Central Penn College – Catalog Addendum

2020-2021 Catalog, Volume 98

Effective: 8/31/2020

Updated: 8/31/2020

Updated: 10/22/2020

Updated: 10/28/2020

Updated: 1/13/2021

Updated: 2/23/2021

(Deletions denoted by strikethrough text. Revisions denoted by underscores)

Phlebotomy Technician Certificate (p.67)

*The cost for the Phlebotomy Technician Certification (CPT) is ~~$115.00~~ $117.00.

Networking and Security Concentration – 18 (p.74)

Graduates are prepared to lead project development teams in the design, installation, and maintenance of complex networks. Additionally, graduates will have developed the management and professional skills to promote and justify technology projects to meet business objectives.

Students choosing this concentration must take 18 credits labeled TEC including the following 9 credits:

TEC222 Networking II

~~TEC245 Routing and Switching~~

~~TEC330 Network Management~~

TEC310 Wirtualization

TEC350 Firewalls and Intrusion Detection

Certificate <u>and Diploma</u> Programs (p.66)

In addition to traditional degree programs, Central Penn College also offers short-term, credit-bearing, programs designed to meet the demands of employers in the community. All certificate and diploma program courses fully tranfer into designated degree programs.

Medical Assisting Diploma Program (p.67)

Medical Assisting Diploma Mission

The Medical Assisting Program is dedicated to preparing competent, entry-level paraprofessionals to serve healthcare needs by engaging students in current theory and hands-on education.

Program Learning Outcomes

- Effectively communicate with all members of the healthcare team, the patients, and their families using written, verbal, and nonverbal skills.
- Treat patients with respect, dignity, and understanding in sensitivity of disability, culture, or socioeconomic status.
- Be proficient in the use of technology applied in the healthcare settings.
- Develop a confident and ethical professional image to meet the constant challenges and changing needs of the classroom, the profession, and the community.
- Demonstrate entry-level skills in all current cognitive, psychomotor, and affective competencies as specified by the Medical Assisting Education Review Board.

Admissions Requirements

Applicants for the Medical Assisting program must have a minimum GPA of a 2.00 from the official transcripts from the last school attended to be considered for acceptance. GED scores will be accepted. Applicants are required to submit two reference forms. Reference forms can be attained through the admissions office. If the student does not meet this criteria they are able to file an appeal for acceptance to the Program Director.

Program Requirements

Students are required to complete the following group of 10 core courses totaling 30 credit hours (including internship)

Curriculum- 30 Credits

ALH102 Medical Assisting Administrative Skills I
ALH104 Medical Assisting Clinical Skills I
ALH106 Structure, Function, & Pathophysiology I
ALH124 Medical Assisting Administrative Skill II
ALH126 Medical Assisting Clinical Skills II
ALH128 Structure, Function, & Pathophysiology II
ALH132 Health Insurance
ALH134 Medical Assisting Clinical Skills III
ALH136 Structure, Function, & Pathophysiology III
ALH285 Medical Assisting Diploma Internship

Medical Assisting Diploma core courses must be taken at Central Penn College. There will be no transfer credits accepted for these courses.

Progression in the Medical Assisting Diploma

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. All required courses of the Medical Assisting diploma program must be passed with a "C" or higher.

Additional Fees

Lab supply fee- $120 per term
RMA(AMT) Certification Exam $120 (final term only)

Course Descriptions:
An asterisk (*) denotes a C is required to progress

ALH104 MA Clinical Skills I*   **3 Credits**
This course provides students with the basic overall health procedures. Students will learn vital sign assessments, bloodborne pathogen training, and develop communication skills for the clinical setting. HIPAA, maintaining and understanding the components of medical record along with documentation students will learn. Safety precautions, plans also will be introduced in this course.
Prerequisite: none
ALH126 MA Clinical Skills II*   **3 Credits**
This course will focus on identifying classification of medications including use, desired effects, side effects and adverse reactions. Student will learn basic math concepts and apply those to solve dosage calculations. Surgical asepsis, assisting with minor office surgeries and understanding the role of the MA in this type of ambulatory setting will be taught.
Prerequisite: ALH104, ALH102, ALH106

