

2023-24

PENN COLLEGE
DUAL 
ENROLLMENT

 **FACULTY LIAISON
RESOURCE GUIDE**

**FUTURE MADE
BY HAND**



THANK YOU

for serving as a faculty liaison with Penn College Dual Enrollment.

Penn College Dual Enrollment features Pennsylvania College of Technology courses taught by approved secondary teachers in schools or career and technology centers (CTCs).

In 2022-23 Penn College Dual Enrollment worked with nearly 60 partners across Pennsylvania, and nearly 1,800 students earned almost 7,000 Penn College credits.

Penn College Dual Enrollment 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 Pennsylvania College of Technology.

Initially, students were required to pay as much as \$60 per credit for Penn College Dual Enrollment 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 Pennsylvania College of Technology, is a core value of Penn College Dual Enrollment.

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

Secondary Partnerships

570.320.8003

secondarypartnerships@pct.edu

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How do students benefit from Penn College Dual Enrollment?



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 Dual Enrollment 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 Dual Enrollment credit earned in high school is like a **\$598 scholarship** to Penn College, and that adds up. Earning 3 credits in a Penn College Dual Enrollment class saves a student nearly \$1,800 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 Dual Enrollment 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.

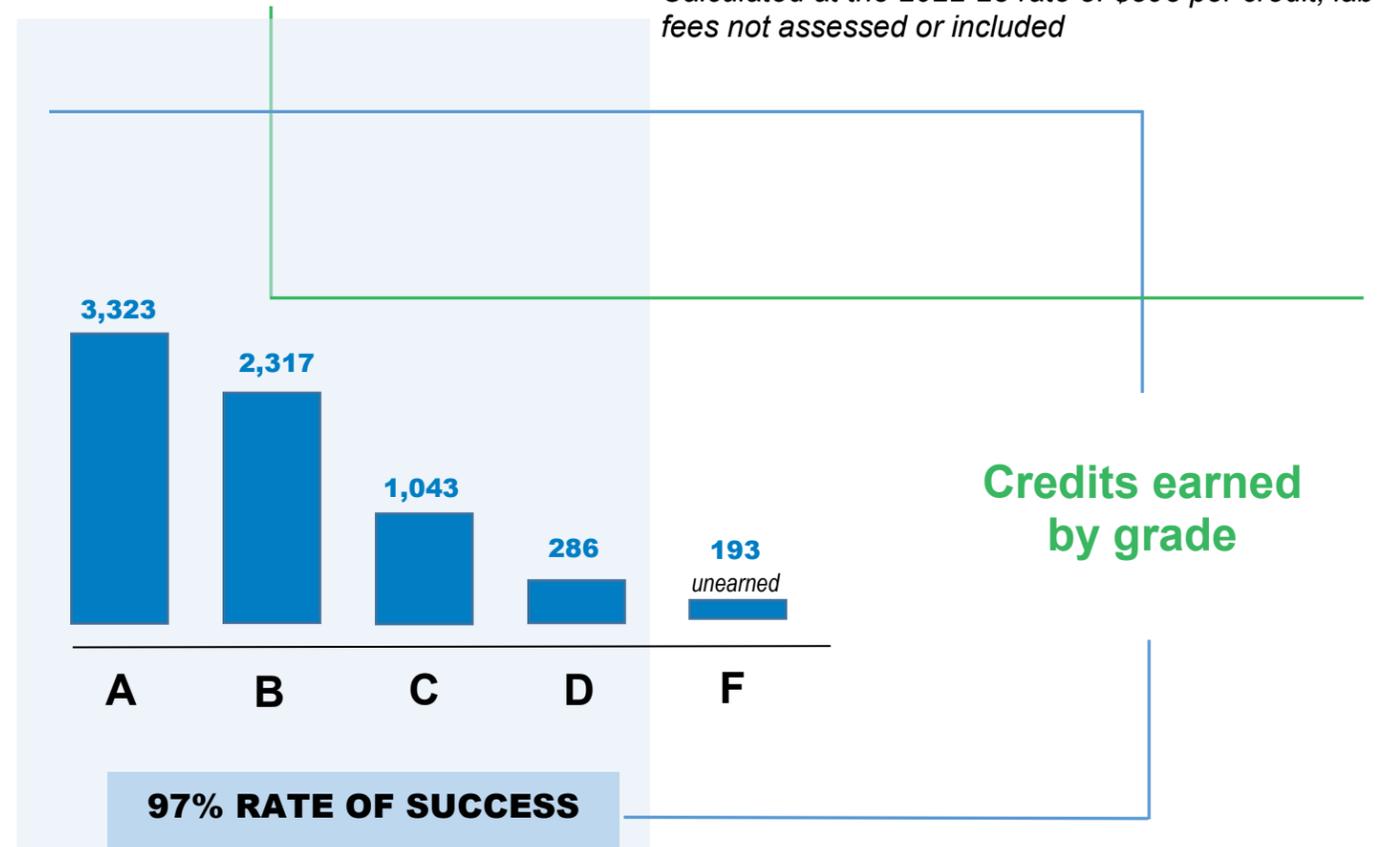
EXPERIENCE ACQUIRED



PENN COLLEGE DUAL ENROLLMENT

2022-23

Year-End Report



2021-22

Total students enrolled: 1,483
Total credits earned: 5,806
Total tuition saved: \$3,408,122

TOTAL PARTNERS: 59

TOTAL ACTIVE PARTNERS: 53

Offered courses in 2022-23

TOTAL STUDENTS ENROLLED: 1,767

Unduplicated

TOTAL CREDITS EARNED: 6,969

TOTAL TUITION SAVED: \$4,167,462

Calculated at the 2022-23 rate of \$598 per credit; lab fees not assessed or included

TOTAL COURSES OFFERED: 57

*Program-specific: 46
General education: 11*

TOTAL FACULTY LIASONS: 53

** Data provided by the Penn College Assessment, Research & Planning Office on June 30, 2023.*

FACULTY LIAISON RESPONSIBILITIES

Penn College faculty liaisons support secondary teachers and ensure that the Penn College Dual Enrollment 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 Dual Enrollment 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 Dual Enrollment.
 - ◇ If a high school or CTC needs materials or 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. School deans give final decision (approve/decline) for all Penn College Dual Enrollment teachers.
