

2021-22

PENN COLLEGE[®] NOW



SECONDARY EDUCATOR
RESOURCE GUIDE

FUTURE MADE
BY HAND



THANK YOU

for serving as a secondary educator with Penn College NOW.

Penn College NOW is a dual enrollment program that features Pennsylvania College of Technology courses taught by approved secondary teachers in schools or career and technology centers (CTCs).

In 2020-21 Penn College NOW worked with nearly 60 partners across Pennsylvania, and more than 1,500 students earned over 5,600 Penn College credits.

Penn College NOW offers both technical and general education coursework, but the majority of courses are specific to technical and/or program areas. All courses apply to at least one of the College's degree programs, and many apply to several. School districts and CTCs sign a memorandum of understanding with the College and are billed on a sliding scale based on the number of courses the partner offers each year. Through the program, students earn credits and official transcripts from the Pennsylvania College of Technology.

Initially, students were required to pay as much as \$60 per credit for Penn College NOW courses. In 2014, the College **eliminated the tuition cost for all students**. As a result, enrollment in the program increased by almost 40% in the first tuition-free year. In addition, all of the program's secondary partners are required to have the means to pay for books and materials for students who qualify for the program but cannot afford these items.

By removing the financial barriers to postsecondary education, we are increasing our students' likelihood of postsecondary enrollment and success after graduation. This mission, encouraged and supported by the Pennsylvania College of Technology, is a core value of Penn College NOW.

As a secondary educator, your work is vital to our program. We appreciate the time and energy you commit to your students and to Penn College NOW. We hope that this document serves as a resource to you. If you ever have questions or concerns, please reach out to us.

K-12 Outreach

570.320.8003

k12@pct.edu



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How do your students benefit from Penn College NOW?



TIME AND MONEY

Having earned college credit in high school, participating students can either ease their workload by taking fewer courses in a semester once at college or completing their chosen degree more quickly. In addition, since **tuition is free** for Penn College NOW courses, students save money by taking fewer courses to complete their chosen degree. At Penn College, students only pay for the number of credits they take; that means that every Penn College NOW credit earned in high school is like a **\$587 scholarship** to Penn College, and that adds up. Earning 3 credits in a Penn College NOW class saves a student over \$1,700 in tuition at Penn College! They can also transfer their credits to a different institution.



POSTSECONDARY SUCCESS

Students who successfully complete college coursework while in high school are more likely to complete their chosen degree and graduate from college on time.



CONFIDENCE

Students gain experience with rigorous college coursework in a supportive and familiar setting—their high school or CTC. They learn that they **can** be successful at the next level!



CONNECTION

Our Penn College NOW classrooms connect students to the “college experience.” They visit Penn College’s campus, tour the facilities, become familiar with college-level services and resources, and interact with our Penn College faculty and students.

