



2017-18 Consumer Information Guide

Introduction

This publication is intended to provide prospective and current students, their families, and the general public with the information needed to become an informed consumer of Central Penn College's education in compliance with the Higher Education Act (HEA) as amended by the Higher Education Opportunity Act (HEOA) of 2008.

General Information

Accreditation and Licensure of Institutions and Programs

Central Penn College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267.284.5000). The Middle States Commission on Higher Education is an institutional accrediting Agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Approved by: the Secretary of Education and the Commonwealth of Pennsylvania to award the Master of Professional Studies degree, the Bachelor of Science degree, the Associate in Science degree, and the Associate in Applied Science degree.

In addition to our regional accreditation Central Penn College has achieved specialized [program specific accreditation](#)

Upon request, Central Penn College will provide students or prospective students with a copy of accreditation and licensure documents.

Family Education Rights and Privacy Act (FERPA)

Central Penn College complies with the provisions of the [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974, which regulates the confidentiality of data in education records and terms for its disclosure. Central Penn College has a department dedicated to ensuring compliance with the act and creating relevant policies and procedures regarding the release of student education records and related information under the act.

Career Services

The mission of [Career Services](#) at Central Penn College is to provide career development services and resources that will prepare all students and alumni to successfully obtain employment or advancement in their chosen field, or continue their education. In carrying out this mission, Career Services will utilize a proactive and personalized approach with its five primary stakeholders: students, alumni, businesses/community, faculty/staff, and post-secondary institutions.

Transfer of Credit

Central Penn provides opportunities for students to transfer credits into their identified program of study. Central Penn accepts only those credits which can be applied to the degree program. To validate the transfer of credits, a transfer evaluation is conducted and clearly outlines credits that have been accepted and applied to the program of study and what credits remain for degree completion. For more information on Central Penn College's transfer of credit policy please refer to the [College Catalog](#).

Articulation Agreements

[Articulation agreements](#) made with Central Penn's partners give you the opportunity to experience a simplified transfer process and streamlined transition from a two-year to a four-year degree program. Central Penn's current direct articulation agreement partners are listed below.

Institutions with direct transfer agreements:

- HACC (Harrisburg Area Community College)
- Lehigh Carbon Community College
- Northampton Community College
- Strayer University
- Thaddeus Stevens College of Technology

Institutions with Articulation Agreements for Transfer:

- Berks Technical Institute
- Consolidated School of Business
- DuBois Business College
- ITT Technical Institute - Harrisburg
- Keystone Technical Institute
- Lackawanna College
- Lincoln Technical Institute
- McCann School of Business and Technology
- Pace Institute
- Pittsburgh Technical Institute
- South Hills School of Business and Technology
- StraighterLine

Textbooks

The [Course Schedule](#) used for pre-registration and registration purposes will include the International Standard Book Number (ISBN) and the retail price for required and recommended textbooks and supplemental materials no later than three weeks prior to the term start date. The Central Penn College Virtual [Bookstore](#) (powered by MBS Direct) is your source for all the materials required for your courses.

Academics

Academic Programs

Central Penn College offers associate's, bachelor's, and master's degree options. There are 21 [degree programs](#) with some offering concentrations.

Central Penn College Faculty

Central Penn College [faculty members](#) are more than just instructors. They are highly knowledgeable experts who bring relevant, real-world experience to each Central Penn Classroom.

Tuition and Financial Aid

Notice of Availability of Institutional and Federal Financial Aid

The Financial Aid Office is the primary source for information about financial assistance—both [federal aid and other options](#)—available at Central Penn College. To speak with a financial aid representative, call 1.800.759.2727.

How to Apply for Federal Aid

To receive financial aid, students must apply for aid each aid year. Our website has step-by-step instructions on how to apply for federal financial aid as well as other aid awards. To speak with a financial aid representative call 1.800.759.2727.

Tuition and Fees

The [Financial Aid](#) page outlines Tuition and Fees. To calculate your cost—including potential savings through transfer credits, corporate alliances, military affiliations, etc.—and explore financing options, contact a financial aid counselor at 1.800.759.2727.