- ◇ PD is hosted in-person on campus every third year. For the 2023-24 academic year, PD will be virtual.
- ◇ 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 EIS (as for on-campus sections).
- ◇ Provide course updates and curriculum changes in a timely manner to secondary teachers and Secondary Partnerships Office.
- ◇ Visit each class at a **minimum** of once every two years.
 - ◇ In-person visitation is preferred where possible; digital (remote) options are also suitable.
 - ◇ Secondary Partnerships team will secure Penn College vehicles and provide hotel accommodations where necessary.
- ◇ Participate in and provide assistance to Secondary Partnerships staff relating to special activities for Penn College Dual Enrollment students (e.g., visits, content-specific events).
- ◇ *Contact Secondary Partnerships at 570.320.8003 if unable to contact the secondary teacher.*

1. FALL

- Attend Faculty Liaison meeting (check email for date and time)
- Offer professional development for secondary instructors
- Email PD agenda and date of attendance for each instructor to Secondary Partnerships
- Verify student rosters in PLATO match enrollment report
- Submit annual visitation form for new secondary instructors
- Submit Fall grades, if applicable

2. SPRING

- Attend Faculty Liaison meeting (check email for date and time)
- Assess new secondary instructors
- Assist Secondary Partnerships with special event (TBD)
- Submit annual visitation form (Faculty liaisons should visit every class a minimum of once every two years)
- Submit final grades

FACULTY LIAISON RESPONSIBILITIES

continued

FACULTY LIAISON CHECKLIST

SECONDARY TEACHER RESPONSIBILITIES

Penn College Dual Enrollment 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 Dual Enrollment secondary teachers perform the following duties:

- ◇ Participate in **required** professional every year. PD is hosted in-person on campus every third year. For the 2023-24 academic year, PD will be virtual.
 - ◇ Course-specific professional development for each Penn College Dual Enrollment course taught (conducted by faculty liaison).
 - ◇ Penn College Dual Enrollment 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 Dual Enrollment courses to appropriate students.
- ◇ Verify students' registration and course enrollment (**via confirmation of course roster**).
 - ◇ *Note: POCs coordinate student enrollment at the high school or CTC (see pg. 16), 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 or materials, the district or CTC is required to provide those materials to the student. Contact the POC for additional information.*

