



2022-23 Consumer Information Guide

Introduction

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

General Information

Institutional and Program Accreditations

Central Penn College is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th floor, MB #166, Wilmington, Delaware, 19801. The Middle States Commission on Higher Education (MSCHE) is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The College was first accredited in 1977; accreditation was reaffirmed in 2022. The accreditation status of the institution can be viewed at <https://www.msche.org/institution/> and any complaint regarding an institution's compliance may be directed to <https://www.msche.org/complaints/>. Central Penn College is approved by the Secretary of Education and the Commonwealth of Pennsylvania to award the Master of Professional Studies degree (MPS), Bachelor of Science degree (BS), the Associate in Science degree (AS), and the Associate in Applied Science (AAS) degree.

In addition to our regional accreditation, Central Penn College has achieved specialized [program-specific accreditation](#) for three other programs. The Physical Therapy Assistant AAS is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria VA, 22305-3085, (800) 999-2782. The Medical Assisting AAS is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th Street, #7709, Seminole, Florida, 33775, (727) 210-2350. The Occupational Therapy Assistant AAS is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, (301) 652-6611, [ACOTE website](#).

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

Licensure Disclosures

Upon successful completion of the Physical Therapy Assistant (PTA) AAS program at Central Penn College, students are eligible to take the National Physical Therapy Exam (NPTE). The exam is administered by the Federation of State Boards of Physical Therapy (FSBPT). As of

October 2022, the total estimated cost to an individual for the exam was \$568. With a passing score on this exam, students become licensed Physical Therapist Assistants in the state for which they registered to take the exam [NPTE Exam Information](#). Licensing authorities in particular states may have requirements in addition to the exam. In the state of Pennsylvania, the AAS degree from Central Penn College, a passing score on the certification examination, and an initial licensing fee of \$30 ([PA Physical Therapy Assistant Licensing Board](#)) are required. Students should review requirements of the state licensing authority in the state where they plan to practice: [State licensing Authorities](#). In many states, an individual must also pass a [jurisprudence exam](#) as a condition of licensure.

Upon successful completion of all requirements in the Occupational Therapy Assistant AAS program, a graduate is eligible to take the National Board of Certification in Occupational Therapy (NBCOT) examination. Licensing is required at the state level, and requirements vary by state required at the state level ([AOTA.org](#)). Students should review licensing requirements for the state in which they plan to practice [State Regulatory Contacts](#). In the state of Pennsylvania, a successful recipient of the Occupational Therapy Assistant Associate in Applied Science degree from Central Penn College meets the educational and experience requirements for state licensure; an applicant must also pass the NBCOT exam and pay an initial licensing fee of \$30 [PA Licensing requirements](#).

Upon successful completion of all Medical Assisting AAS program requirements, a student is eligible to sit for the Certified Medical Assistant (CMA) Exam given by the American Association of Medical Assistants Certification (AAMA). With successful completion of the exam, the graduate will be certified by the AAMA with the designation of CMA(AAMA).

Upon successful completion of all Phlebotomy Certificate Program requirements, the students are eligible to sit for the Certified Phlebotomy Technician (CPT) Exam given by the [National Healthcareer Association](#) (NHA). With successful completion of the exam, the graduate will be certified by the NHA with a designation of Certified Phlebotomy Technician (CPT).

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. The office of Records and Registration at Central Penn College has primary responsibility for ensuring compliance with the Act and for creating or maintaining relevant policies and procedures regarding the release of student education records and related information under the Act. More detailed information is available in the College Catalog.

NC-SARA

The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a nonprofit organization that supports states and postsecondary institutions in forming a voluntary agreement in the delivery of high-quality distance education, or online programs, to students across state lines. Central Penn College is a participating institution, allowing us to consider

applications from residents of 49 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands for programs offered via distance education. All postsecondary institutions in the state that wish to participate are required to submit an application to the Pennsylvania Department of Education (PDE) requesting approval on an annual basis. NC-SARA also requires the disclosure of information related to licensures for professions for which the College provided education; those disclosure are noted above.