Central Penn College Scholarships and Grants

Central Penn provides a variety of [grants and scholarships](#) throughout the year to help students finance their education.

Supplemental Educational Opportunity Grant

Supplemental Educational Opportunity Grants (SEOG) is awarded to Pell recipients who have demonstrated exceptional financial need based on the Expected Family Contribution (EFC) provided by completing the Free Application for Federal Student Aid (FAFSA). The award amount depends on your financial need. The SEOG is considered to be “gift aid,” therefore it does not have to be repaid.

Federal Work Study (FWS) Program

Central Penn College participates in the [Federal Work-Study \(FWS\)](#) Program, which provides part-time employment to eligible students who demonstrate financial need. Financial need is based on the Expected Family Contribution (EFC), which is determined by completing the Free Application for Federal Student Aid (FAFSA). The Federal Work-Study funds are a part of the financial aid package; however, they are paid to students on a bi-weekly basis after employment requirements are met and wages have been earned. Awards are made to students on a fund-availability basis.

Private Education Loans

[Private education loans](#) are available to students who are ineligible for federal financial aid or find that federal financial aid does not cover their full education costs. Students are encouraged to apply for federal financial aid prior to considering private education loans. Federal financial aid program terms and conditions may be more favorable than private education loans. For additional information please contact a financial aid representative at 1.800.759-2727. All private loans will be processed accordingly. Self-certification forms are available and will be completed, upon request.

Disbursement and Federal Aid Refunds

Students who are eligible for financial aid, enrolled at least half-time (for federal loans), and have engaged in their course(s) will have their funds disbursed to Central Penn around the fifth week of their course(s). After applying the funds to any outstanding balances, Central Penn will process a federal aid refund (if applicable) within 14 business days.

Cost of Attendance and Net Price Calculator

Financing your education takes both planning and budgeting. Our financial aid tools, including a [net price calculator](#), can help you set expectations for the types of funding you may be eligible to receive

Financial Responsibility

Students can help protect their future by [borrowing responsibly](#). This begins with borrowing only loan funds that are needed and planning ahead for repayment. For more information regarding the terms of the Direct Loan program, students may review their Master Promissory Note (MPN) at studentloans.gov.

Tuition and Refund Policy

Students who drop or withdraw from course(s) will have a percentage of tuition and fees refunded in accordance with the college's Refund and Distribution Policy located in the [College Catalog](#).

Return of Financial Aid Funds at Withdrawal

According to college policy, financial aid recipients who withdraw or stop participating in their course(s) will have their unearned funding returned to the Title IV program(s) from which they were received in accordance with the college's Refund and Distribution Policy located in the [College Catalog](#).

Separation or Withdrawal from the College

Students may request an immediate withdrawal from the College by following the College Withdrawal Policy outlined in the [College Catalog](#).

Financial Aid Satisfactory Academic Progress

Students are required to meet and maintain [satisfactory academic progress](#) to be eligible for federal financial aid. Failure to meet minimum requirements will result in students being placed on financial aid warning or probation, or becoming ineligible.

Entrance and Exit Counseling

Students who request Direct Loan funding are required to complete the entrance counseling via the [StudentLoans.gov](#) website. The counseling provides comprehensive information on the terms and conditions of the loan and the borrower's responsibilities.

Central Penn notifies students about completing [exit counseling](#) once they have dropped below half-time enrollment, withdrawn, or have graduated. Exit counseling helps students understand their rights and responsibilities as a student loan borrower.

National Student Loan Data System (NSLDS)

NSLDS is the Department of Education's center database for student financial aid. Students who request and receive student aid will have that information reported to NSLDS. Loans will be accessible to guarantee agencies, lenders, and schools if they are authorized to use the NSLDS system. Students may access this information to see an integrated view of Title IV loans and/or grant information

Federal Financial Aid Penalties for Drug Law Violations

A student who has been convicted of a drug-related violation under federal or state law can be disqualified for federal financial aid funding.