SECONDARY TEACHER RESPONSIBILITIES

continued

- ◇ Use P.L.A.T.O. course management software or other learning software to facilitate the course as required by the faculty liaison.
- ◇ 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 Dual Enrollment 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 Dual Enrollment course are strictly followed as outlined in the course syllabus.
- ◇ Report any withdrawals or other student issues to the POC, who then alerts Secondary Partnerships Office.
- ◇ Work with the faculty liaison to arrange a site visit at the high school or CTC, at a minimum of once every two years.
 - ◇ In-person visitation is preferred where possible; digital (remote) options are also suitable.
- ◇ Bring enrolled Penn College Dual Enrollment 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 Secondary Partnerships Office.
- ◇ 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 Dual Enrollment course.
- ◇ *Contact Secondary Partnerships Office at 570.320.8003 if unable to contact or otherwise communicate with the faculty liaison.*

Penn College Dual Enrollment Master Calendar

2023 to 2024



Sep 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct 2023						
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22	23	24	25	26	27	28
29	30	31				

Nov 2023						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Dec 2023						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb 2024						
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Mar 2024						
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24	25	26	27	28	29	30
31						

Apr 2024						
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28	29	30				

May 2024						
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Jun 2024						
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23	24	25	26	27	28	29
30						

Jul 2024						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

For Point of Contact

Required Partners' Meetings: Sept. 15, 2023 and May 3, 2024
 Optional AMA (Ask Me Anything) Meetings via Zoom: Nov. 10, 2023 and Jan. 19, 2024

Course Deadlines

Fall-only courses, Drop without a W: Oct. 6, 2023
 Year-long courses, Drop without a W: Nov. 3, 2023
 Fall-only courses, Drop with a W: Nov. 22, 2023
 Spring-only courses, Drop without a W: March 1, 2024
 Year-long courses, Drop with a W: March 22, 2024
 Spring-only courses, Drop with a W: April 26, 2024

Professional Development

For 2023-24 Academic Year: Ends Sept. 15, 2023
 For 2024-25 Academic Year: Begins May 15, 2024

Student Enrollment

2023-24 Fall-only and year-long course enrollment deadline: Oct. 20, 2023
 Fall-only courses, final grades due: Jan. 26, 2024
 2023-24 Spring-only course enrollment deadline: Feb. 16
 Application opens for 2024-25 enrollment: March 15, 2024
 Final 2023-24 grades due: June 7, 2024

Credentialing

Potential New Course/Teacher Name Submission Deadline: Nov. 17, 2023
 Potential New Teacher Credentials Submission Deadline: Dec. 15, 2023 (noon)
 Notice of approved teachers sent to partners: April 5, 2024