In the event a student has a concern or complaint related to distance education, students should first follow the College's procedure for resolving student complaints prior to contacting PDE. The first step in a student grievance is to contact the college-appointed student advocate via email – advocate@centralpenn.edu. If the student is unable to resolve the issue via an informal resolution, the advocate will guide the student through the Formal Grievance Application form & process. On the form, the student should indicate what result or outcome is being requested. Grievances should be filed within 15 days of when the issue or concern arises. Once submitted, a Formal Grievance Application is reviewed by an internal Grievance Committee, composed of full-time faculty and staff. A determination to approve or deny the grievance is made within seven (7) days of receipt and the student is notified in writing of the decision. A student may choose to appeal a decision by sending an email to appeals@centralpenn.edu within 48 hours of receiving notification of the Grievance Committee's determination. If after appealing, a student still wishes to pursue the matter further, the student should next follow the [student complaint procedure](#) provided by the Pennsylvania Department of Education.

Career Services

The mission of [Career Services](#) at Central Penn College is to provide inclusive and diverse 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 utilizes 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 apply to the degree program for which the student has been admitted, and only considers courses in which a grade of C or higher was received for undergraduates. For graduate students, courses with a grade of B or higher will be considered for transfer credit. To validate the transfer of credits, a transfer evaluation is conducted by the Office of Records and Registration and clearly outlines credits that have been accepted and applied to the program of study and what credits remain for degree completion. There are limits on the number of credits that may be transferred. Students admitted to a Diploma program may be able to transfer a maximum of 9 semester credit hours; Master degree students may be able to transfer a maximum of 6 semester credit hours. Students admitted to a Bachelor's degree program must successfully complete at least 45 semester credit hours at Central Penn.

The total number of transfer credits allowed for associate degrees varies by program. 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 allow transfer students to experience a simplified transfer process and streamline the transition from a two-year to a four-year degree program. Central Penn's articulation agreement partners are listed [HERE](#).

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 before the term start date. Central Penn partners with Harrisburg Area Community College (HACC) for use and services of their Harrisburg location [bookstore](#).

Academics

Academic Programs

Central Penn College offers certificate, associate, bachelor, and master degree options. There are over 20 [degree programs](#).

Central Penn College Faculty

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

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 Financial Aid

To receive federal financial aid, students must complete and submit the Free Application for Federal Student Aid (FAFSA[®]) for each academic year. Applicants and students should do so well in advance of their actual start date. For example, the application for the 2022-23 academic year was first available as of October 1, 2021. The Central Penn website has step-by-step instructions on how to apply for federal financial aid, such as Pell Grants and Federal Direct Loans. Pennsylvania residents may also be eligible to receive a Pennsylvania State Grant, depending upon family income; a separate application is required for the state program at PHEAA.org. To speak with a financial aid representative, call 1.800.759.2727.

Tuition and Fees

The [Financial Aid](#) page outlines Tuition and Fees and provides a link to the Net Price Calculator. 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 [scholarships](#) to help students finance their education; students should also explore whether they are eligible for [grants](#) to help fund the cost of education.

Supplemental Educational Opportunity Grant

Supplemental Educational Opportunity Grants (SEOG) may be 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" which means 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 an availability basis.

Federal Student Loans

Students may be eligible to borrow money to help pay for the costs associated with college education. Unlike grants, loans must be repaid by the borrower (see [Loan options](#)). Some loans may be subsidized (the interest is eliminated for a certain time period or reduced) or unsubsidized (the borrower is responsible for all interest that accrues). To be considered for a loan, an applicant or student must first complete the FAFSA[®]. A great website that outlines how much money can be borrowed is [StudentAid.gov](#); the site also has information explaining when you will be expected to pay back any loan you receive.

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 before 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 and students are responsible for understanding the

terms and requirements. Self-certification forms are available and will be completed upon request.

