Bristol Campus

3815 Otter Street Bristol, PA 19007

SCHOOL CATALOG

2026-2027

Revised October 28, 2026

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Educational Satisfaction

We know that getting a passing grade on a lab or exam is not enough for our students. You want to walk away from your schooling with the confidence that you have the skill set to diagnose and repair a problem. We want the same thing for you. With that said, if after your training is completed, you feel that you do not have the skill level you desire, you may make arrangements to return to attend classes in order to better comprehend a lab or lecture material. That is our Educational Satisfaction Commitment to you for choosing and attending Pennco Tech.

Mission Statement

In the Pennco Tech tradition, we promote educational excellence by encouraging academic and technical curiosity, innovation, and creativity by emphasizing the importance of providing students with hands-on training and the tools to make them resourceful and productive members of the workforce. Through personal attention and a dedicated faculty and staff, our students become leaders and experts in their fields and chosen professions. Our mission is to empower our students to better their lives and to contribute positively to the organizations and communities in which they work and live. We encourage and foster partnerships among the business community and industry leaders. We are passionate and agile in responding to the changing needs of our students, employers, and the communities we serve through the process of ongoing assessment, evaluation, and improvement.

PENNCO TECH

www.pencotech.edu

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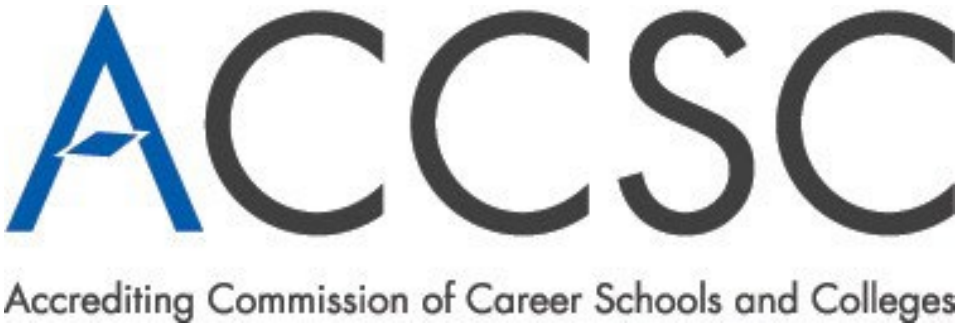
CHANGES IN CATALOG INFORMATION AND DESCRIPTIONS

Changes in the content of this catalog will be made by addendum or publication of a new catalog. No verbal changes or representations to this catalog may be made by any member of Pennco Tech's staff.

Pennco Tech is an Equal Opportunity Trainer.

Pennco Tech is an accredited institution.



Pennco Tech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is recognized by the United States Department of Education as a private, non-profit, independent accrediting agency.

ADDITIONAL APPROVALS

Pennco Tech prides itself on a long history of earning and maintaining accreditation and licensing through various National, Regional, State, and Local agencies. These include the following:

- Licensed by the Department of Education, Commonwealth of Pennsylvania, State Board of Private Licensed Schools.
- Approved by the Pennsylvania Department of Education to Award the Associate in Specialized Technology Degree to graduates of the:
    - Automotive Technology Program.
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- All programs approved for the training of veterans.
- Listed as an authorized training facility by
    - Pennsylvania Office of Vocational Rehabilitation
    - New Jersey Department of Rehabilitation.
- Listed as an authorized trainer by the Pennsylvania Department of Transportation, Bureau of Traffic Safety, to facilitate the Pennsylvania State Inspection and Emission Control Certification Programs.
- Automotive and Collision Repair instructors are generally certified by the National Institute for Automotive Service Excellence (ASE) in their individual specialties as well as in other technical areas.
- Listed as an eligible institution under the Federal Direct Student Loan programs (Direct Stafford and Direct PLUS).
- All students are also eligible and may apply for:
    - Federal PELL Grants
    - Federal Supplemental Educational Opportunity Grants
    - Federal Direct Loans through the U.S. Department of Education
    - Sallie Mae Private Loan Program.
- Pennsylvania residents are eligible to apply for the State Grant administered by the Pennsylvania Higher Education Assistance Agency.

HISTORY OF OUR SCHOOL

In 1961, The School of Electronics was founded in Philadelphia, PA by the Philco Corporation. In 1966, the Ford Motor Company, through its subsidiary, Philco-Ford, established the School of Automotive Technology, also in Philadelphia. Philco-Ford was granted our first accreditation by NATTS (now the Accrediting Commission of Career Schools and Colleges, ACCSC) on March 30, 1969. Pennco Tech has maintained continuous accreditation since that date.

In 1973 these two schools were acquired by Pennco Institutes, Inc., a Pennsylvania Corporation. In 1975 the School of Electronics and the School of Automotive Technology moved to Bristol, Pennsylvania, and consolidated as Pennco Tech.

In 1978, a School of Automotive Body Repair was established in Bristol and an additional Pennco Tech facility was opened in Pennsauken, New Jersey, consisting of a School of Automotive Technology and a School of Automotive Body Repair.

In 1984, Pennco Tech relocated its Pennsauken campus to a larger facility in Blackwood, New Jersey. With strong roots in the automotive industry, the school has consistently delivered quality education through dedicated staff and instructors. Over the years, Pennco Tech has expanded to offer a wide range of skilled trades programs, including Electrician, Heating, Ventilation, Air Conditioning & Refrigeration (HVAC&R), Plumbing & Heating Technology, Medical Assistant, and Welding.

In 2023, Pennco Tech proudly celebrated its 50th year of operation, marking more than five decades of preparing and training tomorrow's workforce.

SCHOOL PHILOSOPHY/EDUCATIONAL OBJECTIVES

The development of an individual by formal education and training leads to a more fruitful life for that individual, promotes morale and intelligence, conserves human resources and efforts, aids in the production of wealth, and contributes to economic stability and progress.

To aid the student in this development, Pennco Tech:

- Concerns itself with the student as a total human being who, as a graduate, will seek employment based on their personality, experiences, and aspirations as well as technical training.
- Provides training which fosters individual technical proficiency.
- Engages the student in active participation in the learning process.
- Encourages creativity, experimentation, questioning and evaluation.
- Strives to provide pleasant associations with success rather than frustrating experience with failures.
- Provides experiences through which the student can develop proper attitudes and adaptability toward meeting his/her obligations in an ordered society as well as in his/her work environment.

From a practical point of view this philosophy indicates that, since learning takes place within the student, the school is dedicated to helping the student learn. Further, since the school is sensitive to the student's ultimate objective, employment, and employer's needs, learning involves not only technical information, but the other qualities and attitudes that develop the total human being. Thus, the student is made aware of the need for self-discipline, neat appearance, clear and concise writing, confident speech, cooperation, honesty, and the many other characteristics that the employer finds desirable in a good employee.

NON-DISCRIMINATION POLICY

Pennco Tech adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Pennco Tech does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, creed, color, religion, disability, veteran status, gender, age, marital status, sex, sexual orientation, gender identity or expression, pregnancy, genetic information, citizenship, ethnic or national origin, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any resolution process on campus.

Effective 8/1/24 the updated Title IX Sexual Harassment/Non-Discrimination Policy will be on Pennco tech website (www.penncotech.edu)

LOCATION/FACILITIES

Pennco Tech is conveniently located in Bristol Township near the Pennsylvania side of the Burlington Bristol Bridge. It is easily accessible from the I-95/Route 413 Interchange; Route 13; the Pennsylvania Turnpike; and Route 130 in New Jersey.

Training is conducted within three adjacent buildings, totaling 102,000-sq. ft. of floor space, situated on more than seven acres of land. A full-service cafeteria is also provided for the students and is located in Building #2. Free parking is available for all students.

Limited "on campus" housing is available. The school also makes information available to students regarding living accommodations in private homes and apartments in the vicinity; however, it cannot assume any responsibility for the safety or health of those residing in private homes, rooms, or apartments.

Each classroom and laboratory is equipped with the appropriate test and demonstration equipment to adequately train students in their chosen profession. All special tools and test equipment are supplied by Pennco Tech during the student's training. Lecture and/or lab class size shall not exceed a 30 to 1 ratio. Automotive students are permitted to work on their own cars and cars belonging to members of their immediate family when approved by the instructor and such work coincides with scheduled training. Practical experience is gained, therefore in working on products of various makes and models of automobiles. Student work on vehicles during non-school hours is prohibited without permission of instructor and School Director.

SERVICES FOR THE PHYSICALLY IMPAIRED

Services for individuals with impairments protected under the Americans with Disabilities Act (ADA)

* Designated parking and ramp access to all school buildings
* Restrooms to accommodate wheelchairs
* Other options are available to meet specific needs and are treated on an individual basis; please see the Pennco Tech ADA Students with Disabilities Policy on our webpage at www.penncotech.edu

EMERGENCY PREPAREDNESS INFORMATION

Pennco Tech's Emergency Preparedness Plan can be found on the student portal at www.pennco.edu or our website at www.penncotech.edu.

PENNCO TECH HONORS CONSTITUTION DAY

At Pennco Tech, we proudly recognize Constitution Day by educating our students about the significance of the U.S. Constitution. To commemorate this day, we provide students with an informative handout and an educational assignment.

ADMISSION REQUIREMENTS AND PROCEDURES

All interested applicants must apply on campus. To apply as a student at Pennco Tech, you must complete the following:

- Be beyond the age of compulsory school attendance in the State of Pennsylvania and/or have obtained a high school diploma or a GED.
- No applicant may start training at Pennco Tech if they are currently attending high school.
- Be able to perform the job duties of your chosen career as outlined in the U.S. Department of Labor publication, Directory of Occupational Titles.
- Participate in a personal on-site interview with an Admissions Representative.
- Government-issued photo Identification
- $50.00 application fee.
    - This fee does not guarantee admission into Pennco Tech. Applications will not be reviewed until payment is received.
    - The application fee is refundable if the students' application is cancelled within 5 days of payment.
    - A non-sufficient fund fee of $10.00 will apply to all returned check payments
- Non-United States citizens/Foreign students may need to provide further documentation
- Provide one of the following as proof of education:
    - A state-endorsed high school diploma or equivalent (GED).
    - Ability to Benefit (ATB) with passing scores in Verbal = 200 and Quantitative = 210, and having established eligibility in a Title IV institution before July 1, 2012. *
    - An associate's degree or higher from an accredited institution, proven by submission of an official transcript.
- Home-school applicant - Admissions requirement policy: **Must meet one of the following:**

    1. Home-school students residing in a state that has a state approved home-school certifying agency must possess the following; A copy of the home-school diploma with corresponding transcripts awarded by the state.
    2. If the students home state does not have a state approved home-schooling agency, they must provide proof of passing a high school equivalency GED test.
    3. A copy of an associate's degree or higher, awarded to applicant from a degree granting institution

*Approved home-schooling diploma-granting organizations are listed on pa.gov website: https://www.pa.gov/agencies/education/programs-and-services/instruction/elementary-and-secondary-education/home-education-and-private-tutoring?

*****Please note visas B, C, D, F, and M are automatically ineligible to apply for admissions*****

*ATB students may be required to re-test using a U.S. Department of Education-approved examination of the ATB based on a transcript review of their prior educational experience

Criminal Background:

Pennco Tech is committed to providing a safe learning environment for all students and faculty. Applications from prospective students with felony criminal backgrounds will be subject to further review by Pennco Tech and can result in denial of admission. Factors considered in this evaluation include: the nature of the offenses, the duration of time since the charges, the frequency/number of arrests, and the applicant's ability to convey what they've

accomplished, or the changes they've made, in an effort to rehabilitate and transform their behavior. Certain felony convictions and charges or convictions for drug offenses will also limit an applicant's eligibility to apply for and receive federal student loans and grants.