ALH134 MA Clinical Skills III*   **3 Credits**

In this course students will be introduced to the laboratory component of the medical office. Students will be taught phlebotomy, CLIA waived testing, and how to collect specimens. CPR, first aid training, emergency management and emergency preparedness is presented.
Prerequisite: ALH126, ALH124, ALH128

ALH102 MA Administrative Skills I*   **2 Credits**
This course begins the study of the administrative skills. Communication will be studied in-depth. The medical record will be introduced along with proper documentation. Telephone techniques, scope of practice, and medical law and ethics will be covered.
Prerequisite: none

ALH124 MA Administrative Skills II*   **2 Credits**
This course continues the study of administrative skills for the healthcare office. It will cover office finances, written and electronic communication, the electronic medical record, and managing medical records. The role of a patient navigator and assisting with community resources will be presented. Professionalism and job search skills will be discussed.
Prerequisite: ALH104, ALH106

ALH132 Healthcare Insurance*   **2 Credits**
This course will present information on the main types of health insurance used in the medical office. The procedures for insurance claims, ICD-10 coding procedures, and CPT-4 coding requirements will be discussed.
Prerequisite: ALH104, ALH124, ALH128

ALH106 Structure, Function, & Pathophysiology of the Human Body I*   **3 Credits**
The organization of the human body is presented. Some basic chemistry, the structure of the human cell, and tissues of the body are studied. The basis of medical terminology will be covered. The anatomy and physiology, the medical terminology, and the pathophysiology of the muscular, skeletal, reproductive and digestive systems will be explored.
Prerequisite: none

ALH128 Structure, Function, & Pathophysiology of the Human Body II*   **3 Credits**
This course continues the study of the functioning of the human body. The anatomy and physiology, the medical terminology, and the pathophysiology of the integumentary, respiratory, nervous, and endocrine systems will be explored. Special senses will be discussed.
Prerequisite: ALH126, ALH102, ALH106

ALH136 Structure, Function, & Disease of the Human Body III*   **3 Credits**
The structure, function, medical terminology, and pathophysiology of the cardiovascular (including the blood), lymphatic, immune, and urinary systems are explored.
Prerequisite: ALH126, ALH124, ALH128

ALH285 MA Diploma Internship*   **6 Credits**
The Medical Assisting internship experience of the Central Penn diploma program includes 160 hours of on-the-job educational experience. This hands-on opportunity allows students to apply

the knowledge and skills learned in the classroom to the working environment. The student will complete a formal program review course and sit for the national certification exam.
Prerequisite: All core courses of the program

Continuing Education Programs (p.65)

Continuing Education Programs (p.65)

Central Penn offers Continuing Education programs in addition to the traditional degree programs, a variety of certificates, and custom corporate certificates. These programs are short term and very specific in scope. Participants will receive a certificate of completion at the end of the program. Continuing Education Programs are non-credit programs and are not eligible for financial aid.

Telehealth Continuing Education Program (p.65)

Telehealth Program Mission

This program is designed to educate healthcare professionals on the fundamental concepts of telehealth and telemedicine. This introductory course is designed to assist healthcare professionals to effectively and efficiently deliver telehealth services through the implementation of best practices. The course begins with an introduction to telehealth and transitions into the best practices and the legal and ethical issues related to the implementation of

Telehealth Program Learning Outcomes

- Identify the key components of the history of Telehealth as well as the basic terms, concepts and definitions that are commonly used in Telehealth.
- Identify the applications, benefits and challenges of Telehealth delivery.
- Describe the ethical, legal, and regulatory guidelines and concerns surrounding Telehealth and it's delivery.
- Identify which of the technologies (video, email, text messaging, or phone) for Telehealth that is used today is most preferred by insurance companies.
- Recognize the role of the telehealth facilitator within the inter-professional health team.
- Describe general troubleshooting tips during Telehealth encounters for network, connection and audiovisual concerns.
- Explore the Informed Consent Process and understand it's importance in Telehealth.
- Identify coding and billing procedures that are commonly used in Telehealth.
- Develop and understanding of the importance of patient portals and the use and benefits of Electronic Health Records in improving patient outcomes.
- Discuss various processes that are used to evaluate Telehealth practices to ensure quality care for patients.