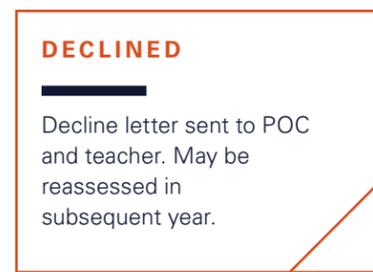
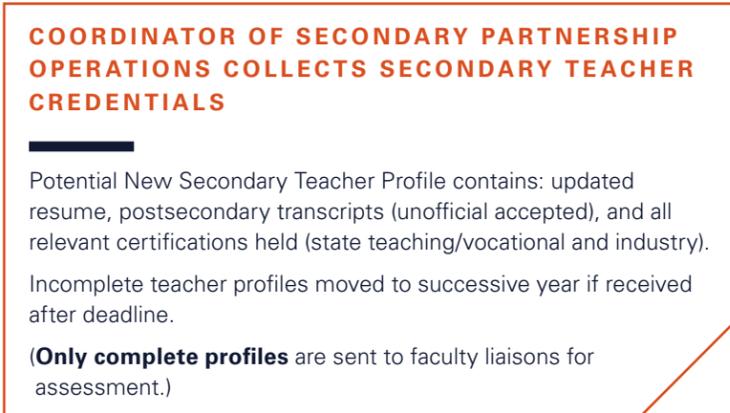
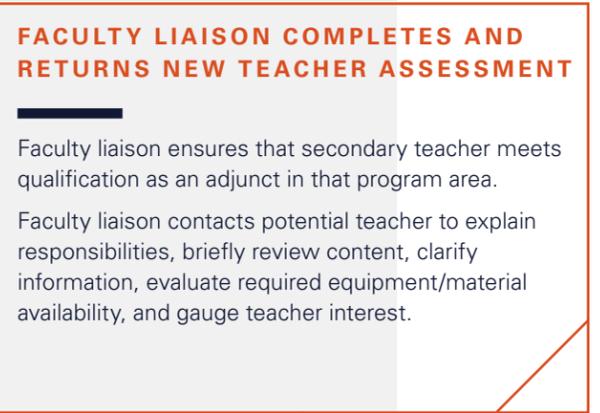
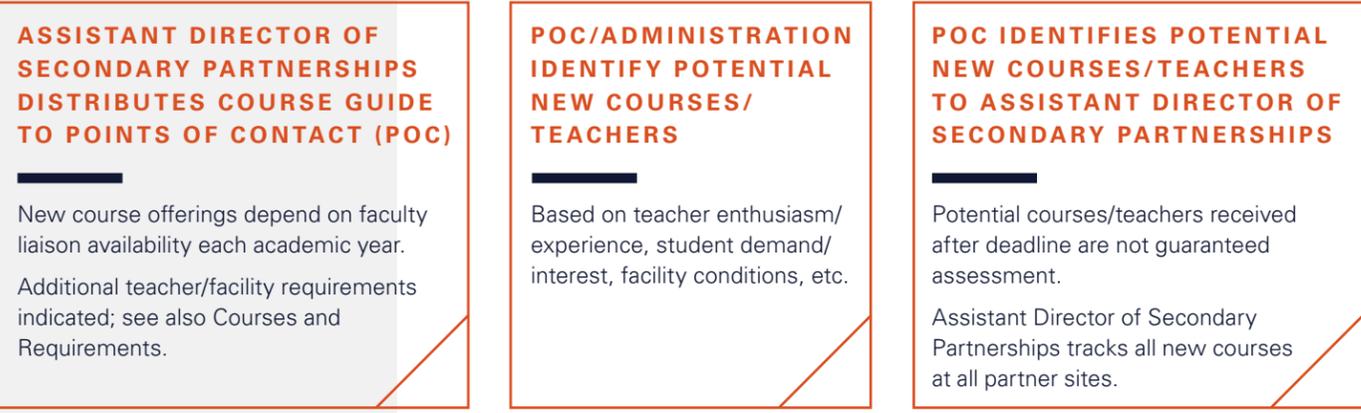
College Closed

Labor Day: Sept. 4, 2023
 Thanksgiving: Nov. 23-24, 2023
 Winter Break: Dec. 25, 2023-Jan. 1, 2024
 Martin Luther King, Jr. Holiday: Jan. 15, 2024
 Memorial Day: May 27, 2024

DE Visit Dates

October 25, 2023***
 November 14, 2023
 February 8, 2024
 April 3, 2024
 April 25, 2024

NEW SECONDARY TEACHER ASSESSMENT PROCESS



POTENTIAL NEW TEACHER ASSESSMENT

Method of Assessment <i>(telephone/digital or in-person)</i>	
Secondary Partner	
Date Assessed	
Secondary Teacher Name	
Course Number(s)	
Faculty Liaison Name	

Please complete the information below and add comments where indicated.
(Strongly Agree; Agree; Neither Agree nor Disagree; Disagree; Strongly Disagree; Not Applicable)

Teacher Qualifications	SA	A	N	D	SD	NA
1. The teacher appears to be interested and motivated to teach this course according to College standards.						
2. The teacher meets adjunct qualifications and possesses the content/technical knowledge to teach this course.						
3. After discussing the syllabus, text information, required materials, and grading standards, the teacher understands these program requirements.						
4. The teacher understands the once yearly professional development requirement for each course.						
Comments:						
Classroom, Lab, and/or Shop	SA	A	N	D	SD	NA
5. All required materials (text, equipment, software, etc.) are present and/or would be provided for all enrolled students, according to College standards.						
6. The area allows for sufficient space to teach the course according to College standards.						
Comments:						

continued

- I have reviewed this teacher’s credentials, including the resume, transcripts, and certifications.
- I have reviewed the syllabus, text and/or required materials, and College grading standards **with the teacher**.

Assessment Result

- I approve the teacher and recommend dean authorization.
(Secondary Partnerships will forward credentials and this assessment to appropriate academic school dean.)
- I would like to reassess the teacher after they have completed the following:
(Secondary Partnerships will communicate the decision, recommendation(s), and date for completion; we will contact you to revisit if appropriate action is taken by the deadline below.)

Deadline:

- I do not recommend the secondary teacher.
(Secondary Partnerships will communicate this decision; please provide the reasoning below.)