EXPERIENCE ACQUIRED



Penn College NOW 2020-21 Year-End Report*

TOTAL PARTNERS: 59

TOTAL ACTIVE PARTNERS: 47

Offered courses in 2020-21

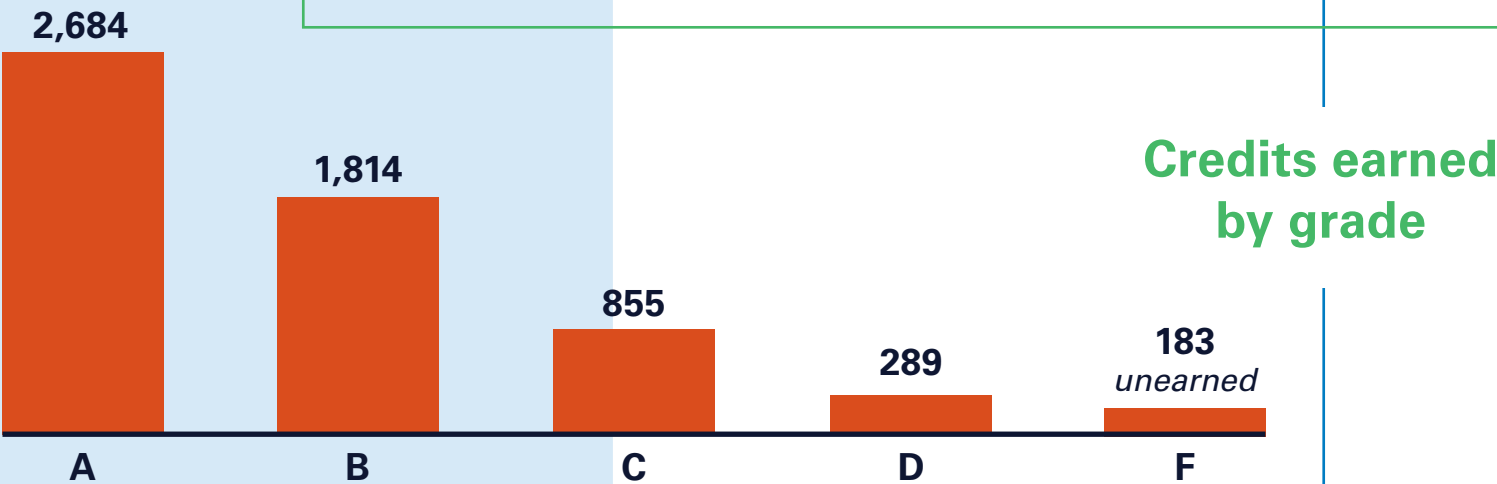
TOTAL STUDENTS ENROLLED: 1,512

Unduplicated

TOTAL CREDITS EARNED: 5,642

TOTAL TUITION SAVED: \$3,311,854

*Calculated at the 2020-21 rate of \$587 per credit;
lab fees not assessed or included*



97% RATE OF STUDENT SUCCESS

2019-20

Total students enrolled: 1,461

Total credits earned: 5,821

Total tuition saved: \$3,329,612

TOTAL COURSES OFFERED: 66

Program-specific courses: 53

General education courses: 13

TOTAL FACULTY LIAISONS: 60

Despite the challenges posed by COVID-19 during the 2020-21 school year, we are proud to report such a high level of involvement among teachers and students. For comparison, in 2019-20, Penn College NOW had 58 active partners and 1,461 students enrolled.

** Data provided by the Penn College Assessment, Research & Planning Office on August 5, 2021.*

SECONDARY TEACHER RESPONSIBILITIES

Penn College NOW secondary teachers facilitate Pennsylvania College of Technology courses at their high school or CTC. Faculty liaisons assist and provide materials, ensuring that the learning objectives and student outcomes are consistent with College standards. To qualify, teachers must meet Penn College adjunct standards for their course. Potential teachers must be assessed and approved by both the faculty liaison and the academic school dean, who evaluate the interest, credentials (postsecondary transcripts, relevant certifications, and resume), and facilities for each potential teacher. Once approved, teachers must attend yearly professional development in order to remain qualified to teach with the program.

Penn College NOW secondary teachers perform the following duties:

- ◇ Participate in **required** professional development once per year, every year, which includes the following components (see pg. 13 for professional development protocol):
 - ◇ Course-specific professional development for each Penn College NOW course taught (conducted by faculty liaison).
 - ◇ Penn College NOW program updates (delivered via the P.L.A.T.O. course management system).
 - ◇ Mandatory program orientation for *new teachers in their first year only*.
- ◇ Assist the Point of Contact (POC) in marketing Penn College NOW courses to appropriate students.
- ◇ Verify students' registration and course enrollment (***via confirmation of course roster***).
 - ◇ *Note: POCs coordinate student enrollment at the high school/CTC (see pg. 11), but teachers must verify that the correct students are enrolled in each course.*
- ◇ Work with faculty liaison and POC to ensure that all enrolled students have the appropriate books and materials/equipment for the course.
 - ◇ *Note: if a student is unable to purchase required books/materials, the district/CTC is required to provide those materials to the student. Contact the POC for additional information.*
- ◇ Use P.L.A.T.O. course management software or other learning software to facilitate the course as required by the faculty liaison.

SECONDARY TEACHER RESPONSIBILITIES

continued

- ◇ Work with their Penn College faculty liaison to understand the syllabus and course requirements and agree on grading responsibilities for assignments and tests.
 - ◇ Secondary teachers may not reduce, modify, or otherwise diminish any graded items for the Penn College NOW course.
 - ◇ All enrolled students must take the Penn College final exam for every course.
 - ◇ Follow all Penn College grade reporting procedures (per the faculty liaison).
- ◇ Communicate directly with their respective Penn College faculty liaison on a regular basis to assure prompt resolution of issues and concerns regarding the course.
- ◇ Ensure that academic standards, student learning objectives, and course outcomes for the Penn College NOW course are strictly followed.
- ◇ Report any withdrawals or other student issues to the POC, who then alerts K-12 Outreach Office.
- ◇ Work with the faculty liaison to arrange a site visit at the high school/CTC, at a minimum of once every two years.
 - ◇ In-person visitation is preferred where possible; digital (remote) options are also suitable.
- ◇ Bring all enrolled Penn College NOW students to Penn College for an on-campus visit each year.
 - ◇ In-person visitation is preferred where possible; digital (remote) options are also suitable.
- ◇ Cooperate with their POC in collecting survey and other data requested by Penn College and K-12 Outreach.
- ◇ Refrain from teaching a concurrent enrollment course for another postsecondary institution at the same time of day/in the same classroom as the Penn College NOW course.
- ◇ *Contact K-12 Outreach at 570.320.8003 if unable to contact or otherwise communicate with the faculty liaison.*

FACULTY LIAISON RESPONSIBILITIES

Penn College faculty liaisons support secondary teachers and ensure that the Penn College NOW course **exactly** matches the Penn College course in terms of academic standards, student learning objectives, and course outcomes. At a minimum, all enrolled students must take the College final exam.