Admissions Requirements

There are no admissions requirements for continuing education programs

Program Requirements

The Telehealth Program is a non-degree, non-credit course. Students are required to successfully complete all assignments within the five weeks of the course to receive a Certificate of Completion.

For those looking to complete continuing education units (CEU), this course is approved for up to 17 CEUs for physical therapists, physical therapist assistants, occupational therapists, occupational therapy assistants, and medical assistants who practice in Pennsylvania. We encourage you to check with your state licensing agency to ensure that these CEUs are approved for these and other medical professionals.

Program Overview

- Introduction to Telehealth
- Regulatory Requirements and Ethics in Telehealth
- Best Clinical Practices in Telehealth
- Evaluating your Telehealth Practice
- Implementing Best Telehealth Practice

Course Start Dates and Fees

Please refer to www.centralpenn.edu/telehealth/ for start dates and required fees

Student Success (p.167)

STS300   Job Pursuit Seminar   1 Credit
Job Pursuit Seminar teached the job seaker the positive abnd beneficial concepts and skills of finding sustainable and meaningful employment including self-appraisal, resume and cover letter preparation, sources of employment, and interviewing techniques.
Prerequisite: Successful completion of any 48 academic credits

Tuition and Fees (per term): (p.36)
Tuition (per credit) all majors – undergraduate $494
Student/Technology Fee (5 or more credits)...$310
Student/Technology Fee (4 or less credits*)..$189
*Some zero credit classes may have a student fee

PTA Program/Lab Fee $150
OTA Program/Lab Fee $150
MA Program/Lab Fee $120
Certified Medical Assistant Exam Fee (final term only)....................................$125
Registered Medical Assistant Exam Fee (final term only; diploma program)…$120
Health Sciences Program/Lab Fee $195

Personal Training Certification Prep Course (P. 65)

Personal Training Certification Prep Course Mission

The Personal Trainer certificate provides graduates with exposure to the skills necessary to function in an entry-level position within a physical fitness/wellness career. The program emphasizes basic human body sciences, lifestyle and health, nutrition, and sports medicine. Graduates will be familiar with industry terminology, biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry. Students will also be qualified to sit for a Personal Training Certification Examination through the American College of Sports Medicine (ACSM).

Program Learning Outcomes

- Student will possess functional knowledge regarding basic human anatomy i.e.) muscular structure and function, skeletal system, and other basic body systems
- Explain basic biomechanical principles and how they apply to the human body
- Assess and apply research principles
- Describe proper nutritional principles and how to apply them to clients
- Create and implement an exercise program for a variety of populations
- Describe the scope of responsibilities of a personal trainer

Admissions Requirements

- Complete and submit an application for admission
- Submit an application fee (if required)
- Acknowledge that the presence of any adverse background activity or positive drug screen may prohibit a student's participation in externships, career services activities, license and certification eligibility and/or any other program specific activities or requirements the College has established
- Evidence of a high school diploma, completion of a home schooling program, or a General Education Development (GED) certification or an equivalent

Program Requirements

The purpose of this certification is to prepare individuals to sit for the personal training examination sponsored by the American College of Sports Medicine (ACSM). The information presented will prepare you to take the Personal Training Certification examination. This 10-week guided course will cover all aspects needed to begin a career in the fitness industry. This course will ensure you'll have the practical and scientific knowledge to work in a variety of fitness facilities, including health clubs, gyms, university, corporate, and community or public fitness centers, and positions ranging from freelance personal training to full-time and beyond.

Curriculum

Standalone course with no credits

Personal Training Certification Prep Course

Each student will be required to pass each of the end of module exams with at least a 70%, as well as the final examination, in order to successfully pass the certification course.