Final comments related to this assessment:

Penn College Dual Enrollment Faculty Liaison Signature & Date

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

- ◇ Secondary Partnerships Office facilitates 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 Dual Enrollment course taught (conducted by faculty liaison).
 - ◇ Penn College Dual Enrollment program updates.
 - ◇ Mandatory program orientation for new teachers in their first year only.
- ◇ If a secondary teacher cannot attend professional development due to a conflict (such as NOCTI, Keystone exams or other school/CTC sponsored event), every effort will be made to reschedule.
- ◇ If a secondary teacher does not attend professional development for a course(s) by **September 29, 2023**, the teacher will be identified as **“inactive”** and may not teach that course(s) for the 2023-24 school year, per the memorandum of understanding (see pg. 22 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.

continued

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

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

In order to enroll in Penn College Dual Enrollment courses, students must attend one of our partner high schools or career and technology centers (see complete list of partners at pct.edu/dual-enrollment), and must:

- ◇ Be a student in grades 11 or 12.

Only the courses below allow 10th grade students:

- ◇ BCT103: Construction Hand and Power Tools
- ◇ CAD122: 3D Parametric Modeling
- ◇ CHM100: Fundamentals of Chemistry
- ◇ DSM119: Fuel Systems
- ◇ DSM141: Heavy Duty Brake Systems
- ◇ EET124: Engineering, Technology, and Society
- ◇ MGT105: Introduction to Business
- ◇ MTR100: Medical Terminology Survey
- ◇ PPT115: The Plastics Industry
- ◇ WEL114: Shielded Metal Arc I
- ◇ WEL116: Shielded Metal Arc II

The courses below are only open to 12th grade students:

- ◇ ENL111: English Composition I
- ◇ MTH123: Technical Algebra and Trigonometry I
- ◇ MTH125: Technical Algebra and Trigonometry II

- ◇ Complete the free Penn College Dual Enrollment application through their high school or CTC (see Point of Contact).
- ◇ 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/dual-enrollment 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 Dual Enrollment staff. This includes the deadlines for applying, testing (only required for CIT160, EET145, ENL111, MTH123), course assignments, and final enrollment. Here's how the process unfolds.

APPLY

All students complete Penn College Dual Enrollment online application
POC tracks and informs PCDE when all students have applied via the Penn College admissions process. PCDE 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 and confirms student eligibility on report.



Students take placement test(s)

- ◆ EET145, MTH123, CIT160 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 2023-24 qualification.
- ◆ PCDE 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.

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

CONFIRM

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

Registration complete. PCDE provides POC with registered students' Penn College network letters to distribute to students.

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

- ◆ Secondary teachers may offer Penn College Dual Enrollment courses in one of three formats: fall-only, spring-only, or year-long.
 - ◆ Faculty liaisons work with teachers to determine the appropriate structure.
- ◆ **Penn College Dual Enrollment courses are Pennsylvania College of Technology courses** that are offered to high school students. 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 Dual Enrollment course(s) is the same final used at Penn College for that course.**
 - ◆ Secondary teachers can add things like homework and participation to high school or CTC grades (on a report card, for instance) which are not included in a Penn College Dual Enrollment course grade. It is expected that the school or CTC grade may be different than the Penn College Dual Enrollment final course grade (which can only be made up of exams, projects, etc. that are listed on the PCT course syllabus).
- ◆ Likely, students will earn **two different grades for every Penn College Dual Enrollment course:** the high school/CTC course grade and the Penn College Dual Enrollment 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 Dual Enrollment courses and credits will appear on an official Penn College transcript. **Every Penn College Dual Enrollment 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 or university to check on transferring any Penn College credits.
- ◆ **An "F" or "W" in a Penn College Dual Enrollment 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.

COURSE STRUCTURE

GRADING

**PENN COLLEGE
DUAL ENROLLMENT
VISITATION REPORT**

(Required once every two years at minimum)

Penn College Dual Enrollment Faculty Liaison Name:

Course Number and Name:

High School/CTC:

Secondary Teacher:

Date of Visit:

Method of Visit (remote, in-person):

Is the secondary school teacher using the approved Penn College textbook?

Is the secondary school teacher following and distributing the Penn College course syllabus?

Are Penn College Dual Enrollment students being assessed using the same methods as on-campus students?

Are Penn College Dual Enrollment students being held to the same achievement standards as on-campus students?

What issues/concerns need to be addressed by Secondary Partnerships?