Penn College NOW faculty liaisons perform the following duties:

- ◇ Evaluate potential new secondary teachers' credentials (postsecondary transcripts, relevant certifications, and current resume) and facilities/materials to determine eligibility for Penn College NOW.
 - ◇ If a high school/CTC needs materials/equipment in order to offer a course, the faculty liaison provides this information as part of the assessment.
 - ◇ Liaisons may also choose to create a plan with the potential teacher (with an identified start and end date) to address any issues and re-evaluate the teacher after the plan is completed.
 - ◇ New teachers must meet the standards for adjunct faculty in that department.
- ◇ Educate secondary teachers regarding course content and procedures, in part through **required** yearly professional development (see pg. 15 for professional development protocol).
 - ◇ *Yearly professional development is a requirement for every secondary teacher, every year.*
- ◇ Provide secondary teachers with course materials.
 - ◇ Items include, but are not limited to: syllabi, text information, supplies or equipment lists, sample tests, quizzes, and laboratory exercises.
 - ◇ *All enrolled students take the College final exam.*
- ◇ Maintain regular (monthly) contact with secondary teachers.
 - ◇ Assist secondary teachers with P.L.A.T.O. when necessary.
 - ◇ Ensure that teachers make adequate progress through the school year.
 - ◇ Monitor grading practices and submissions.

- ♦ Report the final grades via the Employee Information System (EIS) (as for on-campus sections).
- ♦ Provide course updates and curriculum changes in a timely manner to secondary teachers and K-12 Outreach..
- ♦ Visit each class at a **minimum** of once every two years.
 - ♦ In-person visitation is preferred where possible; digital (remote) options are also suitable.
 - ♦ K-12 Outreach will secure Penn College vehicles and provide hotel accommodations where necessary.
- ♦ Participate in and provide assistance to K-12 Outreach staff relating to special activities for Penn College NOW students (e.g. visits, content-specific events).
- ♦ *Contact the K-12 Outreach office at 570.320.8003 if unable to contact the secondary teacher.*

FACULTY LIAISON RESPONSIBILITIES

continued

POINT OF CONTACT (POC) RESPONSIBILITIES

At each partner facility, points of contact (POCs) serve as the primary connection between Penn College NOW and the teachers, administration, and students at the partner site. POCs may be administrators, counselors, curriculum supervisors, postsecondary program coordinators, etc. Secondary teachers cannot serve as a POC. This POC is responsible for facilitating Penn College NOW at the high school or career and technology center.

The POC performs the following duties:

- ◇ Inform the school district/CTC community about Penn College NOW and its benefits for students.
- ◇ Work with administration, school counselors, and faculty to identify potential Penn College NOW courses (1) that teachers are willing and may be qualified to teach, (2) for which equipment and laboratory space meet College requirements, and (3) in which there is interest among students.
- ◇ Upon request, identify desired courses and provide potential teacher credentials (updated resume, postsecondary transcripts, teaching/industry certifications) to K-12 Outreach, according to set deadlines.
 - ◇ *Note: failure to submit information by the posted deadlines may lead to the inability to facilitate desired courses.*
- ◇ Plan and coordinate the student enrollment process (including recruitment, application, student qualification and placement testing [where applicable], and course assignment) with the K-12 Outreach office.
- ◇ Establish criteria for student “financial hardship” (e.g., free/reduced lunch status, knowledge of job loss, or other hardship) and ensure that the partner facility incurs the cost of required texts/materials/equipment for qualified students.
 - ◇ *Note: if an academically qualified student is unable to purchase required books/materials, the district/CTC is required to provide those materials to the student. Contact K-12 Outreach for additional information.*
- ◇ Coordinate the purchase of College-approved textbooks, instructional supplies, materials and tools.

- ♦ List Penn College NOW courses in yearly scheduling documents and on the district/CTC website.
 - ♦ Courses must have the same name and course number as designated in the Penn College NOW Course Description Booklet for the current year.
 - ♦ Place Penn College NOW logo and link to site on school/CTC webpage where scheduling materials are posted for students.
- ♦ Attend Partners' Meetings twice yearly (fall and spring), and report back to school/CTC staff and community.
 - ♦ In-person attendance is preferred where possible; digital (remote) options are also suitable.
- ♦ Facilitate one yearly on-campus visit for all enrolled Penn College NOW students.
 - ♦ In-person visitation is preferred where possible; digital (remote) options are also suitable.
- ♦ Address student issues related to Penn College NOW, informing K-12 Outreach team as needed, especially related to student enrollment and withdrawals.
- ♦ Report to K-12 Outreach as soon as they become aware of issues that may prevent a given course instructor from completing all course responsibilities.