Disbursement and Federal Aid Refunds

Students registered and attending courses on at least a half-time basis may be eligible for financial aid, including federal loans. Typically, these funds are disbursed to Central Penn College and credited to student accounts during the fifth week of the term for which they are enrolled and attending. 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 should protect their financial futures by [borrowing responsibly](#); there are a number of online resources available, including a state guide to [college planning](#). Financial responsibility begins with borrowing only loan funds that are needed and planning 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 a course or all courses early in a term will have a portion of tuition and fees refunded per the College's Refund and Distribution Policy located in the [College Catalog](#). Students who only attend a course or courses for part of a term or who withdraw, should carefully review College policy or contact the Office of Financial Aid to understand the financial consequences and impact on tuition charges for the term.

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 per the College's Refund and Distribution Policy located in the [College Catalog](#). It is important for students to understand that withdrawing or failing to attend for 14 days prior to completing at least 60% of a term means that most types of financial aid that the student would have received will be reduced. This formula and process is mandated by government regulation.

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 losing eligibility. The College's policy on Satisfactory Academic Progress can be found in the [College Catalog](#). A student must maintain a cumulative GPA of 2.0 and also make progress (measured in credit hours earned) toward successful completion of the program for which s/he is enrolled.

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 to complete [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 central 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 grant information.

Federal Financial Aid Penalties for Drug Law Violations

In December 2020, The FAFSA Simplification Act was enacted into law as part of the Consolidated Appropriations Act of 2021. For 2021-22, failing to register with the Selective Service or having a drug conviction while receiving Title IV aid no longer impacts a student's aid eligibility (see the [2021-22 Federal Student Aid Handbook](#)). There are limits on the federal aid that may be available to students who are incarcerated.

Student Outcomes

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 from one year to the next. The [College Navigator](#) website defines how the retention rates are calculated and provides the latest rates.

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; not all institutions report a transfer-out rate.

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 94.6% for the class of 2019 (those graduating between July 1, 2018 and June 30, 2019). 90.6% 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 a full-time, first-time degree or certificate-seeking student to determine if they completed a degree or credential within 150% of "normal time" for completing the program. For example, for a four-year degree, a student completing within 150% of normal time is a student who completed the four-year degree in six years or fewer.

This rate does not include who attended another institution and completed at Central Penn College, or who began their first term with part-time enrollment.

Central Penn College's 4 year average Student Right-to-Know completion or graduation rate calculation is 42%. The College's most recent overall graduation rate was 44% for the 2015 fall cohort. 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](#) (shared on our website under "Inside Athletics") for 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 include all full-time degree-seeking students at both the undergraduate and graduate level. 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. Table 1 provides the enrollment data for the Fall 2019 Term as reported to the [College Navigator](#) through IPEDS.

Table 1

Fall 2022 total enrollment data

Fall Enrollment Survey			
Men			
Students enrolled for credit	Total full-time students	Total part-time students	Grand total all students
Nonresident alien	8	6	14
Hispanic/Latino	6	22	28
American Indian or Alaska Native	0	3	3
Asian	4	9	13
Black or African American	18	74	92
Native Hawaiian or Other Pacific Islander	0	0	0
White	50	77	127
Two or more races	1	14	15
Race and ethnicity unknown	5	32	37
Total Men	92	237	329
Women			
Students enrolled for credit	Total full-time students	Total part-time students	Grand total, all students
Nonresident alien	3	16	19
Hispanic/Latino	10	70	80
American Indian or Alaska Native	0	5	5
Asian	4	8	12
Black or African American	14	62	76
Native Hawaiian or Other Pacific Islander	0	0	0
White	57	244	301
Two or more races	5	18	23
Race and ethnicity unknown	12	86	98
Total Women	105	509	614
Grand Total (Men & Women)	197	746	943

Health and Safety

Annual Crime Statistics

Under 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 three 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 the 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 persons 21 or older to provide alcohol to a minor.

Employees and students must comply with current federal, state, and local laws prohibiting the use, possession, sale, and 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 per 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. A 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 drug 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 comply 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 program's 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 before moving 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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