Pennco Tech will not accept applicants who have been convicted of, pleaded guilty to or no contest to, or are awaiting legal resolution for:
A. a violent crime involving a weapon
B. sexual assault, attempted sexual assault
C. murder, attempted murder, or voluntary manslaughter.
D. human trafficking or kidnapping

Pennco Tech reserves the right to deny admission to applicants based on their criminal background. This policy is in place to ensure the safety, well-being, and integrity of our academic community. Applicants are given the opportunity to explain any issues identified on this admissions application. Please note, that having a criminal background does NOT automatically disqualify an applicant for admission, unless the criminal history falls into one of the categories listed A thru D above. The responses to these questions will result in further review of the application by Pennco Tech Administrators. After review of responses, a vote on acceptance will take place by committee, consisting of the School Director, Director of Education and a member of the management or executive team. A two-thirds vote is required to accept or to deny the applicant. An interview may be requested with the applicant for further follow-up questions to aid our School administrators in making their determination. Pennco Tech is committed to a fair review of each applicant's background and will provide notification of the decision in writing.

If admitted into Pennco Tech, students with criminal backgrounds will receive written notification disclosing potential challenges with obtaining employment and will be asked to sign an acknowledgement waiver. Students who fail to disclose their prior felony convictions or provide false information on their application will be subject to immediate termination from the school upon discovery.

ADVANCED STANDING /TRANSFER OF CLOCK HOURS/CREDITS

Pennco Tech may accept transfer clock hours or credits for courses completed at another institution; however, 50% or more of the program's clock hours must be completed at our school. A student wishing to transfer credit must complete the transfer of clock hour/credit form and submit the transfer request form before the start of the program. An official transcript is required directly from the college attended. Pennco Tech will review course descriptions and any transcripts received by the student to arrive at a final decision.

Courses taken at another institution must have been passed with a "C" (2.0) or better and the former institution must be accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). If clock hour credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. The corresponding course will be listed on the student's transcript with a grade of "TC". Transfer credit courses are not counted in the Cumulative GPA.

Acceptance of transfer credit is at the sole discretion of Pennco Tech. In addition, Pennco Tech does not have articulation agreements and does not give credit for experiential learning.

TRANSFER OF HOURS/CREDITS

Decisions concerning the transferability/acceptance of Pennco Tech credits and or hours by any other institution are made at the sole discretion of the receiving institution. No representation is made concerning the transferability of any credits/hours earned at Pennco Tech to any other institution.

EDUCATIONAL REQUIREMENTS AND PROCEDURES

NATURE OF PROGRAMS

All programs of instruction are designed with expected learning outcomes. Through theory, practice and lab assessment the student will have direct experience with their career program of choice.

Pennco Tech is a firm believer that everyone can go on to higher learning. We also feel that there is a school for everyone and that in some cases our educational delivery model is inappropriate for some learners. Programs at Pennco Tech are not designed to be comprehensive transition and postsecondary (CTP) programs for students with intellectual disabilities.

Pennco Tech's use of Distance Education: Pennco Tech **does not use Distance Education, or online learning, as a primary delivery method for any of its course** content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in issues of inclement weather and/or pandemic issues as approved by the State of PA and ACCSC.

Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed as discussed above.

All other school services to students will be offered in-person on-campus and never by way of online Distance Educational services.

Occupational Safety and Health Administration - OSHA

The Occupational Safety and Health Administration (OSHA) requires safe standards for working men and women, and provides training and education to these workers to ensure a safe environment. Pennco Tech is one of only a few official OSHA Test sites offering a Certified OSHA Trainer through the OSHA organization. The OSHA 10 and 30 certification courses for "Construction Safety and Health" is offered to the Electrician, HVAC&R, and Plumbing students on the Bristol Campus. The students have the opportunity to graduate with their OSHA 10 or OSHA 30 certification card depending on their future aspirations. The OSHA 10-hour safety program consists of training for entry level workers promoting the most updated health and safety regulations. The OSHA 30-hour course is more appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA trained instructors help to ensure that workers are more knowledgeable about workplace hazards in the construction field. For additional information on course schedules and costs, please reach out to our Director of Education.

TERM SCHEDULING/SEQUENCE

The sequence in which a student progresses through the program is determined by the Education Department and may not coincide with the sequence used in the catalog.

CLASS HOURS

Each "clock hour" contains at least 50 minutes of instruction. Day classes are in session Monday through Thursday from 7:30 a.m. to 3:00 p.m., Fridays will start at 7:30 a.m. and end at 2:00 p.m. and occasionally end at 3:00 p.m. for an average of 34 hours per week. Evening sessions are on Monday, Wednesday and Thursday from 6:00 p.m. to 10:00 p.m., MAXE-Eve (16hrs)(Nov 7 start): Monday through Thursday 6pm to 10pm

STUDENT SATISFACTORY PROGRESS

For ALL programs offered at Pennco Tech, students are required to attain a minimal cumulative grade point average of 2.0 in order to be eligible for graduation.

GRADING SYSTEM and ATTENDANCE RECORDS

All records of attendance and final Term/Program grades are maintained by the Registrar's Office electronically. Students can view this information on their student portal. If needed an Official Transcript can be requested from

the Registrar by going to the Bursar's Office window in Building 3. Upon graduation, all students are provided an Official Transcript and a Program Graduation Document.

GRADING SYSTEM

90-100%	4.0
80-89%	3.0
70-79%	2.0
60-69%	1.0
0-59%	FAILURE

REQUIRED COMPLETION RATE

CLOCK HOURS PER PROGRAM	WEEKS	MAX WEEKS TO COMPLETE PROGRAM
1800	52	78
1350	40	60
1200	35	53
1200 (EVENING)	100	150
960	28	42
960 (EVENING)	80	120
900	26	39
900 (EVENING)	75	113
600	17	26
600 (EVENING)	50	75
600 (EVENING MAXE (16hr/wk)	38	57

ACADEMIC PROBATION

Any student who fails the first Term of his or her program (below 60%) must repeat that Term, without financial aid, before taking any other individual Term in their Program. If a student fails any subsequent Term in their Program they will be required to retake that Term and receive a passing grade of 60% or higher before they can be considered eligible for graduation.

At the end of each Term, the student's cumulative grade average will be determined. Students who do not achieve a cumulative grade average of 70% or higher at the end of each Term will be placed on *Academic Probation* for the following Term. If, at the end of the probation period, the student's cumulative grade average remains below 70%, the student may be required to repeat the Term or dismissed.

REPEAT POLICY

If a student earns a final term grade **below 60%,** the student MUST repeat the term. A student may repeat an entire term only one time. If a student is *required* to or *requests* to repeat a term, the second grade and attendance record will substitute for the first grade. *Please note that repeating a term may alter a student's financial aid packaging.*

INCOMPLETE ACADEMIC RECORD

A final grade for a term of "I" or Incomplete will be utilized at the discretion of the Education Department. The "I" will be converted to a zero if not made up within the time frame determined by the Education Department

OFFICIAL WITHDRAWAL POLICY & PROCEDURE

In order to officially withdraw from Pennco Tech, a student first must have a meeting with the Director of Student Services, Director of Education, Evening Education Supervisor or School Director to discuss the reason for withdrawing. Additionally, the student must complete and sign a letter of withdraw. The student will then be directed to the Financial Aid department for an exit interview.

RE-ENTRY AND CHANGE OF PROGRAM POLICY

Students who are terminated by the school for academic, disciplinary, or attendance reasons as set forth by school policy may request re-entry after one complete term from the date of termination. This request will be reviewed by the Education Department and submitted to the School Director for approval. This policy does not apply to voluntary withdrawals. A voluntary withdrawal may request re-entry at any feasible date in the program.

Students are encouraged to remain in the program in which they originally enrolled until graduation. The school realizes that situations may arise that warrant a change in the student's educational objective by entering a new program. Such changes must be submitted at least 5 business days prior to the end of the term/effective date, in writing to the School Director, stating the reason(s) for the change. The Director will evaluate the request based on the reason(s) stated, grades, attendance, feasibility, and Title IV regulations, if applicable.

If approved, the grades for those terms credited to the new program will be considered in the student's grade point average. However, for the purposes of determining whether the student is completing the program in the maximum allowable time frame, the time spent in the previous program will not be considered.

Students will be allowed only one Change of Program. A fee may be charged depending on the selected program change. Students who have been dismissed or voluntarily withdrawn prior to the end of a term may be allowed to re-enter at the point at which they stopped attending. Prior to the point of re-entry, students are expected to attend the portions of the term they have already attended and actively audit the classes. In lieu of tuition, students will be charged a $25 fee for actively auditing the class. Students re-entering after 180 days will be required to retake their entire Term if they left prior to completing the Term. These students will be required to pay for the entire Term a second time.

GRADUATION REQUIREMENTS

The Graduation Requirements are designed to provide all students with program specific learning outcomes that will support them upon entry into their chosen career field.

Certificate of Completion (Professional Development of an individual Term)

To be eligible for a Certificate of Completion, the student must:

a. Complete Term requirements with a minimum average grade of 70%;
b. Attend 100% of all scheduled classroom hours (made up time count as attending class);
c. Satisfy all financial obligations to Pennco Tech
d. Complete Exit Counseling with SLDC or on Studentaid.gov.

Diploma

To be eligible for a Diploma the student must:

a. Receive a passing grade, 60% or higher, in each Term of their program
b. Complete program requirements with a minimum average grade of 70%
c. Attend 100% of all scheduled classroom hours (made up time count as attending class);
d. Satisfy all financial obligations to Pennco Tech; and
e. Complete Exit Counseling with SLDC or on Studentaid.gov.

Associate in Specialized Technology Degree

To be eligible for an Associate in Specialized Technology Degree, the student must:

a. Possess a High School Diploma or GED
b. Be enrolled in a Degree Program
c. Receive a passing grade, 60% or higher, in each Term of the program
d. Complete program requirements with a minimum GPA of 70%
e. Attend 100% of the total clock hours of the program. (made up time count as attending class)
f. Satisfy all financial obligations to Pennco Tech; and
g. Complete Exit Counseling with SLDC or on Studentaid.gov.

ATTENDANCE POLICY

Students will be withdrawn from their program if they miss 20% or more of any academic term, or if they accumulate 14 consecutive days of absence at any point during your program. Consecutive absences include weekdays, weekends, holidays, and school-designated closures

ATTENDANCE MONITORING AND WITHDRAWAL POLICY

To promote student success and ensure compliance, the following attendance thresholds and consequences apply.

Please Note:

- **Attendance thresholds are calculated based on the percentage of total class hours for the entire term.**
- **Make-up hours will not be considered when determining attendance percentages.** Completing make-up hours does **not** reduce the amount of class time officially recorded as missed.

ATTENDANCE THRESHOLD WARNINGS

Attendance is closely monitored throughout the term. Students will receive notifications based on the percentage of the term they have missed. The following thresholds apply:

- **5% of the term missed** – The student will receive a **formal attendance warning**.
- **10% of the term missed** – The student will receive a **second formal attendance warning**.
- **15% of the term missed** – The student will receive a **third and final attendance warning**.
- **20% of the term missed** – The student will be **withdrawn from the program due to non-attendance**.

RE-ENTRY POLICY FOLLOWING ATTENDANCE WITHDRAWAL

Students withdrawn for attendance-related reasons may apply for re-entry no sooner than 180 calendar days from their Last Date of Attendance (LDA). Approval for re-entry is subject to:

- Review of prior academic and attendance records
- Space availability in the program

MAKE UP TIME COMPLETION POLICY

Students are expected to maintain consistent attendance and be present for all scheduled class hours. When absences occur, students are responsible for completing all missed instructional time as soon as possible within the term in which it was missed. The purpose of Pennco Tech's make-up completion policy is to support student success by helping students remain on pace in their academic program.

Students who miss **more than 10%** of a term will be required to complete at least **70% of all owed make-up time** of that term, by the **end of each term.**

Students who fail to meet this requirement will be placed on **make-up time probation** at the end of that term.

Any student who remains on **make-up time probation for two consecutive terms** will be **withdrawn from the program** due to insufficient progress in meeting attendance requirements.

Students entering their final term on make-up time probation will be subject to the "final term consideration" section of this policy.