POINT OF CONTACT (POC) RESPONSIBILITIES

continued

EVENT

DATE/DEADLINE

**PROFESSIONAL DEVELOPMENT FOR
SECONDARY TEACHERS**



SEPTEMBER 7-24, 2021 – Course-specific

AUGUST 25-OCTOBER 22, 2021 – Program Updates

SEPTEMBER 16 @ 2:45 P.M. OR

SEPTEMBER 21 @ 11:30 A.M. – Program Orientation*

**2021-22 PROFESSIONAL DEVELOPMENT COMPLETION
DEADLINE** (all components)



OCTOBER 22, 2021

FALL-ONLY COURSES BEGIN



SEPTEMBER 27, 2021

FALL-ONLY COURSES – DROP WITHOUT A “W”



OCTOBER 8, 2021

2021-22 STUDENT ENROLLMENT DEADLINE
(fall only and year-long courses)



OCTOBER 22, 2021

(application, [re]testing, course placement)

PARTNERS’ MEETING (1/2)



OCTOBER 28, 2021 (VIA ZOOM)

YEAR-LONG COURSES – DROP WITHOUT A “W”



NOVEMBER 5, 2021

TEACHER ASSESSMENT AMA



NOVEMBER 12, 2021

YEAR-LONG COURSES BEGIN



NOVEMBER 15, 2021

**DEADLINE: COURSE SELECTION:
POTENTIAL NEW TEACHER NAME/COURSE SUBMITTED**



NOVEMBER 19, 2021

FALL-ONLY COURSES – DROP WITH A “W”



NOVEMBER 24, 2021

FALL-ONLY COURSES GRADES DUE



JANUARY 28, 2022

*New teachers only

TIMELINE

EVENT

DATE/DEADLINE

NEW TEACHER CREDENTIAL SUBMISSION DEADLINE



DECEMBER 17, 2021

**NEW SECONDARY TEACHER/COURSE
ASSESSMENTS PROCESSED**



JANUARY 3, 2022-MARCH 11, 2022

SPRING ENROLLMENT AMA



FEBRUARY 4, 2022

2021-22 STUDENT ENROLLMENT DEADLINE
(spring-only courses)



FEBRUARY 18, 2022
(application, [re]testing, course placement)

SPRING-ONLY COURSES BEGIN



FEBRUARY 25, 2022

SPRING-ONLY COURSES DROP WITH A "W"



MARCH 2, 2022

YEAR-LONG COURSES - DROP WITH A "W"



MARCH 25, 2021

APPLICATION OPENS FOR 2022-23 ENROLLMENT



APRIL 20, 2022

**PROFESSIONAL DEVELOPMENT FOR SECONDARY
TEACHERS** (2022-23 qualifications)



ONLINE; based on cohort and status.
Specific information distributed by cohort.

PARTNERS' PICNIC



MAY 13, 2022 (LOCATION TBD)



Point of Contact



Student Enrollment



Prof. Dev't



Course W/D Deadline



Credentialing

NEW SECONDARY TEACHER ASSESSMENT PROCESS



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graph TD; A[COORDINATOR OF K-12 OUTREACH DISTRIBUTES COURSE GUIDE TO POINTS OF CONTACT (POCS)] --> B[POC/ADMINISTRATION IDENTIFY POTENTIAL NEW COURSES/TEACHERS]; B --> C[POC IDENTIFIES POTENTIAL NEW COURSES/TEACHERS TO COORDINATOR OF K-12 OUTREACH]; C --> D[FACULTY LIAISON COMPLETES AND RETURNS NEW TEACHER ASSESSMENT]; C --> E[DUAL ENROLLMENT SPECIALIST (DES) COLLECTS SECONDARY TEACHER CREDENTIALS]; D --> F[APPROVED]; D --> G[APPROVED WITH PLAN]; D --> H[DECLINED]; E --> F; E --> G; E --> H; F --> I[APPROVED TEACHERS ADDED TO PROFESSIONAL DEVELOPMENT LIST]; G --> I; H --> J[ ]; style J fill:#000033,color:#fff,stroke:#fff,stroke-width:1px; style J width:100px,height:100px; style J margin-left:auto; style J margin-top:100px;
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COORDINATOR OF K-12 OUTREACH DISTRIBUTES COURSE GUIDE TO POINTS OF CONTACT (POCS)

Courses that are not listed are not available to add for identified school year.

Additional teacher/facility requirements indicated; see also Courses and Requirements.

POC/ADMINISTRATION IDENTIFY POTENTIAL NEW COURSES/TEACHERS

Based on teacher enthusiasm/experience, student demand/interest, facility conditions, etc.