Additional Fees

Textbook purchase

Applications Development Certificate (p.66)

The Certificate in Applications Development focuses on preparing graduates to collaborate with management and lead project teams in developing applications to solve business problems. In addition to hands-on technical skills, graduates will understand the standards and principles of applications development and be able to apply them to new and challenging situations.

Program Learning Outcomes

- Explain the application of technology and the role of the user in identifying and defining the computing requirements appropriate to its solution.
- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment.

Program Requirements

Students are required to take a group of 6 core courses to total 18 credits.

Applications Development Certificate Core Courses

Students are required to take the following 18 credits.
    TEC120 Structured Programming
    TEC140 Microcomputer Systems
    TEC245 Internet Programming I
    TEC240 Visual Basic for Applications
    TEC235 Object Oriented Programming I
    TEC345 Internet Programming II

Courses must be taken at Central Penn College. There will be no transfer credits accepted for Certificate Core Courses.
For Veteran Students Only – Central Penn College will review a student's prior credits, but does not guarantee that any will be acceptable for transfer into the certificate program

Computer Networking and Security Certificate (p. 66)

The Certificate in Computer Networking and Security focuses on preparing graduates to collaborate with management and project teams in the design, installation, and maintenance of complex networks. Further, they are prepared to discover malicious hacker and virus attacks and understand how to defeat them.

Program Learning Outcomes

- Explain the application of technology and the role of the user in identifying and defining the computing requirements appropriate to its solution.
- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment.
- Evaluate a computer-based system, process, component, or program to meet needs of individuals, organizations and society.

Program Requirements

Students are required to take a group of 6 core courses to total 18 credits.

Computer Networking and Security Certificate Core Courses

Students are required to take the following 18 credits.
TEC135 Networking I
TEC140 Microcomputer Systems
TEC222 Networking II
TEC248 Routing and Switching
TEC330 Network Management
TEC412 Pen Testing

*Courses must be taken at Central Penn College. There will be no transfer credits accepted for Certificate Core Courses.
For Veteran Students Only – Central Penn College will review a student's prior credits, but does not guarantee that any will be acceptable for transfer into this certificate program

Entrepreneurship and Small Business Certificate (p. 66)

The Certificate in Entrepreneurship and Small Business focuses on preparing graduates to perform development, marketing and management functions associated with owning and operating a small business and provide a basic set of skills that can assist an individual meet the demands of being a small business owner through critical knowledge areas of accounting, management, HR management, marketing, and business development with an opportunity to choose an elective in an area that best meets the needs of the student.

Program Learning Outcomes

- Prepare and successfully execute a small business plan and marketing campaign
- Plan, organize, and execute a supervisory-level management assignment
- Demonstrate fundamental accounting skills for a small business, and implement key small business decisions

Program Requirements

Students are required to take a group of 6 core courses to total 18 credits.

Entrepreneurship and Small Business Certificate Core Courses – 18 credits

Students are required to take the following 15 credits:
BUS115   Business Accounting
BUS220   Principles of Management
BUS230   Principles of Marketing

BUS245   Human Resources
BUS270   Entrepreneurship and Small Business Management

Students are required to take one of the following for 3 credits:
BUS235   Consumer Behavior
LGS250   Business Law
BUS273   Entrepreneurship and Innovation in a Context of Crisis

*Courses must be taken at Central Penn College. There will be no transfer credits accepted for
Certificate Core Courses.
*For Veteran Students Only – Central Penn College will review a student's prior credits,
but does not guarantee that any will be acceptable for transfer into the
certificate program*

Homeland Security Management Certificate (p. 66)

The Certificate program in Homeland Security Management prepares students for a growing demand for qualified homeland security personnel at the local, state, and federal level. This program is designed to mirror the integrated nature of the myriad of disciplines falling under the auspices of Homeland Security while providing curriculum which draws these disciplines together. The certificate incorporates elements of private security, infrastructure security, emergency management, and intelligence gathering to provide students with a broad understanding, while preparing them for a plethora of careers in these growing fields.