FINAL TERM CONSIDERATION

Placement on Make-Up Time Probation or withdrawal as a result of make-up time probation during a student's final term is at the discretion of the Director of Student Services, Director of Education or the Executive Director of the School. Decisions will be based on the student's overall attendance record and documented efforts to complete required make-up time throughout the program. Students who are projected to be placed on Make-Up Time Probation or withdrawn during their final term will be reviewed under this discretionary process.

Please note: Students withdrawn under this Make-Up Time Completion Policy will be allowed to re-enter only once within 180 days. Upon re-entry students will be subject to this Make-Up Time Completion policy in their subsequent term. This Make-Up Time Completion policy does not apply to grad pending students.

TARDINESS

Students are expected to be in their assigned classroom/lab at 7:30 am for day students and 6:00pm for evening students. Being late to class is disruptive to the educational process at Pennco Tech. Any student not physically present for the start of, or during, a scheduled class period will be considered tardy and their time out of class will be recorded.

ATTENDANCE PROBATION

Please see Attendance policy on page 10.

NO EXCUSED TIME POLICY

Changes to Excused Time Policy -Affects both New Students and Re-Entry Students.

No Excused Time policy is effective as of July 1, 2024.

Make-Up Work: Students are responsible for completing any missed assignments or assessments within a reasonable period as determined by the faculty.

The new policy effective July 01, 2024, states:

No Excused Time

No Excused Absences: Students will not be granted any excused time for absences. Students must attend or make up all clock hours for their program of study to graduate from the program.

Make-Up Hours: Students are responsible for making up missed hours, and completing any missed assignments or assessments within a reasonable period as determined by the faculty.

Implementation and Support

The new policy fosters a disciplined and consistent academic environment, ensuring all students benefit from their

educational journey.

The institution is committed to supporting students through this transition. Student Services are available to provide guidance and resources to help students adapt to the new policy. Students are encouraged to seek assistance proactively to address any potential issues that may affect their attendance and should contact the administration office with any questions or concerns regarding this policy.

MAKE-UP WORK/SEAT TIME

When a student is absent from class, the student is required to complete make-up time for seat time missed. Make-up will be supervised by instructor(s) or education staff.

Days, Hours, and location for completing make-up time are as follows:

Day of Week	Time	Location	
Mon thru Fri	6:30am to 7:30am	Student Resource Center	
Mon, Wed, Thurs	3:10pm to 5:50pm	TBD	
Tues	3:10-4pm	TBD	
Fri	2:10pm to 3pm (when class schedule permits)	TBD	

Students will be notified in advance as to where their program make-up time will occur

CONSECUTIVE ABSENCE & UNOFFICIAL WITHDRAW POLICY

Pennco Tech is committed to educating, preparing, and placing students into qualified and well-paying employment. This training includes conveying the expectations of professionalism to our students that will enable them to succeed in the workplace after completing their education. Employers do not tolerate excessive absenteeism, unexcused absences, and extended absences without personal contact, and neither does Pennco Tech.

For example, if a student—whether enrolled in day or evening classes—fails to attend class and does not communicate with the Education Team, and is absent for 14 consecutive calendar days (consecutive absences include weekdays, weekends, holidays, and school-designated closures) they will be withdrawn from the program. Unofficial withdrawals can also occur when a student (1) violates the student code of conduct, (2) violates the attendance policy (3) violates the make-up time probation policy or (4) does not meet the academic requirements to continue in their program.

LEAVE OF ABSENCE

Pennco Tech's formal LOA Policy is that we DO NOT allow students to take a leave of absence. If a student must leave school for an extended period of time, 14 consecutive days (Consecutive absences include weekdays, weekends, holidays, and school-designated closures), the student must meet with a member of the Education Office and request to withdraw from school in writing. Failure to do this will result in the student being unofficially withdrawn by the school on day 14 of their absence.

STUDENT CONDUCT AND TERMINATION

Students may receive verbal or written notifications from an educational staff member in areas such as attendance, behavior, adherence to school policy, dress code, and academics. Students will face disciplinary action for any of the following violations including but not limited to:

- Dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institutional documents or identification with intent to defraud.
- Intentional disruption or obstruction of instruction, research, administration, disciplinary proceedings, public meetings, programs, or other school activities.
- Any abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- Violation of federal copyright laws and unauthorized peer-to-peer file sharing. See also the Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.
- Jeopardizing the safety or well-being of others.
- Violation of the Pennco Tech's policy on Possession of weapons (see page 61 and 62)
- Disrespect towards the school, staff members, or other students.
- Any occurrence that the Director deems detrimental to the successful operation of the school.

Violations of the Student Code of Conduct

Purpose: The purpose of this policy is to outline the procedures for issuing advisories for school violations, and to define the consequences for repeated violations, ultimately leading to termination from the program.
Scope: This policy applies to all students enrolled in the program.

Definitions

- Code of Conduct Violation Advisory-A written notification issued to a student for:
  - Examples (but not limited to): Cheating, use of abusive language, verbal/physical abuse, harming the safety of others, disrespect to school or staff, and smoking/vaping indoors, speeding
- Four advisories of any kind will result in termination from the program.

Policy

4. The advisory will be documented and provided to the student in writing or via email.
   - The advisory will outline the consequences of further violations, including potential termination from the program.
5. Accumulation of Advisories and Termination
   - A student who receives four advisories of any kind will be terminated from the program.
6. Record Keeping
   - All advisories will be maintained in the student's file.
   - Records of advisories will be kept confidential and only accessible to authorized personnel.
7. Communication
   - Policy will be included in the catalog
   - The Code of Conduct policy will be reviewed during orientation.

Procedure

1. Termination Process
   - After the third advisory, the student will be notified of the severity via email, text, or written notice.
   - Upon reaching the fourth advisory, the student will be terminated from the program.
   - Student may appeal the decision by petitioning the school director in writing within 7 days of the termination.
   - The decision of the School Director shall be final.

Responsibilities

- Students: To comply with all school rules and policies and acknowledge advisories.
- School Administration: To issue and document advisories accurately and fairly, and to enforce the termination policy when necessary.

Review and Amendment

- This policy will be reviewed and may be amended as necessary to ensure compliance and effectiveness

SATISFACTORY ACADEMIC PROGRESS (SAP) Policy for Financial Aid

Federal law and regulations require that all students receiving financial aid maintain Satisfactory Academic Progress (SAP) according to both qualitative and quantitative measures. The following policy represents the standards adopted by Pennco Tech's Financial Aid Office and applies to all students receiving financial aid, including Federal Direct Stafford Student Loans.

Conditions for meeting Satisfactory Academic Progress Policy

Students must meet all components associated with Satisfactory Academic Progress. Students must maintain a grade point average of at least 70% (Qualitative Measure), A Pace of at least 66.66% (scheduled Clock Hours/weeks Completed for the Payment Period (Quantitative), and Maximum Timeframe (completing the program within 150% of the established program length as it relates to calendar time)). Students fail the maximum timeframe component when it becomes mathematically impossible to complete the program within 150% of the published program calendar length timeframe. The Financial Aid Office will notify students via written letter format regarding their SAP status when failing one or more of the aforementioned SAP components. Pennco Tech does not have an appealing process to assist students in regaining Title IV eligibility after failing Maximum Timeframe Standards. Students may consult the Education Department to determine the necessary steps required to complete their academic program.

Students are required to complete 66.66% of the hours/weeks within a given payment period to maintain their required pace. Students will be checked for both completed hours and weeks as it pertains to SAP. (* Although a student may be making Satisfactory Academic Progress, the student may not be eligible to receive a subsequent disbursement until the total number of hours and weeks are completed for the previous payment period. For a complete description regarding subsequent disbursements, please see the disbursement section of this manual).

GRADING SYSTEM

90-100%	4.0
80-89%	3.0
70-79%	2.0
60-69%	1.0
0-59%	FAILURE

REQUIRED COMPLETION RATE

CLOCK HOURS PER PROGRAM	WEEKS	MAX WEEKS TO COMPLETE PROGRAM
1350	40	60
1200	35	53
1200 (EVENING)	100	150
960	28	42
960 (EVENING)	80	120
900	26	39
900 (EVENING)	75	113
600	17	26
600 (EVENING)	50	75
600 (EVENING MAXE (16hr/wk)	38	57

While a student's Maximum Timeframe is calculated based on the number of weeks it takes the student to complete the program, the student is not eligible to receive additional financial aid funds for more hours than required for the program. With the exception of a re-enter student who enters Pennco Tech after 180 days from separating from the institution the Financial Aid Office cannot pay funds to a student for repeated course hours.

Pace

Pennco Tech evaluates pace as the students attended time compared to that which is scheduled. If the scheduled hours have elapsed, regardless of whether or not the student has attended them, the student will be reviewed for SAP as noted below. Students who repeat a previously completed course will have the amount of time that it takes to complete the repeated term factored into their Maximum Timeframe standing. Students must be mindful of the number of repeated courses included in their current program as this can affect whether or not the student is able to complete the program on time.

Example of Pace

At 450 scheduled hours the student completed 300 hours 300/450 = 66.66%, expressed in Calendar time 8.66 weeks/13 weeks = 66.66% (Both items checked according to Maximum Timeframe).

***Next SAP review is at 900 scheduled hours (if the student is in an academic program that is longer than one academic year)**

Financial Aid Warning

In order for students in a clock-hour program to receive financial aid, they must maintain Satisfactory Academic Progress toward completion of their degree or certificate. Satisfactory progress is evaluated at the end of each scheduled payment period. If satisfactory progress is not achieved at the end of the scheduled payment period, students will automatically be placed on **Financial Aid Warning**.

At the end of each payment period the student's cumulative grade point average will be determined as well as the students' pace of completion. Students who do not achieve a cumulative grade point average of 70% or a Pace of Completion of 66.66% at the end of the payment period will be placed on Financial Aid Warning for one subsequent payment period. During this warning period, the student will receive any financial aid funds due to him. If the cumulative grade point average is less than 70% or the pace of completion is less than 66.66% after the **Financial Aid Warning** payment period, the student's financial aid will be terminated. If the student satisfactorily completes the Financial Aid Warning period based on the standards, the student remains eligible for future financial aid funds.

Pennco Tech's Financial Aid Office does not have an appealing process for failing Satisfactory Academic Progress. Students not making SAP for financial aid programs will be required to pay for any additional courses from their own resources. If the student achieves SAP on his/her own, then the student regains eligibility for ALL financial aid programs. Students must visit the Financial Aid Office to inquire about their Satisfactory Academic Progress

status and confirm if the successful completion of a course or courses has enabled them to regain Title IV eligibility; breaks in enrollment or paying for additional coursework does not alone assist the student in regaining Title IV eligibility.

Incompletes and Satisfactory Academic Progress

Students who receive an incomplete "I" for any course that is included in their current program will have the incomplete averaged into their cumulative GPA standard. The "I" will affect the student's GPA standing similar to the effect of receiving a zero for the course. Hours achieved from the grade of Incomplete are counted in the student's attempted hours and completed. Students are advised to visit the Education Department to determine how to convert the incomplete grade. Students must notify the Financial Aid Office when a grade of incomplete has been changed. The Financial Aid Office will use the new information to recheck Satisfactory Academic Progress (SAP) for the student and update the student regarding their new SAP status via written notification.

Satisfactory Academic Progress Review for Conflicting/New Information

In all cases the Financial Aid Office must recheck Satisfactory Academic Progress when new information has been received or previous information has been changed. The Financial Aid office will contact the student in written letter format to inform the student of any current or changed information regarding the student's SAP status due to any updates affecting the student's academic record. Students who are unsure of their academic standing in their program must contact the Education Department to resolve any discrepancies or issues.

Transfer Hours and Satisfactory Academic Progress

Only transfer credits that count toward the student's current program are counted (as both attempted and completed hours). Students who receive credit for transfer hours in their current program are not eligible to receive financial aid funds for the course that those transfer hours have satisfied. The student is not eligible to be paid additional financial aid funds or receive additional time for the already completed course as it relates to Maximum Timeframe standards.