POC IDENTIFIES POTENTIAL NEW COURSES/TEACHERS TO COORDINATOR OF K-12 OUTREACH

Potential courses/teachers received after deadline are not guaranteed assessment.

Coordinator of K-12 Outreach tracks all new courses at all partner sites.

FACULTY LIAISON COMPLETES AND RETURNS NEW TEACHER ASSESSMENT

Faculty liaison ensures that secondary teacher meets qualification as an adjunct in that program area.

Faculty liaison contacts potential teacher to explain responsibilities, briefly review content, clarify information, evaluate required equipment/material availability, and gauge teacher interest.

DUAL ENROLLMENT SPECIALIST (DES) COLLECTS SECONDARY TEACHER CREDENTIALS

Potential New Secondary Teacher Profile contains: updated resume, postsecondary transcripts (unofficial accepted), and all relevant certifications held (state teaching/vocational and industry).

Incomplete teacher profiles moved to successive year if received after deadline.

(Only complete profiles are sent to faculty liaisons for assessment.)

APPROVED

Assessment and profile sent to academic school dean for final approval; teacher hired as "non-employee."

APPROVED WITH PLAN

Liaison creates plan for approval. (i.e., additional education, purchase of required materials, etc.)

DECLINED

Decline letter sent to POC and teacher. May be reassessed in subsequent year.

APPROVED TEACHERS ADDED TO PROFESSIONAL DEVELOPMENT LIST

Must attend professional development prior to teaching in the next school year.

To maintain eligibility to teach with Penn College NOW, all secondary teachers must participate in yearly professional development for all courses by posted deadlines.

- ◇ K-12 Outreach hosts professional development each year and communicates with secondary teachers and points of contact to facilitate registration.
- ◇ Generally, professional development consists of the following:
 - ◇ Course-specific professional development for each Penn College NOW course taught (conducted by faculty liaison).
 - ◇ Penn College NOW program updates (delivered via the P.L.A.T.O. course management system).
 - ◇ Mandatory program orientation *for new teachers in their first year only.*
- ◇ If a secondary teacher does not complete all components of professional development by **October 22, 2021**, the teacher will be identified as **“inactive”** and may not teach that course(s) for the 2021-22 school year, per the memorandum of understanding (see pg. 20 for additional information about “inactive” status).
 - ◇ The secondary teacher regains eligibility by attending professional development for the following school year.
 - ◇ Extenuating circumstances (such as extended illness) will be considered on a case-by-case basis.

Professional development includes discipline-specific training and orientation regarding, but not limited to:

- ◇ Course curriculum and materials (syllabus, texts, equipment, software, other required/suggested items or resources).
- ◇ Course structure within existing secondary curriculum.
- ◇ Assessment criteria (rubrics, grading scale, quizzes/exams/projects/competencies).
- ◇ Course objectives and student outcomes (must remain identical at partner site).

PROFESSIONAL DEVELOPMENT PROTOCOL

If a secondary teacher cannot attend professional development due to an educational conflict (such as NOCTI, Keystone exams or other school/CTC sponsored event), every effort will be made to reschedule.

Additional activities can include training on Penn College resources and/or P.L.A.T.O. (course management) software, displays/demonstrations of student work, interaction with on-campus students enrolled in related coursework, course/lab observations, tours, or other related topics.

STUDENT ELIGIBILITY

In order to be eligible for Penn College NOW courses, students must attend one of our partner high schools or CTCs (see complete list of partners at pct.edu/now) and must:

— ♦ Be a student in grades 11 or 12.

Only the courses below allow 10th grade students:

- ♦ ACR111: Introduction to Refrigeration
- ♦ BCT103: Construction Hand and Power Tools
- ♦ CAD122: 3D Parametric Modeling
- ♦ CHM100: Fundamentals of Chemistry
- ♦ EET124: Engineering, Technology, and Society
- ♦ MGT105: Introduction to Business
- ♦ PPT115: The Plastics Industry
- ♦ WEL114: Shielded Metal Arc I
- ♦ WEL116: Shielded Metal Arc II

— ♦ Complete the free Penn College NOW application through their high school or CTC (see POC).

— ♦ Meet posted academic qualifications, to include GPA requirements, mathematics and/or English placement testing.

- ♦ Course-specific eligibility requirements are provided to the POC and can be found in the Courses and Requirements document, located on our website at pct.edu/now under “Educator Resources.”

STUDENT ENROLLMENT PROCESS

The student enrollment schedule is flexible and determined by the Point of Contact (POC). Once the schedule is defined, the POC provides the timeline to Penn College NOW staff. This includes the deadlines for applying, testing (only required for CIT160, EET145, ENL111, MTH124), course assignments, and final enrollment. Here's how the process unfolds.