Program Learning Outcomes

- Demonstrate the ability to collect, collate, and organize large amounts of information from multiple sources.
- Apply analytical methods to solve emergency and crisis management problems.
- Demonstrate knowledge of terminology, principles, and procedures within substantive areas of homeland security management including relevant bodies of law, international relations, and awareness of various political, social, and cultural environments.

Program Requirements

Students are required to take a group of 6 core courses to total 18 credits.

Homeland Security Management Certificate Core Courses – 18 credits

Students are required to take the following 18 credits.
HSM110 Principles of Private Security
HSM115 Homeland Security Management
HSM205 Fundamentals of Intelligence Analysis
HSM215 Emergency Management
HSM415 Threats to Homeland Security
HSM430 Data Mining and Predictive Analysis

*Courses must be taken at Central Penn College. There will be no transfer credits accepted for
Homeland Security Management Certificate Core Courses.
*For Veteran Students Only – Central Penn College will review a student's prior credits,
but does not guarantee that any will be acceptable for transfer into the Homeland Security
 Management certificate program*

Marketing Management Certificate (p. 66)

This Certificate in Marketing Management provides the student with the understanding of the application of marketing concepts to business models, the development of a marketing strategy, and the effective use of an advertising campaign. This certificate will prepare students for a wide range of careers in the marketing field at varying organizational levels of management.

Program Learning Outcomes

- Understand the role of effective leadership in driving organizational performance and change.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions, utilizing both quantitative and qualitative data.

Program Requirements

Students are required to take a group of 6 core courses to total 18 credits.

Marketing Management Certificate Core Courses – 18 credits

Students are required to take the following 15 programmatic core credits.
BUS105 Fundamentals of Selling
BUS220 Principles of Management
BUS230 Principles of Marketing
BUS235 Consumer Behavior
BUS250 Advertising

Students are required to take one of the following (3 credits):
BUS304 Strategic Planning and Marketing Communications (Choice)
BUS365 Organizational Behavior

*Courses must be taken at Central Penn College. There will be no transfer credits accepted for certificate Core Courses.
*For Veteran Students Only – Central Penn College will review a student's prior credits, but does not guarantee that any will be acceptable for transfer into the certificate program.

Medical Billing and Coding (p. 66)

Medical Billing and Coding Mission

This program involves the study needed to become a billing and coding specialist to work in the healthcare arena. The courses focus on the CPT, HCPCS, and ICD-10 coding manuals. The rules and regulations of the most common healthcare insurance plans will be covered. The use of practice management software is applied for the medical billing cycle. Laws are reviewed that govern reimbursement. The program will prepare the graduate to be successful in the national certification exams.

Medical billers and coders may work in physicians' offices, clinics, medical billing companies and medical practice groups. The positions may have titles as medical coding specialist, insurance billing specialist, health insurance specialist or coder.

Program Learning Outcomes

- Discuss the anatomy and physiology of the human body and medical terminology
- Extract information from documentation in the medical record for proper coding
- Choose codes for diagnoses and for procedures and supplies
- Prepare insurance claims and use claim follow-up and payment processing
- Use practice management software to complete the tasks of the medical billing cycle
- Apply the laws that relate to health insurance and ethically perform the duties of a medical coder and biller
- Develop a confident and professional image to meet the changing needs of healthcare

Admissions Requirements

A GPA of 2.2 or better is required; applicants must also submit two reference forms. Applicants must have a passing GED to be accepted. Secondary School course: two units of science and one unit of math with a grade of C or higher. CPC MA course credits may be transferred in the certification program if attained within one year of application. Medical Coding Classes will be tak**en** online through Central Penn College.

Program Requirements

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. All required courses of the Medical Billing and Coding certification program must be passed with a "C" or higher.

Curriculum- 18 Credits
ALH108 Medical Terminology and Pharmacology
ALH112 Essentials of Anatomy and Physiology I
ALH122 Essentials of Anatomy and Physiology II
ALH115 Medical Insurance
ALH125 Diagnostic Coding
ALH235 Procedural Coding

Progression in the Medical Billing and Coding certificate program
All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. All required courses of the Medical Billing and Coding Certificate program must be passed with a "C" or higher.