Return of Title IV Funds

Pennco Tech is required by Federal statute to recalculate Federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations:

A. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

B. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

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

Refunds are returned in the following order:

· Federal Unsubsidized Direct Loan
· Federal Subsidized Direct Stafford Loan
• Federal Direct Parent Plus Loan
· Federal Pell Grant
· Federal Supplemental Opportunity Grant

Enforcement Action - Judgment

If a school faces an adverse action from its accrediting body or regulatory agencies, it is possible that its Title IV eligibility (federal student aid funding) could be suspended or revoked.

Notice of Compliance with TITLE IX

Of the Education Amendments of 1972

The following Title IX Sexual Harassment/Discrimination Response Policy (the "Policy") outlines Pennco Tech's efforts to comply with Title IX of the Education Amendments of 1972, as amended ("Title IX"), which prohibits discrimination (including sexual harassment and sexual violence) based on sex in Pennco Tech's educational "Programs and Activities," as such term is defined below, as well as retaliation for asserting or otherwise participating in claims of sex discrimination.

Pennco Tech's Executive Director of Human Resources/Title IX Coordinator coordinates Pennco Tech's compliance with Title IX and other applicable laws prohibiting sex and gender-based harassment, discrimination, and retaliation. Each individual is available to any student and employee, including faculty and student workers, current and prospective students and employees, who may seek additional information, or support, or wish to file a report or complaint related to prohibited conduct under this Policy.

Title IX Coordinator Executive Director of Human Resources Teresa Gallagher
3815 Otter Street
Bristol, PA 19007
tgallagher@penncotech.edu
Direct dial - 267-554-7623

Deputy Title IX Coordinator Bristol Campus School Director Danielle Cattell
3815 Otter Street
Bristol, PA 19007
dcattell@penncotech.edu
Direct dial - 267-554-7613

The Office for Civil Rights of the United States Department of Education is located at:

For Pennsylvania: Office for Civil Rights, Philadelphia Office
100 Penn Square East, Suite 515
Philadelphia, PA 19107
215-656-8541

For New Jersey: Office for Civil Rights, New York Office
3200 Old Slip, 26th Floor New York,
NY 10005 646-428-3900

Effective 8/1/24 the updated Title IX Sexual Harassment/Non-Discrimination Policy will be on Pennco tech website (www.penncotech.edu)

REFUND AND CANCELLATION POLICY

Pennco Tech reserves the right to amend the terms of its Refund & Cancellation Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines, or regulations in effect when an applicant or student withdraws or is terminated.

Institutional Refund Policy

It is important at Pennco Tech that we honor a fair and consistent refund policy in situations where students must depart from their program. Refunds are processed based on when and how a student initiates their program exit, as well as what's been paid to the institution at the time of exit. When a student cancels or exits their program, three different types of transactions can occur:
- a return of funds back to the student
- a return of funds back to original source
- a reduction of charges on the student's ledger.

The following sections of this policy lays out the handling for each circumstance.

Refunds for Cancellation

Students are eligible for a full cancellation and full refund if their program start is rescheduled or cancelled. For all voluntary cancellations on behalf of the student, the enrolled student must notify Pennco Tech prior to the end of their 5th calendar day following the student's start date. Students who provide the cancellation notice in time will not have tuition charged and will be refunded on all advance payments made with the exception of any nonrefundable charges incurred. The 5-day cancellation period does not apply to subsequent courses or payment periods and does not apply to re-enter or transfer students.

Advanced payments for the enrollment fee are only refundable within 5 days of signing the enrollment agreement. All books issued to the student prior to cancellation are nonreturnable and nonrefundable unless returned to the Business Office in brand new condition without any writing, folded pages, or other damage. Tools are non-refundable regardless of student status.

Refunds for Termination & Withdraw

When a student withdraws or is terminated after the 5-day cancellation window, whether initiated by the student or by Pennco Tech, a refund calculation will be performed. The results of this refund calculation will be returned accordingly. Refunds can be made directly to the student, to the original sources of financial aid, or both depending on government regulations. Pennco Tech's refund policies are governed by regulatory requirements. Differences in regulations between the States of Pennsylvania and New Jersey may have an impact on our refund policy**.** In cases of insufficient prepaid funds on a student's account, the refund calculation will result in a reduced balance with the institution instead of a refund.

*** Please see Return of Title IV Funds policy for more information regarding timeline for refunds and refunds back to financial aid sources**

Only refundable charges are subject to the refund calculation. This includes charges for tuition, technology fees, and dormitory fees. For all other educational charges, please review the 'Refunds for Cancellation' section, or reference your enrollment agreement.

Refund & Tuition Adjustment Calculation

Student billing is performed by payment periods. Pennco Tech's institutional refund policy calculates refunds based on the student's completion of their current payment period.

The refund process can be applied in one of two ways, depending on the student's start date.

For re-enter students, program start date used for this policy may change if their return to class is after 180 days from their original withdraw. For more information regarding re-entry students, please see the 'Re-entry and Change of Program Policy' in the school catalog.

For program start dates prior to July 1st, 2026 the refund process is as follows:

If the student withdraws prior to seventy percent completion of their payment period (anything equal to or less than 69.9%), the tuition is charged pro rata to the scheduled hours in the current payment period. This calculation determines the amount of unearned tuition. In the event a student withdraws at seventy percent (or more) completion, all tuition charges are deemed fully earned within that current payment period.

For program start dates on or after July 1st, 2026, the refund process is as follows:

- If the student withdraws prior to 25% completion of their payment period, the tuition is charged pro rata to the scheduled hours in the current payment period.
- If the student withdraws between 25% and 39.99% completion of their payment period, the tuition charged is equal to 50% of the scheduled hours in the payment period.
- If the student withdraws between 40% and 59.99% completion of their payment period, the tuition charged is equal to 70% of the scheduled hours in the payment period.
- If a student withdraws after 60% completion of their payment period, all tuition for the payment period is charged and no refund will be due.

Non-Federal Financial Aid Programs available to Students

SCHOLARSHIPS

Pennco Tech annually sponsors a full-tuition Scholarship Program. Only high school seniors are eligible to compete for these scholarships. The program is administered by an independent Scholarship Awards Committee. Normally, six (6) full scholarships are awarded annually between the Pennsylvania and New Jersey Pennco Tech Campuses. The value of which will vary depending on the programs in which the winners enroll.
Half-tuition scholarships are sponsored for the Cooperative Industrial Education (CIE) program. CIE handles all selection criteria for these scholarships. For more information on being an applicant for this program contact your CIE Instructor or Guidance Counselor's office at your high school. Also, for high school seniors only is the Imagine America Foundation, www.imagine-america.org, Career and Technical Education Scholarship Program. Pennco Tech is one of many schools where this scholarship can be use. Please visit our Campus Admissions Office or the Imagine America webpage for additional information.

GRANTS

The Pennsylvania State Grant Program awards grants to students, based on financial need, residency, and program enrollment, only the AST Degree Programs qualify. The State of Pennsylvania now offers (PATIP) and (EAP) for Pennsylvania residents. Students are eligible to apply for a Federal PELL Grant and Federal Supplemental Education Opportunity Grant (FSEOG).

VETERAN BENEFITS

All programs are approved for veterans' benefits.

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was

amended as follows:
Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- This policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- This policy ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
  In addition, statute allows this policy to require Ch. 31 and Ch. 33 students to take the following additional actions:

  1. Submit a certificate of eligibility for entitlement to educational assistance and and military/post-secondary education transcripts prior to the first day of a course of education.
  2. Sign Pennco Tech's VA Checklist
  3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
  4. This policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

  "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

STATE REHABILITATION
Financial aid in varying amounts is available to qualified handicapped students under various state agencies directing rehabilitation in Pennsylvania, New Jersey, Delaware and other states.

STUDENT SERVICES

Pennco Tech has all kinds of support; for all kinds of students. Students often have to balance a job, family and other responsibilities along with their academic work. Many students come to PenncoTech as the first in their family to attend college. Learn more about our student services and how we can help you succeed.

Visit the Student Services office in building 3 next to the Library to learn more about the services we have to offer.

TUTORING
Instructors are available to students after regular class hours on an as-need basis. Students can discuss academic concerns and arrange additional learning time directly with instructors.

ADVISING
Instructors are able to provide advisement to students in most cases regarding school policy, academic requirements, technical information and career information. Problems or concerns beyond the scope of instructors can be addressed through the Director of Student Services or Director of Education. Assistance for career information or employment opportunities is available through the Career Services Office.

LIBRARY
The school maintains a learning resource center, which contains internet access to resource materials, and program textbooks. Each computer station is equipped with software needed to complete research, creating documents, and access resources for essential workforce skills, student related life crisis information, Materials are representative of all programs taught at the school and can be checked out to be used as supplemental reading or research information. Students are encouraged to use the materials to expand on or support training information provided in their program. An inventory of the library contents is located in the library. The internet library is available to all students and has access to the World Wide Web.

HOUSING
On-campus Dorms may be available. Other Living accommodations are available in private homes and apartments in the vicinity. The school makes information available regarding these accommodations as to their location and relationship with the school; however, it does not assume any responsibility for the safety or health of those residing in private homes, rooms, or apartments.

TRANSPORTATION
Students can contact other students in the school for possible car-pooling or ride-sharing through the Student Services Office. The Office will provide student location and travel route information to all students in the school to help coordinate riders and drivers in the same areas, however, the school does not assume any responsibility for the safety or reliability of drivers.

CAREER SERVICES

Pennco Tech assists students in seeking employment after graduation at no additional charge. This assistance includes:

- Encouraging representatives from local and out-of-city companies to visit the school to recruit/hire.
- Maintaining contacts with local and out-of-city companies to identify employment openings and arrange student interviews.
- Making connections with companies not previously hired from Pennco Tech to create new employment opportunities.
- Keeping in touch with graduates who are seeking employment.
- Checking with interviewers who visit the school or contact the school to assess their satisfaction with Pennco Tech graduates.
- Maintaining graduation and employment records to track student outcomes.

This comprehensive support is aimed at helping Pennco Tech students successfully transition from their education to meaningful employment opportunities in their chosen fields

(THERE IS NO GUARANTEE OR PROMISE OF THE AVAILABILITY OF EMPLOYMENT.)

COPYRIGHT INFRINGEMENT

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 Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

FINANCIAL MISCONDUCT / FRAUD

Students are expected to act honestly and responsibly in all financial dealings with the institution. Any attempt to obtain funds, services, credits, refunds, stipends, financial aid proceeds, or other monetary benefits through deception, misrepresentation, alteration of records, or misuse of negotiable instruments is strictly prohibited. Prohibited conduct includes, but is not limited to:

- Depositing, cashing, negotiating, transferring, or otherwise attempting to receive payment multiple times for the same check or electronic payment.
- Fraudulent endorsement or transfer of checks.
- Attempted theft, fraud, or financial abuse involving institutional funds or third-party financial institutions;
- Assisting, facilitating, or participating in fraudulent financial activity involving institutional payments or aid.

The institution reserves the right to pursue recovery of funds, place administrative holds on student accounts,

revoke institutional privileges, refer matters to law enforcement, and/or impose disciplinary sanctions. Sanctions for violations of this policy may include:

- Written advisory from Education Department
- Loss of institutional privileges;
- Administrative withdrawal or suspension;
- Permanent dismissal from the institution.

The institution may take immediate interim administrative action where necessary to protect institutional funds, comply with regulatory obligations, or prevent ongoing fraudulent activity.

Grounds for Administrative Dismissal

The institution reserves the right to administratively dismiss a student for serious financial misconduct, including but not limited to:

- Fraud;
- Theft;
- Financial misconduct;
- Falsification of institutional records;
- Abuse or misuse of financial aid or institutional funding;
- Conduct that jeopardizes the institution's regulatory, financial, or operational integrity.

Administrative dismissal decisions may be made independently of criminal proceedings and do not require criminal conviction.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

If a student feels that a concern has not been adequately addressed through their instructor or the Director of Education, he/she may contact the School Director. Every effort will be made to satisfy the student's issues within the School Director's ability. If a student still feels his concerns have not been adequately addressed, they may then contact the Vice President of Pennco Tech in writing.