APPLY

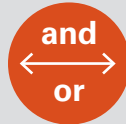
All students complete Penn College NOW online application

POC tracks and informs PCN when all students have applied via the Penn College admissions process. PCN provides applicant report to POC.

QUALIFY

POC confirms student eligibility

- ◆ Refer to courses and requirements document for GPA criteria.
- ◆ POC checks GPA criteria for each student applicant.
- ◆ POC confirms student eligibility on report (spreadsheet).



Students take placement test(s)

- ◆ CIT160, EET145, MTH124 only: Penn College official math placement test required.
- ◆ ENL111 only: Penn College official English placement test required.
- ◆ Students may retest one time (per test) for 2021-22 qualification.
- ◆ PCN provides score report (spreadsheet).

ASSIGN

POC completes course assignments for eligible students

POC uses report (spreadsheet) to assign eligible students to the course(s) they will be taking.

PCN schedules each student into assigned course(s) in PCT system and sends master student list to Bursar Office.

CONFIRM

PCN sends confirmation email to POC, secondary teachers, faculty liaisons

Registration complete. Teachers and faculty liaisons check Penn College rosters in P.L.A.T.O. against secondary rosters.

POC CONFIRMS STUDENT AND COURSE ENROLLMENT
INFORMS PCN IMMEDIATELY OF DISCREPANCIES.

SCHOLARSHIPS

Penn College NOW students who plan to attend Penn College after graduation are eligible for Penn College NOW scholarships in the amounts of **\$1,000** (10 available) and **\$4,000** (one available, renewable up to four years).

Successful applicants must meet the following minimum qualifications:

- ♦ Complete at least one Penn College NOW course (regardless of credit value) with a minimum GPA of 3.0 in the course(s).
- ♦ Enroll in Penn College as a full-time freshman student, for the fall semester after high school graduation.
- ♦ As an enrolled student at Penn College, maintain a 2.5 (minimum) cumulative GPA.

The selection committee also:

Reads, evaluates, and gives weight to the completion of the essay within the scholarship application.

Considers the Estimated Family Contribution (EFC) for each applicant.

Penn College NOW is proud to partner with the First Community Foundation Partnership of PA to offer an additional scholarship in the amount of **\$3,000**, sponsored by the Ben Franklin Trust Fund.

Successful applicants must meet the following minimum qualifications:

- ♦ Currently enrolled (as a high school student) in a career and technical education program located in Bradford, Clinton, Lycoming, Potter, Sullivan, or Tioga county.
- ♦ Possess a high school cumulative GPA of a "B" or higher.
- ♦ Submit the essay within the Penn College scholarship application.
- ♦ Enroll in Penn College as a full-time student in the fall semester after high school graduation.

SCHOLARSHIPS

continued

In addition, Penn College is proud to offer the Career & Technical Education Student Scholarship, which is a **\$2,000** yearly renewable award.

Successful applicants must meet the following minimum qualifications:

- ♦ Be a Pennsylvania resident.
- ♦ Enroll as a first-time, full-time student.
- ♦ Have completed a minimum of one year (or 360 hours) in a Pennsylvania Department of Education approved Career and Technical Education (CTE) program.
- ♦ Earn a 2.0 cumulative GPA for all CTE completed coursework.
- ♦ Submit the Penn College Scholarship Application.
- ♦ Submit final, official CTC/CTE transcript to the Admissions Office.

Students must complete the following steps **by April 1 of their senior year** in order to be considered for any of the above scholarships:

- ♦ Complete an application to Penn College for Fall 2022 enrollment.
- ♦ Meet College placement testing requirements.
- ♦ Confirm intent to enroll and make the tuition deposit.
- ♦ Complete the Penn College scholarship application.
 - ♦ *Students should write the brief essay included in the application.*
 - ♦ Note that one application covers every scholarship at Penn College, so completing it puts a student in the running for every scholarship (including, but not limited to, all scholarships above).
- ♦ Complete the Free Application for Federal Student Aid (FAFSA).

TECHNICAL SUPPORT

- ♦ **Both teachers and students** can contact Information Technology Services by calling IT Services at 570.329.4848 (M–F, 8 a.m.–4:30 p.m.; closes at 1 p.m. on summer Fridays) for technical support issues such as:

- ♦ Username retrieval

- ♦ Password reset

- ♦ For questions regarding P.L.A.T.O., please contact your faculty liaison.

- ♦ For questions regarding student enrollment, timeline, potential new courses, or other site-level inquiries, please speak with your administrator or your site's point of contact (POC).

- ♦ For questions regarding course content, required/recommended materials/texts, or P.L.A.T.O., please speak with the faculty liaison for the Penn College NOW course.