Additional Fees

This program will prepare students to sit for the **American Association of Professional Coders exam which is $425 and is offered locally.** This is not required nor part of the program.

Course Descriptions: (beginning on p. 112)

An asterisk (*) denotes a C is required to progress

ALH125 Diagnostic Coding *   **3 Credits**
The students will learn to abstract information from the medical records and combine it with coding strategies to obtain the proper codes for diagnoses. The ICD-10M book will be studied for understanding of format. DRG's will also be discussed.
Prerequisite: ALH108 Medical Terminology and Pharmacology

ALH235 Procedural Coding*   **3 Credits**
The student will learn to abstract information from the medical record and combine it with coding strategies to obtain the proper codes for procedures. The format and coding conventions of the Current Procedural Terminology, HCPCs, and IDC-10-PCS will be studied. Students will use practice management software to complete insurance claims.
Prerequisite: ALH108 Medical Terminology and Pharmacology

Health Informatics Certificate (p. 66)

Health Informatics Course Description

The healthcare Informatics Post-Baccalaureate Certificate in Central Penn's College of Health Sciences is an 18 credit, interdisciplinary online certificate designed to equip students with the required skills to advance their careers in the field of health information technology. This program primarily focuses on the understanding of the US healthcare system and the use of data generated from electronic health records in improving patient outcomes and making strategic organizational changes.

Program Learning Outcomes
- Evaluate emerging healthcare technology trends and propose its adoption in improving health outcomes
- Demonstrate knowledge of clinical decision support systems in health-related environments
- Understand the US healthcare system and major health policies relevant to health informatics
- Demonstrate an understanding of processing and analyzing healthcare data

Admissions Requirements
- Completion of a bachelor's degree in a STEM, Nursing, Healthcare Management, or bachelor's degree in another area approved by the program director.

- Individuals that have demonstrated relevant experience in the Healthcare field e.g. Registered Nurses.

Program Requirements
All required courses of the Health Informatics Certificate program must be passed with a "C" or higher.

Curriculum- 18 Credits
HCI500 Healthcare Information Systems
HCI505 Healthcare Information Privacy and Security
HCI510 Healthcare Data Analytics
HCI515 Introduction to Healthcare Informatics
HCI520 Healthcare Project Management
HCI525 Population Health Informatics

Additional Fees
There will be a $300.00 fee for the certification examination that will be added on to the last term of the program and a $30.00 fee for preparatory booklet.

Course Descriptions: (beginning on p.112)
An asterisk (*) denotes a C is required to progress

HCI500 Healthcare Information Systems*   **3 Credits**
The introduction of the Health Information Technology for Economic and Clinical Health (HITECH) Act in 2009 commenced the advancement of health information technology. As such, it is important that a health information professional demonstrates a working knowledge of healthcare delivery systems. This course is designed to allow students to explore the steps involved in systems analysis and design. You will also explore the adoption and use of Electronic Health Records (EHR) in improving healthcare delivery. Furthermore, we will examine the importance of interoperability of various systems.

HCI505 Healthcare Information Privacy and Security*   **3 Credits**
The adoption of Health information technology (HIT) has led to issues such as increased data and security breaches, and unauthorized access to personal health information. To this effect, it is important that healthcare providers understand the privacy and security risks, and issues associated with HIT. This course will introduce students to the various state and federal regulations, policies, and law that ensures the privacy, confidentiality, and security of patient health information. We will also discuss emerging technologies how they might affect privacy and security.

HCI510 Healthcare Data Analytics*   **3 Credits**
Today's healthcare delivery necessitates the use of data in making informed decisions. This course will provide students with the data analytics techniques used in mining healthcare data. Students will become familiar with processes associated with data collection and visualization. In addition, students will be exposed to analytical tools utilized in generating analytical models through data summarization, data reporting, and data analysis. Microsoft Access, My SQL, and various open source statistical analytic software will be used for this purpose.