If after these avenues have been thoroughly exhausted and the student feels that the school has not adequately addressed a concern, the student may consider contacting the Pennsylvania Department of Education, State Board of Private Licensed Schools or the Accrediting Commission.

State Board of Private Licensed Schools Mailing Address:
607 South Drive, Floor 3E
Harrisburg, PA 17120

Phone: 717-783-8228 Fax 717-772-3622 E-Mail: ra-pls@pa.gov.

Contact the Accrediting Commission of Career Schools and Colleges (ACCSC) by following the steps outlined below:

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Alfred W. Parcells, Jr. the School Director or online at complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

CHANGES IN START DATES, PROGRAM CHANGES – INCLUDING CURRICULUM, TUITION & FEES

Pennco Tech reserves the right to: (1) reschedule program start dates due to insufficient registration or unforeseen contingencies; (2) revise program outlines, lesson materials and fees; (3) make such other changes as the School deems advisable, after approval by the proper authority. Any adjustment to the cost of tuition will be limited to no more than once in a calendar year and at least 60 days advance notice will be given.

VACCINATION / IMMUNIZATION

Pennco Tech does not require vaccination/immunization documentation to attend school. They are required to enter primary schools (K to 12). If you have not received the required immunizations, contact your doctor to update your vaccinations and immunizations. The state of Pennsylvania does require proof of vaccination if a student requests to live in our on Bristol Campus Dorm (Please see the Director of Student Services for additional information).

For additional information regarding vaccinations and immunizations please visit the Centers for Disease Control (CDC): at www.cdc.gov or (800) 232-4636. On the CDC website this information can be found under the Healthy Living tab.

GRADUATION/COMPLETION RATES

PENNCO TECH – BRISTOL, PA DISCLOSURE

As required by the Federal Student Right to Know and Campus Security Act, Public Law 101-542, the following information is provided on program completion rates at Pennco Tech. Refer to our Website for the latest statistics to include full time students entering school September 1, 2008 or later with class hours that have not exceeded 1½ times the program length.

Student Body Diversity – Race/Ethnicity and Gender
Pennco Tech's student body diversity, including the percentage of enrolled, full time students in the following categories: Male, Female, Self-identified members of a major racial or ethnic group; and Federal Pell Grant recipients. This information is available at: http://nces.ed.gov/**collegenavigator**

Graduation Rates:
Graduation rates, by student diversity, are available at: http://nces.ed.gov/**collegenavigator**

Retention Rate:
Pennco Tech's retention rate statistics are also available at: http://nces.ed.gov/**collegenavigator**

Program Equipment
See Comprehensive List of Equipment per Program is on the following pages, number 23 and 24.

Pennco Tech Sexual Misconduct Comprehensive Policy AND Anonymous Reporting of Sexual Harassment
For a review of our school policy follow this link:
https://www.penncotech.edu/wp-content/uploads/2022/11/Campus-Security-Security-Reporting-Manual-R9-2022.pdf

For access to our Anonymous Reporting of Sexual Harassment follow this link**:** https://www.pennco.edu/report.html

TEACH OUT PLAN

Pennco Tech is committed to complying with all State and Accrediting Commission of Career Schools and Colleges (ACCSC) policies regarding Teach-Out Plans and Agreements. In the event of program discontinuation, school closure, or any circumstance requiring a teach-out, Pennco Tech will implement an ACCSC approved plan to ensure affected students have the opportunity to complete their program with minimal disruption.

PROGRAM EQUIPMENT

Automotive Technology

Transmission Flush (Fluid Exchange)
Coolant Flush Machine
Power Steering Fluid Exchange
Brake Service Flush Machine
Diagnostic Scan Tools (Up-To-Date)
Road Force Tire Balance
Tire Modern Equipment Change (Up-To-Date) I/M Machine
Burning and Welding Equipment
Alignment Equipment
Diagnostic Equipment for Engine Performance
On Vehicle Brake Lathes
Brake Lathes
Small Gas
Engines
Automotive Engines
Automotive Lifts
Specialized Automotive A/C Equipment
Hunter Alignment Racks
Mitchell On Demand
ALLDATA computer programs
School owned training vehicles to include Hybrid Vehicles
Mazda Equipment and Automobiles

Collision Repair

Multi-Spot M83-S
210 Miller MIG Welder Matic
Miller Matic 140
Plasma Cutter
3M Automix Body Filler System
Burning and Welding Equipment
Specialized Hand and Air Tools
Plastic Welders
Conventional and Computerized Measuring Systems
Grinders
Dual Action Sanders
Spray Booths
Paint Guns
4- & 10-Ton Porto Power
Water Based Paint Mixing
EZ Liner Frame Bench

Heating, Ventilation, Air Conditioning & Refrigeration

Oil Furnaces (Standard)
Gas Furnaces (High Efficiency, Modulating, Standard)
Electric Furnaces (Standard)
Oil-Fired Boilers (Standard)
Gas-Fired Boilers (Standard)
Humidifiers
Baseboards
Unit heaters (Hydronics)
Zone Valves (Hydronics)
Soldering & Brazing Projects
Torches
Oil & Gas Hydronics
Compressors
Evaporators
Condensers
Controllers
A.C. Units
Commercial Refrigeration Units
Ice Machines
Biological Freezers
Heat Pumps
Mini Split A.C.
Condensing Furnaces

Electrician Program

Conduit/Pipe Benders and Pipe Threaders
Telephone and Computer Cables
Stick Houses for both Residential and Commercial Work Environment
Motors
Transformers
Switches
LED Conversion Kits
Service Panel
Outlet Boxes
Receptacles
Breakers
Luminaires
Exhaust and Paddle Fans
Heaters
Thermostats
Solar Trainer

Medical Assistant

Computers
Microsoft® Software
AED Trainer
Overhead Projector
Patient Examining Tables
Stethoscopes
Sphygmomanometer
Otoscope
Ophthalmoscope
Exam Light
NASCO Demo Dose Inject-Ed-Injection Simulator
Mercury Thermometers
Digital Oral Thermometers with disposable sleeves
Digital Pulse Ox
Digital Scale with Height Indicator
Balance Beam Scale
EKG Machines
Centrifuge Refractometer
Microscope
Simulation Arms and Hands

Plumbing and Heating Technology

Conventional Gas Water Heater Units
Electric Water Heaters
Tankless Gas Water Heaters
Kitchen Sinks
Faucets
Garbage Disposals
Dishwashers
Installations
Lavatories
Water Closets
DWV Piping
PVC
Cast Iron
Pex Tubing
Urinals

Welding

Miller Augmented Reality Welding System
Miller Multimatic 255 w/Dual Cyl Welders
Plasma Cutter
Drill Press
Oxyacetylene Systems
Grinders

PROGRAM OFFERINGS

AUTOMOTIVE TECHNOLOGY
DAY SCHOOL
ASSOCIATES IN SPECIALIZED TECHNOLOGY DEGREE
** Currently Not Accepting Enrollments**

Total Semester Credit Hours: 75
Number of Weeks: 52
Number of Months: 13
Total Hours: 1800

Course Number	Course Name	Lecture Hours	Lab Hours	Total Hours	Total Credits	Prerequisites
ATD 101	Fundamentals	105	105	210	9	None
ATD 202	Chassis	105	105	210	9	ATD 101
ATD 203	Electrical	105	105	210	9	ATD 101
ATD 209	Computerized Engine Management	125	135	260	11	ATD 101
ATD 212	Powertrain	125	135	260	11	ATD 101
ATD 210	Diagnosis & Repair	125	135	260	11	ATD 101, 202, 203, 209 and ATD212
Applied General Education Courses						
GEN 100	Automotive Math Skills	20	30	50	2	None
GEN 101	Computer Applications	20	30	50	2	None
GEN 102	Applied English Fundamentals	20	30	50	2	None
GEN 103	Fundamentals: Technical Writing	24	16	40	1.5	None
GEN 104	Chassis: Technical Writing	24	16	40	1.5	None
Gen 105	Electrical: Technical Writing	24	16	40	1.5	None
Gen 107	Computerized Engine Management: Tech. Writing	24	16	40	1.5	None
Gen 108	Diagnosis & Repair: Technical Writing	24	16	40	1.5	None
Gen 112	Powertrain: Technical Writing	24	16	40	1.5	None
	Totals	**894**	**906**	**1800**	**75**	

Program Objective:
This program will enable a student to seek employment as an entry-level Automotive Technician with knowledge in both foreign and domestic cars. The graduate will be equipped with the basic knowledge to repair, replace and diagnose most systems and sub-systems, using test equipment found in the auto industry today. Supportive instruction throughout the program acquaints the student with oral and written communication techniques. In addition, Applied General Education courses will provide students with skills in vocational math, English language usage, communication through writing, and basic computer applications.

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Course descriptions may be found at the back of the catalog.

AUTOMOTIVE TECHNOLOGY
DAY SCHOOL
DIPLOMA

AUTOMOTIVE TECHNOLOGY DAY SCHOOL		
Number of Months 10		
Number of Weeks 40	**Total Program Hours 1350**	
Term		**Clock Hours**
ATXD 101	Chassis	450 (269D) (181P)
ATXD 102	Electrical & Computer Engine Management	450 (187D) (263P)
ATXD 103	Engines & Service Shop	450 (183D) (267P)
	Total Clock Hours	**1350**

Program Objective:
Through lecture and extensive lab training the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry level automotive technician. Graduates will be competent in a broad area of applications including the repair, maintenance, and diagnosis of most systems and sub-systems found in the automotive industry today.

This program will enable a graduate to obtain an entry-level position with the following and similar job titles: Automotive Service Technician, Motor Vehicle Mechanic, General Auto Tech, Lube Tech, Service Tech, Tire Repair-Changer-Tire Tech, Parts Specialist and Service Advisor.

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Course descriptions may be found at the back of the catalog.

AUTOMOTIVE TECHNOLOGY MODIFIED
EVENING SCHOOL
DIPLOMA

AUTOMOTIVE TECHNOLOGY MODIFIED EVENING SCHOOL

Number of Months 25

Number of Weeks 100 **Total Program Hours 1200**

Term		**Clock Hours**
ATXE 101	Chassis	240 (90D) (150P)
ATXE 102	Electrical	240 (90D) (150P)
ATXE 103	Engines	240 (90D) (150P)
ATXE 104	Computerized Engines Management	240 (90D) (150P)
ATXE 105	Service Shop	240 (90D) (150P)
	Total Clock Hours	**1200**

Program Objective:
This program will enable a student to seek employment as an entry-level Automotive Technician with knowledge in both foreign and domestic cars. The graduate will be equipped with the basic knowledge to repair, replace and diagnose most systems and sub-systems, using test equipment found in the auto industry today. Supportive instruction throughout the program acquaints the student with oral and written communication techniques.

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Course descriptions may be found at the back of the catalog.

COLLISION REPAIR
DAY SCHOOL
DIPLOMA

** Currently Not Accepting Enrollments**

COLLISION REPAIR DAY SCHOOL		
Number of Months 7		
Number of Weeks 28	**Total Program Hours 960**	
Term		**Clock Hours**
CR 100	Collision Repair Major/Minor	480
CR 101	Preparation & Paint	480
	Total Clock Hours	**960**

Program Objective:
Through lecture and extensive lab training, the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry-level auto body technician. Graduates will be competent in a broad area of applications including basic and major body repair, and the refinishing and painting of automobiles and light trucks.

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Course descriptions may be found at the back of the catalog.

COLLISION REPAIR
MODIFIED-EVENING
SCHOOL

DIPLOMA

** Currently Not Accepting Enrollments**

COLLISION REPAIR EVENING SCHOOL

Number of Months 19

Number of Weeks 80 **Total Program Hours 960**

Term		**Clock Hours**
ABE 101	Basic Body Repair	240
ABE 102	Major Body Repair	240
ABE 103	Surface Preparation	240
ABE 104	Refinishing & Paint	240
	Total Clock Hours	**960**

Program Objective:
Through lecture and extensive lab training, the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry-level auto body technician. Graduates will be competent in a broad area of applications including basic and major body repair, and the refinishing and painting of automobiles and light trucks.

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Course descriptions may be found at the back of the catalog.