- ♦ For questions related to professional development or other program requirements, or if you have difficulty contacting your faculty liaison, please contact Penn College NOW program staff. To reach Penn College NOW program staff call 570.320.8003 or email:

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PROGRAM SUPPORT

"INACTIVE" STATUS

- ◇ A secondary teacher achieves "inactive" status for one academic year when one of the following occurs:
 - ◇ The teacher does not attend required yearly professional development for a Penn College NOW course.
 - ◇ Fifty percent (50%) or more of the enrolled students in a teacher's Penn College NOW section are withdrawn or fail for two consecutive academic years.
- ◇ A secondary teacher whose status is "inactive" may not offer Penn College NOW courses for one full academic year and must meet minimum program requirements set forth in the memorandum of understanding and/or via an individualized action plan in order to regain active status.
 - ◇ Such program requirements may pertain to required yearly professional development, attendance at program meetings, appropriate application and student qualification procedures, or other Penn College NOW requirements as outlined in this document or the memorandum of understanding.

COURSE STRUCTURE

- ◇ Secondary teachers may offer Penn College NOW courses in one of three formats: fall-only, spring-only, or year-long.
 - ◇ Work with the faculty liaison and POC to determine the appropriate structure.
- ◇ While teachers may actively teach coursework for other postsecondary institutions for dual credit, **they may not teach coursework for other institutions in the same classroom/at the same time as the Penn College NOW course(s).**
- ◇ Penn College NOW courses may be taught to mixed groups of qualified and unqualified students **except in the following cases:**
 - ◇ **MTH124, MTH125, ENL111 and SOC111**, which may be taught to homogeneous groups of qualified students only.
 - ◇ **HIS116 and HIS126**, which may only be taught to qualified students unless taught concurrently with AP World History.
 - ◇ **HIS136 and HIS146**, which may only be taught to qualified students unless taught concurrently with AP United States History.
 - ◇ **PSC131**, which may only be taught to qualified students unless taught concurrently with AP United States Government and Politics.
 - ◇ **PSY111**, which may only be taught to qualified students unless taught concurrently with AP Psychology.

- ◇ **Penn College NOW courses are Pennsylvania College of Technology courses** that are offered to high school students. It is expected that high school/CTC sections match on-campus student sections in terms of grading scales/standards, student learning objectives, and course outcomes.
- ◇ **The final exam for the Penn College NOW course is the same final used at Penn College for that course.**
 - ◇ Secondary teachers can add things like homework and participation to high school/CTC grades (on a report card, for instance) which are not included in a Penn College NOW course grade. It is expected that the school/CTC grade may be different than the Penn College NOW final course grade (which can only be made up of exams, projects, etc. that are listed on the Penn College course syllabus).
 - ◇ Likely, students will earn **two different grades for every Penn College NOW course:** the high school/CTC course grade and the Penn College NOW grade (comprised only of items from the Penn College syllabus for that course), which is reported on a student's Penn College transcript.
 - ◇ Penn College NOW courses and credits will appear on an official Penn College transcript. **Every Penn College NOW course counts toward at least one Penn College degree.** Should a student choose not to attend Penn College after graduation, they can contact the intended college/university to check on transferring any Penn College credits.
- ◇ **An "F" or "W" in a Penn College NOW course is an "F" or "W" on an official college transcript,** which can affect a student's postsecondary GPA and their ability to get financial aid once enrolled in college after high school.

ACADEMIC DISHONESTY

Pennsylvania College of Technology takes academic dishonesty very seriously. See below for an explanation of some key terms, according to Penn College policy, which apply to all Penn College NOW students.

- ♦ **Academic Dishonesty:** deceptive behavior or actions with regard to data, records, submitted works, exams, or other materials related to participation in a course or other academic exercise; these actions include, but are not limited to, cheating, plagiarism, multiple submissions, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty by others, unfair advantage, violation of known safety requirements, and ethical misconduct.
- ♦ **Cheating:** using or attempting to use unauthorized assistance (e.g., asking someone for an answer during a test, copying answers from another student's test, etc.), using unauthorized study aids during an exam (e.g., "cheat sheets" or books/notes), or submitting the work of another as one's own.
- ♦ **Plagiarism:** using the idea, data, or language of another without specific or proper acknowledgment.
- ♦ **Multiple submission:** submitting (or attempting to submit), without prior permission of the current faculty member, any work previously submitted to fulfill another academic requirement (e.g., paper or project submitted for another course).
- ♦ Upon admission to Penn College (NOW), students make the unqualified commitment to responsible, ethical academic conduct. Academic dishonesty, as defined above, is contrary to the mission of the College and to the best interest of its members. Therefore, **students are expected to represent themselves, their work, and the work of others with honesty and integrity.**
- ♦ Charges of academic dishonesty will be taken seriously. **Students found guilty of academic dishonesty will be subject to action and penalties as the circumstances justify, including suspension or expulsion from Penn College NOW and the College.**

PLEASE NOTE: Students who participate in these behaviors will be **terminated from the Penn College NOW program**, effective immediately, **will be subject to grades of "F" or "W"** (withdrawal) on their Pennsylvania College of Technology transcripts, and may be prohibited from enrolling in subsequent years.