HCI515 Introduction to Healthcare Informatics*   **3 Credits**
This course examines the basics of Health Informatics. Students will be introduced to the applications of information technologies and tools such as Electronic Health Records (EHRs), health nomenclature Telemedicine, clinical guidelines, and Web-based research informatics in

healthcare. We will examine how these technologies are deployed in various healthcare settings and they help in improving patient care, advance scientific research, and meet government regulations.

HCI520 Healthcare Project Management*   **3 Credits**
Information systems are heavily depended on for healthcare delivery. For implementation and operation of information systems, project teams are relied on in making sure that projects are completed on time, and objectives are met. In this course, students will be introduced to the impact of information systems on workflow within a healthcare organization. Students will also become familiar with project management methodologies and tools, and how they are applied to projects in a healthcare setting.

HCI525 Population Health Informatics*   **3 Credits**
This course examines the foundations of population health information. Students will become familiar with bio-surveillance systems, environmental monitoring systems, electronic health records, epidemiological databases, and health promotion initiatives. Utilization of population health data to gain actionable insights will be a critical component of this course. Emphasis will be placed on how the challenges of "Big Data" and management of population health data.

Satisfactory Academic Progress (beginning on p.33)
The Higher Education Opportunity Act requires that a student maintains Satisfactory Academic Progress (SAP) in order to receive financial aid under the student financial assistance programs authorized by Title IV of the Act. These programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study Program, and Federal Direct Loan programs.

This policy for financial aid recipients is implemented in order to be in compliance with current federal regulations. The SAP policy measures student progress qualitatively and quantitatively. Qualitatively, the students must maintain a 2.00 cumulative (CUM) grade point average (GPA) each term. Quantitatively, the students must pass 66% of their courses each term and graduate within a 150% time frame, based on credits attempted and credits earned.

A student's permanent academic record will be reviewed at the end of each term in order to determine their academic progress. The entire record will be reviewed, even if the student was not a financial aid recipient during part or all of the time of his/her prior enrollment. Financial aid will be awarded to students who fulfill their course requirements within a standard time frame for program completion and achieve the minimum 2.00 cumulative grade point average (GPA). All students will adhere to the same quantitative and qualitative measures for SAP requirements.

Quantitative Measures
For the purposes of determining a student's SAP, all attempted credit hours are considered. This means all earned grades factor into whether a student meets the 66% and 150% components, including grades of F (failure), W (withdraw), and I (incomplete). Incomplete grades factor into SAP the same as grades of F until the incomplete grade is resolved, at which time the College recalculates SAP based on the grade earned. Regardless of the earned grade, all repeated coursework is also a factor in determining a student's SAP, quantitatively.

For financial aid purposes, a normal time frame for program completion is measured by the total number of credit hours in the program. For example, some bachelor programs at the College require 120 semester credit hours to complete. For SAP purposes, students in this program

must be able to complete the program in 150% of the normal time frame, which is 180 attempted credit hours. Program requirements vary per program. Refer to each program page for specific requirements. The table below illustrates the required number of credits a student must earn based on the number of credits attempted per term.

SAP: Quantitative Measures	
Full time: 12 credits attempted	Must successfully complete 8 credits
¾ time: 9 credits attempted	Must successfully complete 6 credits
½ time: 6 credits attempted	Must successfully complete 4 credits

Qualitative Measures
Students must maintain a CUM GPA of 2.0 or higher each term to meet the qualitative measures of SAP. Grades of W (withdraw) and I (incomplete) are not included in the qualitative measures of SAP; however, they do count in the SAP's quantitative measures. When a student repeats a course, the highest grade earned is used to calculate the student's new CUM GPA.

Evaluation of Aid Eligibility
The academic progress of financial aid recipients will be monitored at the end of each term.

Students failing to meet the standards set forth will receive a Financial Aid Warning for the next term. The student may continue to receive financial aid for the next term.

At the end of the Financial Aid Warning term, the student's academic record will be reviewed. If satisfactory academic progress has not been re-established, the student will be sent an appeal procedures letter. They will be required to submit an appeal to the Financial Aid Advisory Committee in order to maintain their financial aid.