ELECTRICIAN
DAY SCHOOL
DIPLOMA

ELECTRICIAN DAY SCHOOL		
Number of Months 7		
Number of Weeks 26	**Total Program Hours 900**	
Term		Clock Hours
ELC 101	Electricity Fundamentals	300 (237D) (63P)
ELC 102	Residential Wiring & Electrical Grounds	300 (119D) (181P)
ELC 103	Commercial Electrical Applications	300 (120D) (180P)
	Total Clock Hours	**900**

Program Objective:
This program will enable a student to obtain entry-level positions with the following and similar job titles: Electrician, Electrician Helper, and Electrical Installer. Students will be prepared to install electrical systems in both residential and commercial applications.

THIS PROGRAM DOES NOT LICENSE OR GUARANTEE BECOMING A LICENSED ELECTRICIAN IN PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF LICENSING REQUIREMENTS FOR PENNSYLVANIA WILL BE INCLUDED IN COURSE ELC 101.

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Course descriptions may be found at the back of the catalog.

ELECTRICIAN EVENING SCHOOL		
Number of Months 18		
Number of Weeks 75	**Total Program Hours 900**	
Term		Clock Hours
ELC 101	Electricity Fundamentals	300 (237D) (63P)
ELC 102	Residential Wiring &Electrical Grounds	300 (119D) (181P)
ELC 103	Commercial Electrical Applications	300 (120D) (180P)
	Total Clock Hours	**900**

Program Objective:
This program will enable a student to obtain entry-level positions with the following and similar job titles: Electrician, Electrician Helper, and Electrical Installer. Students will be prepared to install electrical systems in both residential and commercial applications.

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Course descriptions may be found at the back of the catalog.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION
DAY SCHOOL
DIPLOMA

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION DAY SCHOOL

Number of Months 9

Number of Weeks 35	**Total Program Hours 1200**	
Term		Clock Hours
ARD 101	Fundamentals	300 (167D) (133P)
ARD 102	Commercial Refrigeration	300 (129D) (171P)
ARD 103	Air Conditioning	300 (162D) (138P)
ARD 104	Heating Systems	300 (176D) (124P)
	Total Clock Hours	**1200**

Program Objective:
Through lecture and extensive lab training, the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry- level air conditioning, refrigeration, and heating technician. Graduates will be competent in a broad area of applications including the diagnosis, repair and maintenance of most HVAC&R systems utilized in industrial, commercial, and residential installations. EPA and R-410A training and testing are offered to the student during this program.

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Course descriptions may be found at the back of the catalog.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION
MODIFIED – EVENING SCHOOL
DIPLOMA

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION MODIFIED EVENING SCHOOL

Number of Months 19

Number of Weeks 80	**Total Program Hours 960**	
Term		Clock Hours
ARE 101	Fundamentals	240 (137D) (103P)
ARE 102	Commercial Refrigeration	240 (122D) (118P)
ARE 103	Air Conditioning	240 (132D) (108P)
ARE 104	Heating Systems	240 (136D) (104P)
	Total Clock Hours	**960**

Program Objective:
Through lecture and extensive lab training, the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry-level air conditioning, refrigeration, and heating technician. Graduates will be competent in a broad area of applications including the diagnosis, repair and maintenance of most HV AC & R systems utilized in industrial, commercial, and residential installations. EPA and R-410A training and testing are offered to the student during this program.

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Course descriptions may be found at the back of the catalog.

MEDICAL ASSISTANT DAY SCHOOL		
Number of Months 5		
Number of Weeks 18	**Total Program Hours 600**	
Term		Clock Hours
MAA 101	Medical Administrative Assisting	300 (171D) (129P)
MAA 102	Clinical Medical Assisting	300 (193D) (107P)
	Total Clock Hours	**600**

Program Objective:
Through lecture and appropriate lab training the program will provide the graduate with the technical, manual, and psychomotor skills and knowledge to be employed as an entry-level medical assistant in a broad range of applications including clinical medical assistant, medical administrative assistant, patient care technician, multi-skilled technician, ECG technician, phlebotomist, telemetry monitor technician, patient services associate, home health aide, hospital unit secretary, and patient safety associate.

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Course descriptions may be found at the back of the catalog.

MEDICAL ASSISTANT EVENING SCHOOL		
Number of Months 12		
Number of Weeks 50	**Total Program Hours 600**	
Term		Clock Hours
MAA 101	Medical Administrative Assisting	300 (171D) (129P)
MAA 102	Clinical Medical Assisting	300 (193D) (107P)
	Total Clock Hours	**600**

Program Objective:
Through lecture and appropriate lab training the program will provide the graduate with the technical, manual, and psychomotor skills and knowledge to be employed as an entry-level medical assistant in a broad range of applications including clinical medical assistant, medical administrative assistant, patient care technician, multi-skilled technician, ECG technician, phlebotomist, telemetry monitor technician, patient services associate, home health aide, hospital unit secretary, and patient safety associate.

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Course descriptions may be found at the back of the catalog.

MEDICAL ASSISTANT
EVENING SCHOOL
(16 Hours/week)

DIPLOMA

MEDICAL ASSISTANT EVENING SCHOOL (MAXE-16hrs/week)		
Number of Months 10		
Number of Weeks 38	**Total Program Hours 600**	
Term		Clock Hours
MAA 101	Medical Administrative Assisting	300 (171D) (129P)
MAA 102	Clinical Medical Assisting	300 (193D) (107P)
	Total Clock Hours	**600**

Program Objective:
Through lecture and appropriate lab training the program will provide the graduate with the technical, manual, and psychomotor skills and knowledge to be employed as an entry-level medical assistant in a broad range of applications including clinical medical assistant, medical administrative assistant, patient care technician, multi-skilled technician, ECG technician, phlebotomist, telemetry monitor technician, patient services associate, home health aide, hospital unit secretary, and patient safety associate.

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Course descriptions may be found at the back of the catalog.

PLUMBING & HEATING TECHNOLOGY
DAY SCHOOL
DIPLOMA

PLUMBING & HEATING TECHNOLOGY DAY SCHOOL		
Number of Months 7		
Number of Weeks 26	**Total Program Hours 600**	
Term		Clock Hours
ARD 101	Fundamentals	300 (167D) (133P)
ARD 104	Heating Systems	300 (176D) (124P)
PLM 101	Plumbing	300 (130D) (170P)
	Total Clock Hours	**900**

Program Objective:
Upon completion of this program, the graduate will have the skills and documentation necessary to obtain an entry-level position in the plumbing and heating industry. The graduate will possess the skills necessary to install, repair, and maintain most plumbing and heating systems used in residential, commercial and industrial installations. Additional supportive instructions throughout the program acquaint the student with oral and written communication techniques, effective job search skills and resume preparation.

THIS PROGRAM DOES NOT LICENSE OR GUARANTEE BECOMING A LICENSED PLUMBER IN PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF LICENSING REQUIREMENTS FOR PENNSYLVANIA WILL BE INCLUDED IN COURSE PLM 101.

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Course descriptions may be found at the back of the catalog.

WELDING
DAY SCHOOL
DIPLOMA

WELDING DAY SCHOOL		
Number of Months 7		
Number of Weeks 26	**Total Program Hours 900**	
Term		Clock Hours
WLD 101	Welding Fundamentals	450 (186D) (264P)
WLD 102	Advanced Welding	450 (153D) (297P)
	Total Clock Hours	**900**

Program Objective:
The Welding program prepares students for entry level welder positions. Students develop key fundamental skills during the initial course and learn to apply these skills using different and more complex welding procedures. The welding procedures include Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW/MIG), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Gas Welding (GTAW/TIG). Using each of these procedures, students learn to weld plate in various positions including horizontal, vertical, and overhead. Students also learn various techniques for cutting and preparing metal for welding procedures. Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as a welder using any one of three standard welding processes in construction, fabrication, or plant maintenance work settings. Students should be able to successfully complete pre-qualification tests for any construction structural or pipe related projects.

This program will enable a student to obtain an enter-level positions with the following and similar job titles:
Welder-helper, Welder, Brazer, Cutter, Fabrication Welder, Fitter/Welder, Industrial and Maintenance Welder, Shielded Metal Arc welder, and Solderer.

THIS PROGRAM DOES NOT CERTIFY/LICENSE OR GUARANTEE BECOMING A CERTIFIED/LICENSED WELDER IN PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF CERTIFICATION/LICENSING REQUIREMENTS FOR PENNSYLVANIA/NEW JERSEY WILL BE INCLUDED IN COURSE WLD 101.

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Course descriptions may be found at the back of the catalog.

WELDING
EVENING SCHOOL
DIPLOMA

WELDING EVENING SCHOOL		
Number of Months 18		
Number of Weeks 75	**Total Program Hours 900**	
Term		Clock Hours
WLD 101	Welding Fundamentals	450 (186D) (264P)
WLD 102	Advanced Welding	450 (153D) (297P)
	Total Clock Hours	**900**

Program Objective:
The Welding program prepares students for entry level welder positions. Students develop key fundamental skills during the initial course and learn to apply these skills using different and more complex welding procedures. The welding procedures include Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW/MIG), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Gas Welding (GTAW/TIG). Using each of these procedures, students learn to weld plate in various positions including horizontal, vertical, and overhead. Students also learn various techniques for cutting and preparing metal for welding procedures. Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as a welder using any one of three standard welding processes in construction, fabrication, or plant maintenance work settings. Students should be able to successfully complete pre-qualification tests for any construction structural or pipe related projects.

This program will enable a student to obtain an enter-level positions with the following and similar job titles:
Welder-helper, Welder, Brazer, Cutter, Fabrication Welder, Fitter/Welder, Industrial and Maintenance Welder, Shielded Metal Arc welder, and Solderer.

THIS PROGRAM DOES NOT CERTIFY/LICENSE OR GUARANTEE BECOMING A CERTIFIED/LICENSED WELDER IN PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF CERTIFICATION/LICENSING REQUIREMENTS FOR PENNSYLVANIA/NEW JERSEY WILL BE INCLUDED IN COURSE WLD 101.

Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in issues of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft Teams as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop and your Instructor will train your class on how to use Microsoft Teams for those times it may be needed as discussed above.

Course descriptions may be found at the back of the catalog.

COURSE DESCRIPTIONS

Automotive Technology Program – AST – 75 Semester Credit 1800 Hour Day Courses

** Currently Not Accepting Enrollments**

ATD 101 Fundamentals (Prerequisite None)
Learning Outcomes:

- Understand early developments, design, and progresses of the automotive industry
- Understand industry standards of shop safety and safe handling of hand, air, and power tools
- Understand the applications of industry standard fasteners, gaskets, and sealants
- Understand shop manuals, service information, and vehicle information
- Understand and apply advanced skills of precision measurement
- Understand and apply the operational principles of the internal combustion engine
- Understand the basic operation, construction and maintenance of cooling, fuel, lubrication, brakes, suspension, air conditioning, wheels and alignment
- Understand the different types and makeup of oils and fuels used in the automotive and diesel industries
- Understand and apply principles of safety when using oxyacetylene cutting
- Understand and demonstrate tire service – mounting and balancing
- Understand and demonstrate battery service and diagnostics
- Understand and apply basic principles of electricity applicable to the automotive industry
- Understand and demonstrate proper Preventive Maintenance (PM) service.

ATD 202 Chassis (Prerequisite ATD 101)
Learning Outcomes:

- Understand and apply principles of theory and operation of suspension systems
- Understand and apply principles of theory and operation of drive axle shafts and CV joints
- Understand and apply principles of theory and operation of steering systems
- Understand and apply principles of theory and operation of brake systems
- Understand and apply principles of wheel alignment
- Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis.