Those convicted of possessing illegal drugs will lose financial aid eligibility for:

- First offense: 1 year from date of conviction
- Second offense: 2 years from date of conviction
- Third + offence(s): Indefinitely

Those Convicted of selling illegal drugs will lose financial aid eligibility for:

- First offence: 2 years from date of conviction
- Second offence: Indefinitely

Student Outcomes

Gainful employment disclosures

Our [gainful employment disclosures](#) provide information regarding program costs, time to completion, occupational codes, and median debt, along with other important data to students and prospective students.

Retention Rate

Retention Rates measure the percentage of first-time students who are seeking bachelor's degrees who return to the institution to continue their studies. The [College Navigator](#) website defines how the retention rates are calculated and provides the latest rates accordingly.

Transfer out Rate

The IPEDS definition for transfer out rate is the total number of students who are known to have transferred out of the reporting institution within 150% of the normal time to complete divided by the adjusted cohort.

The [College Navigator](#) website defines how the transfer out rates are calculated and provides the latest rates accordingly.

Placement Rates

Data used to calculate placement rates is obtained via various means that include methods such as surveys, faculty/staff reported outcomes, social media/internet searches, and in some cases through relatives of the graduates. Central Penn College was able to collect data on 92.8% for the class of 2016 (those graduating between July 1, 2015 and June 30, 2016). 84.7% of the graduates we were able to collect data on were employed in their chosen field or continuing their education. More information on the methodology used to collect data, the types of jobs our graduates hold, and/or where graduates have continued their education can be found in the college's [One-Year Graduate Follow-Up](#) report.

Graduation Rate

IPEDS graduation rate tracks the progress of students who began their studies as full-time, first-time degree or certificate seeking students to see if they complete a degree or other award within 150% of "normal time" for completing the program.

An important side note is that not all students are tracked for these rates. Some students who have already attended another institution, or who began part-time are not included.

Central Penn College’s 4 year average Student Right-to-Know completion or graduation rate calculation is 41%. For more information on the college’s graduation rate please visit the [college navigator](#).

Intercollegiate Athletic Program Participation Rates and Financial Support Data

In accordance with the Equity in Athletics Disclosure Act, Central Penn College prepares an annual [athletic report](#) to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams and is made available to the students and the public.

Student Demographics

Central Penn’s student demographic percentages are based on full-time undergraduate students. The information regarding ethnicity is based on self-reported information from students.

Per the Integrated Postsecondary Education Data System (IPEDS), full-time status is defined as 9 or more credits per term for graduate students, and 12 or more credits per term for undergraduate students. Due to rounding, percentages may not sum to exactly 100%. Data current as of December 31, 2015 as reported to the [College Navigator](#) through IPEDS.

Gender	Part time	Full time	All Students
Male	345	146	36%
Female	691	188	64%
Grand Total	1036	334	100%
Ethnicity	Part time	Full time	All Students
Two or more	0	0	0%
American Indian Alaskan Native	22	4	2%
Asian	16	9	1.8%
Black or African American	267	90	26%
Hispanic	66	14	5.8%
Not Specified	58	15	5.3%
Pacific Islander	4	0	.1%
White	603	202	58.8

Non-Resident Alien	0	0	0%
Grand Total	1036	334	100%

Health and Safety

Annual Crime Statistics

In accordance with the Crime Awareness and Campus Security Act of 1990, Central Penn College makes available to all students and employees the [Annual Security Report](#) that is submitted to the U.S. Department of Education. The report includes statistics for the previous 3 years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the college, and on public property within, or immediately adjacent to and accessible to the campus

View Central Penn College’s Annual Crime Report

Access the USDOE’s [Campus Safety and Security Data Analysis Cutting Tool](#).

Click the “Get data for one school” link on the main page.

Use the Search page to select the campus (Central Penn College) and view the crime report data listed.

Missing Person Notification

Central Penn College is committed to providing a safe living environment for students. Missing student notification policies and procedures for students living in campus housing are located in the [Annual Security Report](#).