If the appeal is "approved" by the committee, the student will be placed on Financial Aid Probation for one term. If the student does not earn a 2.00 CUM GPA and pass 66% of their coursework at the end of that term, the student will lose all subsequent financial aid. If the appeal is "denied" by the committee, the student would not receive financial aid until they are able to bring their CUM GPA above 2.00 and make up classes to get them above a 66% passing rate.

SAP Appeal Process
If unusual circumstances such as injury to the student, illness to the student, a change in educational objective or death of an immediate family member occurs, the school may waive the SAP requirement for the student. The school may choose to waive the SAP requirement if the student has experienced undue hardship due to special circumstances. Appeals will be reviewed on a case-by-case basis. For special consideration, a student must complete a Financial Aid Appeal Request Form and submit it to the Financial Aid Director. The appeal will then be reviewed by the Financial Aid Advisory Committee. The student will be notified in writing as to the status of their appeal. All SAP appeals must have supporting documentation and received by the Friday before the first day of class.

Financial Aid Reinstatement
To be reinstated for financial aid once a student has been denied aid, due to lack of progress during their Financial Aid Warning term and no appeal has been filed or an appeal has been denied, a student must successfully complete the remaining credits needed to make SAP

progress with a minimum 2.00 CUM GPA (C) and/or make up classes to get them above a 66% passing rate. No aid will be given until these requirements are accomplished and the student's permanent academic record has been reviewed by the Financial Aid office. Students who have an appeal granted must complete their next term with a CUM GPA of 2.00 or better and complete and pass 66% of their coursework.

Remedial Coursework and SAP
Remedial coursework at Central Penn consists of MTH010 Basic Algebra. This remedial course is three semester credit hours. Both the grade and the credits attempted factor into the student's Satisfactory Academic Progress as any other course. As such, MTH010 can only be repeated one time to ensure students can meet the College's SAP policy's quantitative components above (see the Repeating Courses section of this catalog). The College does not have non-credit remedial coursework.

Second Degree, Transfer of Program, and SAP
Qualitative and quantitative SAP measures also apply to students who return to Central Penn for a second degree and to students who transfer from one program to another within the College. Qualitatively, the student's CUM GPA continues throughout a student's tenure at Central Penn. When a student transfers from one program to another or returns to Central Penn for an additional undergraduate degree, the student's CUM GPA transfers to the new program. The final calculation will include all courses taken at Central Penn. Quantitatively, students seeking a second undergraduate degree or transferring into a new program at Central Penn receive a transfer evaluation that outlines the number of earned credits completed. Students must still meet the 66% and 150% SAP components to remain eligible for Title IV.

Return of Title IV Funds (R2T4) (beginning on p.39)
The requirements for Federal Student Aid (FSA) when a student withdraws is different from the Institutional Refund Policy. As such, a student may still owe a balance to the College for unpaid institutional charges. Federal Regulations specify the amount of FSA funds the student is eligible to retain for the term.

For students who withdraw during the term, the College will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is calculated based on the total number of calendar days completed divided by the total number of calendar days in the term.

The Financial Aid Office is required by federal regulations to complete the R2T4 process for all students who withdraw, stop attending drop out, or are dismissed 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 Office 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 equals the number of days completed up to the withdrawal date divided by the total days 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 equals 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. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds, and the student would 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 balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal. Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required
5. Federal Supplemental Opportunity Grants for which a return of funds is required
6. Other assistance under this Title for which a return of funds is required (e.g., LEAP)

Note: All information presented regarding financial aid eligibility and program availability reflects current regulations and policies. This information is subject to change.

Exit Counseling

Federal regulations require educational institutions to provide exit counseling to students who have borrowed through the Federal Stafford Loan Program. Students complete an exit counseling session at www.studentaid.gov. The exit counseling session provides students with information about their loans, including repayment options, debt management strategies, and deferment and forbearance options. Exit counseling is required whenever a student graduates, withdraws, or lowers their schedule below six credits for any reason, even if they are planning on returning to the College. The financial aid office notifies students who fall into one of these categories of their responsibility to complete exit counseling.