ATD 203 Electrical (Prerequisite ATD 101)
Learning Outcomes:

- Understand and apply principles of basic electricity and electronics
- Understand and apply the use of multi meters when testing electrical components
- Understand and apply the principles of series and parallel circuits
- Understand and apply the principles of direct and alternating currents
- Understand and apply the principles of the relationship of magnetism and electricity
- Understand and apply the principles of magnetism and how it relates to alternators and starter motors
- Understand and apply the principles of relays and transistors and how they relate to the automobile
- Understand and apply principles of restraint systems
- Understand and apply principles of electrical windows, power seats, wiper and miscellaneous accessory diagnostics
- Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems
- Understand and apply principles of theory and operation of air bag systems.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

ATD 209 Computerized EngineManagement (Prerequisite ATD 101, ATD 203)
Learning Outcome:

- Understand and apply principles of theory and operation of computerized engine management systems
- Understand and apply principles of theory and operation of sensors
- Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
- Understand and apply the principles of ignition coils and ignition circuits, and testing
- Understand and apply principles of theory and operation of ignition systems
- Understand and apply principles of theory and operation of emission systems
- Understand and apply standard methods and procedures of diagnosis and repair of drivability issues
- Students to review and take the PennDOT Emissions Inspector Certification course.

ATD 210 Diagnosis & Repair (Prerequisites ATD 101,202,203,209,212)
Learning Outcomes:

- Understand and apply a strong sense of safety awareness
- Understand and apply good work ethics, while maintaining professionalism
- Understand and apply knowledge in diagnostics in all phases of automotive repairs
- Understand and apply principles of theory and operation in a transfer case
- Understand and apply principles of theory and operation of adifferential
- Understand and apply a sense of what takes place in an actual automotive shop
- Understand and apply proper automotive repair procedures
- Students to review and take the PennDOT Vehicle Equipment and Inspection Certification course.

ATD 212 POWERTRAIN (Prerequisite ATD 101)
Learning Outcomes:

*Understand and apply principles of clutch theory and operation
*Understand and apply principles of theory and operation in a manual, automatic and transaxle transmission
*Understand and describe driveshaft design and balance
*Understand the purpose, function, and operation of Universal-joints (U-joint)
*Understand how constant velocity (CV) joints work and the various types of CV joints
*Understand and apply standard methods and procedures of diagnostic and repair to the whole powertrain including mechanical, hydraulic and electronic components
*Understand and apply the principles of theory and operation of the internal combustion engine/motor
*Understand and apply the principles of theory and operation of all major components and support systems of the engine/motor
*Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement and repair and reassembly
*Understand and apply standard methods and procedures of diagnostics to the whole engine.

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Applied General Education Day Courses for the Automotive Technology Program-Associate in Specialized Technology Degree Program – (75 Semester Credit Hour) 1800 Hour

GEN 100 Automotive Math Skills (*Prerequisite None*)
Learning Outcomes:

- Understand how to solve general automotive math problems
- Understand the electrical properties of voltage, current, resistance, and power in electrical circuits
- Understand the operation of a series and ofparallel circuit
- Apply Ohm's Law and Watt's Lawto calculations in series and parallel circuits.

GEN 101 Computer Applications (*Prerequisite None*)
Learning Outcomes:

- Understand how to create automotive shop orders in Mitchell Manager Plus
- Understand how to create technical lists to be used with shop orders in Mitchell Manager Plus
- Understand how to look up technical information and specifications in Mitchell Pro Demand
- Understand how to create effective employment documents under the direction ofCareer Services.

GEN 102 Applied English Fundamentals *(Prerequisite None)*
Learning Outcomes:

- Understand the basic parts ofspeech
- Understand how the basic parts of speech are used to create effectivesentences
- Understand basic technical vocabulary related to automotive electrical circuits
- Apply concepts involved in technical vocabulary to the analysis of automotive electrical diagrams and schematics.

GEN 103 Fundamentals: Technical Writing (*Prerequisite None*)

- Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of fundamental concepts in the automotive industry.

GEN 104 Chassis: Technical Writing (*Prerequisite None*)

- Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of an automobiles chassis system.

GEN 105 Electrical: Technical Writing (*Prerequisite None*)

- Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of an automobiles electrical system.

GEN 107 Computerized Engine Management: Technical Writing (*Prerequisite None*)

- Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of computerized engine management concepts in the automotive industry.

GEN 108 Diagnoses and Repair: Technical Writing (*Prerequisite None*)

- Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of trouble shooting, repair and inspection techniques in the automotive industry.

GEN 112 Powertrain: Technical Writing (*Prerequisite None*)

- Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of the power train assembly.

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Automotive Technology Program – Diploma
1350 Clock Hour Day Courses

ATXD-101 Chassis
(Prerequisite: None)
Learning Outcomes:
*Understand industry standards of shop safety and safe handling of hand, air, and power tools
*Understand the applications of industry standards, fasteners, gaskets, and sealants
*Understand the basic operation, construction and maintenance of cooling, fuel, lubrication, brakes, suspension, wheels and alignment
*Understand and apply principles of electricity applicable to the automotive industry
* Understand and apply principles of torch use
*Understand and apply principles of theory and operation of suspension systems
* Understand and apply principles of theory and operation steering systems
*Understand and apply principles of theory and operation of brake systems
*Understand and apply principles of theory and operation of air bag systems
*Understand and apply principles of wheel alignment
*Understand and apply principles of the abs systems
*Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis
*Will be able to properly complete an Internet Research Project

ATXD 102 Electrical & Computer Engine Management
(Prerequisite: None)
Learning Outcomes:
*Understand and apply principles of basic electricity and electronics
*Understand and apply the use of multimeters when testing electrical components
*Understand and apply the principles of series and parallel circuits
*Understand and apply the principles of direct and alternating currents
*Understand and apply the principles of ignition coils and ignition circuits, and testing
*Understand and apply the principles of the relationship between magnetism and electricity
*Understand and apply the principles of magnetism and how it relates to alternators and starter motors
*Understand and apply the principles of relays and transistors and how they relate to the automobile
*Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems
*Understand and apply principles of theory and operation of computerized engine management systems
*Understand and apply principles of theory and operation of sensors
*Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
*Understand and apply principles of theory and operation of ignition systems
*Understand and apply principles of theory and operation of emission systems
*Understand and apply standard methods and procedures of the diagnosis and repair of automotive electronic and electrical systems
*Understand electric and hybrid vehicle safety and service procedures
*PA Emission Certification Course

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ATXD103: Engines and Service Shop
(Prerequisite: ATXD 101, ATXD 102)
Learning Outcomes:
*Understand and apply the principles of theory and operation of the internal combustion engine
*Understand and apply the principles of theory and operation of all major components and support systems of the engine
*Understand the operating principles of the cooling and lubrication systems
*Understand and apply principles of theory and operation in a transfer case
*Understand and apply principles of theory and operation of a differential
*Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement, repair, overhaul, and reassembly
*Understand and apply standard methods and procedures of diagnostic and repair to the whole engine
*Understand and apply a strong sense of safety awareness.
*Understand and apply good work ethics, while maintaining professionalism.
* Understand and apply knowledge in diagnostics in all phases of automotive repairs.
* Understand and apply a sense of what takes place in an actual automotive shop.
*Understand and apply proper automotive repair procedures.
*Understand and apply good work ethics, while maintaining professionalism in the shop
*PA Safety Inspection Training and Testing

Automotive Technology Modified Program – Diploma
1200 Clock Hour Evening Courses

ATXE 101: Chassis
(Prerequisite: None)
Learning Outcomes:

Understand and apply principles of theory and operation of suspension systems
*Understand and apply principles of theory and operation of steering systems
*Understand and apply principles of theory and operation of brake systems
*Understand and apply principles of theory and operation of airbag systems
*Understand and apply principles of wheel alignment
*Understand and apply principles of restraint systems
*Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis

ATXE 102: Electrical
(Prerequisite: None)
Learning Outcomes:
Understand and apply principles of basic electricity and electronics
*Understand and apply the use of multimeters when testing electrical components
*Understand and apply the principles of series and parallel circuits
*Understand and apply the principles of direct and alternating currents
*Understand and apply the principles of ignition coils and ignition circuits and testing
*Understand and apply the principles of the relationship between magnetism and electricity
*Understand and apply the principles of magnetism and how they relate to alternators and starter motors
*Understand and apply the principles of relays and transistors and how they relate to the automobile
*Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems

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ATXE 103: Engines
(Prerequisite: None)
Learning Outcomes:
*Understand and apply the principles of theory and operation of the internal combustion engine
*Understand and apply the principles of theory and operation of all major components and support systems of the engine
*Understand the operating principles of the cooling and lubrication systems
*Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement, repair, overhaul, and reassembly
*Understand and apply standard methods and procedures of diagnostic and repair to the whole engine

ATXE 104: Computerized Engine Management
(Prerequisite ATXE 102)
Learning Outcomes:
*Understand and apply principles of theory and operation of computerized engine management systems
*Understand and apply principles of theory and operation of sensors
*Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
*Understand and apply principles of theory and operation of ignition systems
*Understand and apply principles of theory and operation of emission systems
*Understand and apply standard methods and procedures for the diagnosis and repair of automotive electronic and electrical systems
*PA Emission Certification Course

ATXE 105: Service Shop
(Prerequisite: ATXE 101, ATXE 102, ATXE 103, ATXE 104)
Learning Outcomes:
*Understand and apply removal and replacement of an engine
*Understand and apply principles of theory and operation in a transfer case
*Understand and apply principles of theory and operation of a differential
*Understand and apply a strong sense of safety awareness.
* Understand and apply knowledge in diagnostics in all phases of automotive repairs.
*Understand and apply proper automotive repair procedures
*Understand and apply good work ethics, while maintaining professionalism in the shop
*PA Safety Inspection Training and Testing

Collision Repair Program – Diploma

960 Clock Hour Day Courses

** Currently Not Accepting Enrollments**

CR 100 Collision Repair Major/Minor
(Prerequisite None)
Learning Outcomes:

- Understand and apply industry standards of shop safety and safe handling of hand, power, electric, and air tools
- Understand and apply principlesof welding technologies
- Understand and apply principles of metallurgy and working sheet metal
- Understand and apply industry standards of application with body fillers and repair of plastic panels, and grit scale
- Understand and apply standard methods and procedures of assessment and repair to different metals and plastic used in the automotive industry
- Understand and apply safe handling procedures of tools and equipment used in the Autobody industry
- Understand and apply principles of frame measuring and pulling procedures
- Understand and apply principles body structure, assessment and repair
- Understand and apply principles of panel replacement
- Understand and apply principles of panel alignment, remove/replace panels and align.

CR 101 Preparation and Paint
(Prerequisite CR 100)
Learning Outcomes:

- Understand and apply industry standards of shop safety, equipment, and safe handling of tools
- Understand and apply principles of operation and up-keep of HVLP spray guns
- Understand and demonstrate a working knowledge of different types of primers, paints, body filler, and putty
- Understand and apply principles of paint removal and procedures of sanding, taping, and masking a car
- Understand and apply principles of paint booth maintenance
- Understand and apply standard methods and procedures of assessment and repair necessary for surface preparation before priming and painting
- Understand and apply principles of the paint spray gun
- Understand and apply principles of paint chemistry for tinting, blending and mixing paint
- Understand and apply fundamental steps of buffing, pin-striping, decal overlaying, and final detailing for vehicle delivery.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

Collision Repair Modified Program– Diploma

960 Clock Hour Evening Courses

** Currently Not Accepting Enrollments**

ABE 101 Basic Body Repair (Prerequisite None)
Learning Outcomes:

- Understand and apply industry standards of shop safety and safe handling of hand, power, electric, and air tools
- Understand and apply principles of welding technologies
- Understand and apply principles of plasma cutting
- Understand and apply principles of oxyacetylene cutting
- Understand and apply principles of metallurgy and working sheet metal
- Understand and apply industry standards of application with body fillers and repair of plastic panels, and grit scale
- Understand and apply standard methods and procedures of assessment and repair to different metals and plastic used in the automotive industry.

ABE 102 Major Body Repair (Prerequisite None)
Learning Outcomes:

- Understand and apply safe handling procedures of tools and equipment used in the Auto body industry
- Understand and apply fundamental principles of theory and operation of engine cooling and exhaust systems
- Understand and apply fundamental principles of theory and operation of air conditioning systems
- Understand and apply principles of suspension
- Understand and apply principles of brake systems
- Understand and apply principles of frame measuring and pulling procedures
- Understand and apply principles body structure, assessment and repair
- Understand and apply principles of panel replacement
- Understand and apply principles of panel alignment, remove/replacepanels and align
- Understand and apply standard methods and procedures of assessment and repair to a vehicles major structure, drive train, suspension system, cooling, air conditioning, and brake systems.