Drug and Alcohol Awareness

Alcoholic Beverages and Illegal Drugs

Central Penn College further promotes academic integrity and professional success through promoting a drug and alcohol free college environment.

Drug and Alcohol Related Policies

Consistent with the standards of campus living and student conduct expected of students enrolled at Central Penn, the policy prohibiting possession, use, or consumption of alcoholic beverages includes all students, regardless of age.

The policy also applies to guests of any Central Penn student, regardless of the guest’s age. This “dry campus” policy applies to all students enrolled at Central Penn. Procedures for dealing with violations of the policy are presented under Judiciary Process.

Further, the possession, consumption, or provision of alcoholic beverages on campus is strictly prohibited, regardless of age. In Pennsylvania, it is also unlawful for person 21 or older to provide alcohol to a minor.

Employees and students must comply with current federal, state and local law prohibiting the use, possession, sale and/or distribution of any controlled substances or illicit drugs on Central Penn property or as any part of Central Penn activities.

Violations may lead to disciplinary action against the employee or student involved and may include discharge or dismissal. Such discipline may be administered in accordance with the established judicial policies mentioned earlier. Violators are also subject to prosecution by federal and state authorities, and if convicted, may suffer sanctions, including, but not limited to, fines and imprisonment.

Drug-Free Schools Act

Under Federal legislation entitled The Drug-Free Workplace Act of 1998, and The Drug-Free Schools and Communities Act of 1989 (“Act”), no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The Act requires the annual distribution of the following information to students and employees.

Policy and Prohibition

To achieve the policy objective of providing a drug-free environment for all college students and employees, the College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.

Sanctions

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service.

In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the college will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the college (e.g. Student Code of Conduct, Student Judicial Procedures, Staff Rules of Conduct and Disciplinary action) and where appropriate, local, state, and federal regulations.

Sanctions may be imposed on students or employees who violate federal or state laws, or Central Penn’s no alcohol and no drugs policies. Sanctions may include suspension or expulsion for students and, for employees, disciplinary action up to and including discharge.

Reporting Responsibility

Employees are obligated to report any criminal drug/alcohol statute conviction for a violation occurring in the workplace. Employees should report such information to the member of the President’s Cabinet for where they work. Students and student employees should report violations of this magnitude to the Human Resources Director (717) 728-2406.

Campus Crime Policies

Central Penn College is dedicated to providing a safe environment for students, faculty, and employees. Outlined in the [Annual Security Report](#) are the programs, policies, and procedures that may minimize the risk of criminal activity.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act requires that colleges and universities advise the community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed or is a student.

To learn the identity of registered sex offenders, visit the [Megan's Law Website](#). The information provided here is intended to be in compliance with the Crime Awareness and Campus Security Act and is for safety purposes only. It should not be used to intimidate, threaten, or harass. Misuse of this information may result in prosecution.

Information for crime victims about disciplinary proceedings

Upon written request from the alleged victim of any crime of violence or non-forcible sex offense, Central Penn will disclose the results of any disciplinary actions taken by Central Penn against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request.

Vaccinations

Some programs at Central Penn College will require placement in clinical facilities as a part of their internship. These clinical sites may require students to have proof of health screenings and immunizations records. Students will adhere to each Programs Clinical Policy as outlined in their Program Handbooks. Central Penn College partners with CastleBranch Inc. to collect, store, and share immunization, health, criminal background, and insurance information for these purposes.

All students wishing to reside on campus must provide documentation of vaccination history. Students who do not provide specific proof of a meningitis vaccination will be required to complete a waiver prior to move in.

Additional Information

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a

copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at copyright.gov.

Services for Students with Disabilities

We provide access, accommodations, and advocacy for Central Penn students who have disabilities. To learn more about our [disability support services](#) policies and procedures or how to request accommodations, call the Title IX and ADA Coordinator at 717-728-2398.

Voter registration

Students not registered to vote can use the [USA.gov website](#) to obtain voter registration requirements for their specific state.

Contact Us

If you have any additional questions regarding our financial assistance programs, academic programs, tuition costs, or other items indicated in this disclosure please contact us.

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