2025	10/27/2025
03/03/2025	02/28/2025	11/24/2025
03/31/2025	03/28/2025	01/07/2026
04/28/2025	04/25/2025	02/05/2026
05/27/2025	05/23/2025	03/04/2026
07/07/2025	07/03/2025	04/01/2026
08/04/2025	08/01/2025	04/29/2026
09/02/2025	08/29/2025	05/27/2026
09/29/2025	09/26/2025	07/08/2026
10/27/2025	10/24/2025	08/05/2026
11/24/2025	11/21/2025	09/02/2026

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

TRANSFER OF CREDIT HOURS TO PENN COMMERCIAL

Penn Commercial acknowledges the value of prior learning and permits the transfer of credit hours from accredited post-secondary institutions, subject to the following regulations:

- Applicants seeking transfer credit must submit official transcripts and course descriptions from the originating institution. All transfer credit evaluations and determinations must be completed prior to the commencement of the applicant's program at Penn Commercial.
- Coursework considered for transfer credit must have been completed within five years of the applicant's Penn Commercial program start date.
- The originating institution must hold accreditation from an agency recognized by the U.S. Department of Education or Armed Forces Training. Military Joint Service Transcripts are accepted and can be accessed at <https://jst.doded.mil/jst/>.
- A minimum grade of "C" or its equivalent is required for transfer credit consideration. Partial course credit will not be awarded. If the applicant's prior coursework does not encompass the complete content of a Penn Commercial course, transfer credit will not be granted. Grades of "P" or "S" will be evaluated for transfer credit only if accompanied by an official statement from the issuing institution confirming that these grades represent a performance level equivalent to a "C" or higher.
- Transfer credits may constitute no more than 75% of the total credit hours required for a program of study at Penn Commercial. The final determination regarding the award of transfer credit resides with Penn Commercial.
- A formal record of the transfer credit review will be maintained within the student's academic file.
- All successfully completed courses from previous attendance at Penn Commercial are fully transferable, contingent upon applicable prerequisite requirements.
- Approved transfer credits will be documented on the student's permanent academic record with a "T" notation on the Penn Commercial transcript. These credits will contribute to the student's academic progress but will not be factored into the calculation of the grade point average (GPA).

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:

- Butler County Area Vocational Training School
- Connellsville Area Career and Technology Center
- Fayette County Career and Technology Center
- Greene County Career and Technology Center
- Western Area Career and Technology Center

TRANSFER OF CLOCK HOURS TO PENN COMMERCIAL

Cosmetology Program

Penn Commercial recognizes prior learning and may grant transfer of clock hours for coursework completed at other licensed cosmetology schools, subject to the following regulations:

- Applicants seeking transfer of clock hours must submit official transcripts and course descriptions from the originating institution. All transfer evaluations and determinations must be completed prior to the commencement of the applicant's program at Penn Commercial.
- The total of 1,250 cosmetology training hours, including those already completed for which the applicant is seeking transfer of hours must be completed within 4 consecutive years.
- The Director of Cosmetology and/or the Director of Education will evaluate submitted transcripts and course descriptions to determine the number of transferable hours and courses.
- Penn Commercial reserves the right to transfer a maximum of 350 clock hours. The institution also retains the right to accept, deny, or partially accept transfer credit. The evaluation will result in a determination of the specific course(s) eligible for transfer of clock hours.
- All originating institutions must be approved by that state's State Board of Cosmetology. Verification from the appropriate licensing authority that the other school is licensed in that state, in the case of a student transferring from an out-of-State school to a Pennsylvania school is required.

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- A minimum grade of "C" or its equivalent is required for transfer hours' consideration. Partial course credit will not be awarded. If the applicant's prior coursework does not encompass the complete content of a Penn Commercial course, transfer of clock hours will not be granted.
- Approved transfer hours will be documented on the student's permanent academic record with a "T" notation on the Penn Commercial transcript. These hours will contribute to the student's academic progress but will not be factored into the calculation of the grade point average (GPA).
- Student kits are not eligible for transfer.
- Please note that transfer of clock hours is not permitted for the Esthetics and Nail Technician programs.

Practical Nursing Program

Penn Commercial may grant transfer of clock hours completed at other State Board of Nursing approved institutions, under the following specific guidelines:

- Applicants seeking transfer of clock hours must submit official transcripts and course descriptions from the originating institution. All transfer evaluations and determinations must be completed prior to the commencement of the applicant's program at Penn Commercial.
- Transfer of clock hour consideration is limited to coursework in Anatomy and Physiology and Growth and Development only.
- Coursework considered for transfer of clock hours must have been completed within five years of the applicant's Penn Commercial program start date.
- The Practical Nursing Program Director and the Director of Education will evaluate submitted transcripts and course descriptions to determine the acceptability and applicability of transfer of clock hours. The evaluation will result in a determination of the specific course(s) eligible for transfer of clock hours.
- All originating institutions must be approved by that state's State Board of Nursing.
- A minimum grade of "C" or its equivalent is required for transfer hours' consideration. Partial course credit will not be awarded. If the applicant's prior coursework does not encompass the complete content of a Penn Commercial course, transfer of clock hours will not be granted. Grades of "P" or "S" will be evaluated for transfer credit only if accompanied by an official statement from the issuing institution confirming that these grades represent a performance level equivalent to a "C" or higher.
- Approved transfer hours will be documented on the student's permanent academic record with a "T" notation on the Penn Commercial transcript. These hours will contribute to the student's academic progress but will not be factored into the calculation of the grade point average (GPA).