Students will receive a Penn College ID number, username, and password for use of our Student Information System (SIS) and online resources. With that access comes responsibility to use those resources properly and for their intended purpose. The Pennsylvania College of Technology Acceptable Use Policy states, in part, that students may not:

- ◇ Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or email account, database, or any other College IT resource.
- ◇ Use any College IT resource for commercial, political, or illegal purposes; personal financial gain; or harassment of any kind.
- ◇ Display obscene, lewd, or otherwise offensive images or text.
- ◇ Gain access by using another person's name, password, access codes, or personal identification.
- ◇ Attempt (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes.

PLEASE NOTE: Students who participate in these behaviors will be **terminated from the Penn College NOW program**, effective immediately, **will be subject to grades of "F" or "W"** (withdrawal) on their Pennsylvania College of Technology transcripts, and may be prohibited from enrolling in subsequent years.

To view the full Information Technology Acceptable Use Policy, visit pct.edu/acceptable-use.

COURSE DROPS/ WITHDRAWALS

A **“W” in a Penn College NOW course is a “W” on an official college transcript**, and that can affect a student’s postsecondary GPA and potentially the ability to qualify for financial aid once enrolled in college.

— ♦ Withdrawal/Drop form is accessible at pct.edu/now under “Educator Resources.” Below are drop/withdraw deadlines:

Deadline	Year Long	Fall Only	Spring Only
Drop without a “W”	Nov. 5, 2021	Oct. 8, 2021	Mar. 4, 2022
Drop with a “W”	Mar. 25, 2022	Nov. 24, 2021	Apr. 29, 2022
No dropping allowed	After Mar. 25, 2022	After Nov. 24, 2021	After Apr. 29, 2022

♦ **Drop without a “W”:** A student may drop a class without a “W” grade. The course will not be recorded on the transcript.

♦ **Drop with a “W”:** A student may drop a class with a “W” grade. The “W” is recorded on the official transcript.

♦ **No Dropping Allowed:** Students may no longer drop or withdraw, and the final course grade will be recorded on the transcript.

— ♦ If a student moves away from the district/CTC while taking a Penn College NOW class, regardless of deadlines, they will be dropped from the course without penalty.

♦ It will not appear on an official Penn College transcript.

♦ Drop/Withdraw Form is required to verify change, even if student/guardian is not available to sign.

Instances of certain student behavior warrant immediate termination from the Penn College NOW program, and Pennsylvania College of Technology reserves the right to remove students from the program in the following situations:

— ♦ Excessive absences, even due to medically excused issues

— ♦ Failure to demonstrate safe practices

— ♦ Academic dishonesty, disciplinary issues, and/or other inappropriate student conduct

— ♦ Improper use of Penn College technology and/or other resources

DISCIPLINARY WITHDRAWAL

FOR STUDENTS: Accessing Penn College NOW grade(s)

1

Go to the Student Information System (pct.edu/sis) and log in.

If you have misplaced your user name and/or password, please call the IT Service Desk at **570.329.4848** (M–F, 8 a.m.–4:30 p.m.; closes summer Fridays at 1 p.m.) for assistance.

2

On the left side of the page, click on **Academic Information**, and then **View Grades**.

3

Choose the appropriate semester and submit.

FOR STUDENTS: Requesting Pennsylvania College of Technology transcript

1

Go to the Student Information System (pct.edu/sis) and log in.

If you have misplaced your user name and/or password, please call the IT Service Desk at **570.329.4848** (M–F, 8 a.m.–4:30 p.m.; closes summer Fridays at 1 p.m.) for assistance.

2

On the left hand side of the page, click on **Academic Information**, and then **Request Transcripts**.

3

Fill out all information and submit.

PLEASE NOTE:

All transcript requests must come from the student. We will not release transcripts to parents or third parties without permission, except in the case of subpoena or law enforcement directive.

Telephone requests are not accepted.

All grade holds must be cleared from your record before transcripts will be released.

The Pennsylvania College of Technology has appointed Parchment, LLC as the designated agent for processing and sending official transcripts. If you are uncomfortable placing an order over the internet, you can call Parchment, LLC at 847.716.3005 to place your transcript order.

Please be advised that there is an additional operator surcharge for placing orders over the phone.

PENNSYLVANIA
COLLEGE OF
TECHNOLOGY

K - 12 OUTREACH

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**Pennsylvania
College of Technology**
A Penn State Affiliate

Penn College operates on a nondiscriminatory basis.