Additional comments (i.e. software and/or equipment needs; assessments; observations, etc.):

Share a positive from this visit:

Penn College Dual Enrollment Faculty Liaison Signature & Date

Please sign and submit to DIF116 or LMM2@pct.edu

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

— ♦ Completion of Withdrawal/Drop form is responsibility of teacher and POC at secondary site. Penn College Dual Enrollment staff will send reminders two weeks prior to all deadlines.

Deadline	Year Long	Fall Only	Spring Only
Drop without a “W”	Nov. 3, 2023	Oct. 6, 2023	Mar. 1, 2024
Drop with a “W”	Mar. 22, 2024	Nov. 22, 2023	Apr. 26, 2024
No dropping allowed	After Mar. 22, 2024	After Nov. 22, 2023	After Apr. 26, 2024

♦ **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 or CTC while taking a Penn College Dual Enrollment 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 warrants immediate termination from the Penn College Dual Enrollment 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

**COURSE
DROPS/
WITHDRAWALS**

**DISCIPLINARY
WITHDRAWAL**

Penn College Dual Enrollment students who plan to attend Penn College after graduation are eligible for Penn College Dual Enrollment 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 Dual Enrollment course (regardless of credit value) with a minimum GPA of 3.0 in the course(s).
- ♦ Enroll in Penn College as a full-time 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 Dual Enrollment 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 Penn College Scholarship Application and complete the essay.
- ♦ Enroll in Penn College as a full-time student in the fall semester after high school graduation.

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 2024 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 puts a student in the running for every scholarship for which they are eligible (including, but not limited to, all scholarships above).
- ♦ Complete the Free Application for Federal Student Aid (FAFSA).

- ◇ For questions related to professional development or other program requirements, or if you have difficulty contacting your secondary teacher(s), please contact Penn College Dual Enrollment program staff at 570.320.8003 or email:

Chuck Crews, Jr.

Assistant Director of Secondary Partnerships

cdc32@pct.edu

Laura Machak

Coordinator of Secondary Partnership Operations

Imm2@pct.edu

- ◇ 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 Dual Enrollment course.
 - ◇ Fifty percent (50%) or more of the enrolled students in a teacher’s Penn College Dual Enrollment section are withdrawn or fail for two consecutive academic years.
- ◇ A secondary teacher whose status is “inactive” may not offer Penn College Dual Enrollment 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 Dual Enrollment requirements as outlined in this document or the memorandum of understanding.

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 Dual Enrollment 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 Dual Enrollment, 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 Dual Enrollment and the College.**
- PLEASE NOTE: Penn College’s policy on Academic Dishonesty will be followed.**

ACCEPTABLE USE OF TECHNOLOGY

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: Consequences will follow College procedures, up to and including **termination from the Dual Enrollment 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.

Incoming Freshmen

Counts taken at third week census

Academic Year	All Incoming Students ^[1]	Incoming Students with Penn College Dual Enrollment Credits ^[2]	Percent Penn College Dual Enrollment ^[3]
Fall 2008	2,333	17	0.7%
Fall 2009	2,373	34	1.4%
Fall 2010	2,341	65	2.8%
Fall 2011	2,099	60	2.9%
Fall 2012	2,173	76	3.5%
Fall 2013	2,128	99	4.7%
Fall 2014	2,003	78	3.9%
Fall 2015	1,850	114	6.2%
Fall 2016	1,856	103	5.5%
Fall 2017	1,791	137	7.6%
Fall 2018	1,816	150	8.3%
Fall 2019	1,643	153	9.3%
Fall 2020	1,396	164	11.7%
Fall 2021	1,413	131	9.3%
Fall 2022	1,589	139	8.7%

^[1] Number of new + transfer + re-enrolling, full- and part-time, degree-seeking, entering students. Excludes Admissions Status Code 9 students who withdrew prior to third week.

^[2] Number of new + transfer + re-enrolling, full- and part-time, degree-seeking, entering students who have previously earned Penn College Dual Enrollment credits during their sophomore, junior, and/or senior years.

^[3] Interpretation example: "In Fall 2020, 11.7% of incoming students previously earned credit in Penn College Dual Enrollment."

Source: Assessment, Research, and Planning ITS / ARP Datamart

Incoming Students and Matriculation

Fall 2022

**PENNSYLVANIA
COLLEGE OF
TECHNOLOGY**

SECONDARY PARTNERSHIPS

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570.320.8003



Penn College operates on a nondiscriminatory basis.