ABE 103 Surface Preparation (Prerequisite None)
Learning Outcomes:

- Understand and apply industry standards of shop safety, equipment, and safe handling of tools
- Understand and apply principles of operation and up-keep of HVLP spray guns
- Understand and demonstrate a working knowledge of different types of primers, paints, body filler, and putty
- Understand principles of booth maintenance
- Understand and apply principles of paint removal and procedures of sanding, taping, and masking a car
- Understand and apply standard methods and procedures of assessment and repair necessary for surface preparation before priming andpainting.

ABE 104 Refinishing, Painting (Prerequisite None)
Learning Outcomes:

- Understand and apply principles of booth maintenance
- Understand and apply principles of the paint spray gun
- Understand and apply principles of paint chemistry for tinting, blending and mixing paint
- Understand and apply fundamental steps of buffing, pin-striping, decal overlaying, and final detailing for vehicle delivery.

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Electrician Program – Diploma

900 Clock Hour Day and Evening Courses

ELC 101 Electricity Fundamentals
(Prerequisite None)
Learning Outcomes:

- Understand and apply principles of electrical safety and safe handling of tools and equipment
- Understand and apply foundational principles and theory of electricity
- Understand and apply a working knowledge of series, parallel and combination circuits
- Understand and apply a working knowledge of electrical measuring instruments
- Understand and apply principles of theory and operation of alternators, DC motors and DC generators
- Understand and apply principles of resistance, inductive and capacitive loads
- Understand and apply principles of single and three phase transformers.

ELC 102 Residential Wiring & Electrical Grounds
(Prerequisite ELC 101)
Learning Outcomes:

- Understand and apply principles of residential electrical installations and service entrance equipment
- Understand and apply principles of residential branch circuit analysis and installation
- Understand and apply industry standard methods of wiring, splicing, grounding, lighting, structured cabling, and electrical installation of residential appliances
- Understand and apply principles of the National Electric Code.

ELC 103 Commercial Electrical Application
(Prerequisite ELC 101)
Learning Outcomes:

- Understand and apply principles of commercial electrical plans and specifications
- Understand and apply industry standard methods of wiring, splicing, grounding, and luminaires
- Understand and apply principles of commercial branch circuit analysis and installation
- Understand and apply principles of load calculations for branch circuits and feeders
- Understand apply standard methods of troubleshooting and installation of commercial electrical appliances and equipment.
- Understand and apply both relay and motor control logic for three phase and single-phase motor systems.
- Understand and apply basic conduit bending and installation for both PVC and EMT type conduit, also learn how to cut and thread RMC type conduit.
- Students will be given the opportunity to attend OSHA 10 training classes, upon completion and passing a final exam the student will receive an OSHA 10 certification card.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

Heating, Ventilation, Air Conditioning & Refrigeration – Diploma

1200 Clock Hour Day Courses

ARD 101 Fundamentals
(Prerequisite None)
Learning Outcomes:

- Understand foundational theories of heat transfer and temp/pressure relationships
- Understand foundational theories ofthermodynamics
- Understand and demonstrate Shop Safety and Tools used in the industry
- Understand and demonstrate the use of refrigerants and components used within the refrigeration cycle
- Understand and apply field skills of brazing, soldering, tubing and fittings
- Understand how electricity, controls, and wiring schematics are used in the field.
-

ARD 102 Commercial Refrigeration
(Prerequisite ARD 101)
Learning Outcomes:

- Understand and apply industry methods of service to Compressors/Controls, Condensers/Controls, Metering Devices/Applications, and Evaporators/ProductControl
- Understand and apply advanced skills of motor wiring and interpretation of electrical schematics
- Understand and apply industry methods of maintenance and servicing of Ice Machines
- Understand and apply industry methods of service to Chillers and Cooling Towers.

ARD 103 Air Conditioning
(Prerequisite ARD 101)
Learning Outcomes:

- Understand practical applications of Psychometrics and the Psychometric Chart
- Understand and apply heat loss and heat gain for residential load calculations
- Understand and apply principles of air flow and balancing duct systems
- Understand and apply residential ductdesign
- Understand and apply the cycle of refrigeration to residential and commercial air conditioning
- Understand and apply theory of air to air and ground source heat pumps
- Understand and apply procedures of installation, troubleshooting, and repairs to residential and commercial airconditioning.

ARD 104 Heating Systems
(Prerequisite ARD 101)
Learning Outcomes:

- Understand the combustion theory, properties of liquid and gases fuels, the proper fuel mixture
- Understand what elements are required to establish a flame, products of combustion
- Understand and apply skills of electrical schematics and components that apply to the heating industry
- Understand the theories of Hydronics through gas and oil low pressure boilers
- Understand and apply industry fundamentals of solar heating.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

Heating, Ventilation, Air Conditioning & Refrigeration Modified– Diploma

960 Clock Hour Evening Courses

ARE 101 Fundamentals
(Prerequisite None)
Learning Outcomes:

- Understand foundational theories of heat transfer and temp/pressure relationships
- Understand foundational theories ofthermodynamics
- Understand and demonstrate Shop Safety and Tools used in the industry
- Understand and demonstrate the use of refrigerants and components used with in the refrigeration cycle
- Understand and apply field skills of brazing, soldering, tubing and fittings
- Understand how electricity, controls, and wiring schematics are used in the field.

ARE 102 Commercial Refrigeration
(Prerequisite ARE 101)
Learning Outcomes:

- Understand and apply industry methods of service to Compressors/Controls, Condensers/Controls, Metering Devices/Applications, and Evaporators/ProductControl
- Understand and apply advanced skills of motor wiring and interpretation of electrical schematics
- Understand and apply industry methods of maintenance and servicing of Ice Machines
- Understand and apply industry methods of service to Chillers and Cooling Towers.

ARE 103 Air Conditioning
(Prerequisite ARE 101)
Learning Outcomes:

- Understand practical applications of Psychometrics and the Psychometric Chart
- Understand and apply heat loss and heat gain for residential load calculations
- Understand and apply principles of air flow and balancing duct systems
- Understand and apply residential ductdesign
- Understand and apply the cycle of refrigeration to residential and commercial air conditioning
- Understand and apply procedures of installation, troubleshooting, and repairs to residential and commercial air conditioning
- Understand and apply theory of air to air and ground source heat pumps.

ARE 104 Heating Systems
(Prerequisite ARE 101)
Learning Outcomes:

- Understand the combustion theory, properties of liquid and gases fuels, the proper fuel mixture
- Understand what elements are required to establish a flame, products of combustion
- Understand and apply skills of electrical schematics and components that apply to the heating industry
- Understand and apply industry fundamentals of solar heating
- Understand the theories of Hydronics through gas and oil low pressure boilers.

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Medical Assistant – Diploma

600 Clock Hour Day and Evening Courses

** includes 12hr/week evening and 16 hr/week (MAXE) evening programs)

MAA 101 (Prerequisite None)
Learning Outcomes:

* Understand and demonstrate a working knowledge of Microsoft office
* Understand and apply a working knowledge of financial procedures in the medical office
* Understand fundamental principles of risk management involved with the profession of medical administrative assisting
* Understand and apply fundamental terms associated with communication utilizing technologies and correct terminology associated with the field of medical administrative assisting
* Understand and apply principles of the safe handling and disposal procedures of biohazardous materials.

MAA 102 (Prerequisite MAA 101)
Learning Outcomes:

* Understand and demonstrate a working knowledge of general patient care
* Understand apply fundamental principles of communication utilizing technologies and correct terminology associated with the field of medical assisting
* Understand and be familiarized with medical law and ethics
* Understand and demonstrate a working knowledge of phlebotomy
* Understand and demonstrate a working knowledge of EKG monitoring
* Understand and apply overall knowledge and skills associated with the expectations of a Certified Clinical Medical Assistant.

Plumbing and Heating Technology – Diploma

900 Clock Hour Day Courses

ARD 101 Fundamentals
(Prerequisite None)
Learning Outcomes:

- Understand foundational theories of heat transfer and temp/pressure relationships
- Understand foundational theories of thermodynamics
- Understand and demonstrate Shop Safety and Tools used in the industry
- Understand and demonstrate the use of refrigerants and components used with in the refrigeration cycle
- Understand and apply field skills of brazing, soldering, tubing and fittings
- Understand how electricity, controls, and wiring schematics are used in the field.

ARD 104 Heating Systems
(Prerequisite ARD 101)
Learning Outcomes:

- Understand the combustion theory, properties of liquid and gases fuels, the proper fuel mixture
- Understand what elements are required to establish a flame, products of combustion
- Understand and apply skills of electrical schematics and components that apply to the heating industry
- Understand and apply industry fundamentals of solar heating
- Understand the theories of Hydronics through gas and oil low pressure boilers.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

PLM 101 Plumbing
(Prerequisite None)
Learning Outcomes:

* Understand and apply industry standards and service to plumbing systems in accordance with the National Plumbing Code
* Understand principles of operation of drain waste-vent systems and water supply systems
* Understand and apply a working knowledge of pipe fitting used in various plumbing systems
* Understand and apply industry methods of pipe installation and connections used in the plumbing industry
* Understand and apply industry methods of service to general appliances including water heaters, sinks, toilets, sanitary drainage systems, potable water supply, and storm water drainage systems
* Understand and demonstrate principles of lead, oakum and cast-iron pipe joints.

Welding – Diploma

900 Clock Hour Day and Evening Courses

WLD 101 Welding Fundamentals
(Prerequisite None)
Learning Outcomes:

- Understand and demonstrate Shop Safety.
- Understand, identify and properly utilize the tools/equipment in the welding industry.
- Understand Alloy identification.
- Understand and identify Welding symbols.
- Demonstrate the ability to properly read blue prints.
- Understand and identify the electrical principles of welding.
- Understand and be able to identify the development of welding processes, welding processes and the occupational opportunities in the welding industry.
- Understand and able to demonstrate proper stick welding.
- Understand and able to demonstrate proper MIG Welding.
- Understand and able to identify the industry specific types, terms, joints and designs of welds.
- Internet Research Project.

WLD 102 Advanced Welding
(Prerequisite WLD 101)
Learning Outcomes:

- Understand and identify the components of Oxyacetylene Welding (OAW)
- Understand and identify the components of Shielded Metal Arc Welding (SMAW)
- Understand and identify the types of welding positions for SMAW.
- Understand and identify the components of Gas Tungsten Arc Welding (GTAW)
- Demonstrate an ability to perform overhead welding
- Demonstrate the ability to perform horizontal welding
- Demonstrate the ability to properly perform TIG welding.
- Understand the process to take the certified welder's exam.

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School Directory

School Administration:

Jason Hobyak	**President/CEO**	
Chris Ryan	**Chief Operating Officer**	
Brian Walker	**Executive Director of Admissions**	
Gene Bomgardner	**Corporate Director of IT**	
Kacy Linden	**Corporate Director of Financial Services**	
Teresa Gallagher	**Executive Director of Human Resources/Title IX Coordinator**	
Danielle J. Cattell	**Executive School Director**	**215-785-0111**
Chase Kilmer	**Director of Education**	**215-785-0111**
Mark Devlin	**Education Supervisor**	**215-785-0111**
Matthew Newman	**Director of Student Services**	**215-785-0111**
Lisa Lund	**Director of Career Services**	**215-785-0111**
Amanda Cottrell	**Director of Registrars**	**215-785-0111**
Jack Carduff	**Director of Maintenance**	
Angela Nemeth	**Director of Financial Operations**	
Sean Costello	**Business Office Manager**	

Business Office Staff- See list in the Director of Financial Operations Office **215-785-0111**

Admissions Representatives:

Chad Thomas Assistant Director of Admissions **215-785-0111**

All current Admissions Representatives -See list in the Executive Director of Admission's Office

Financial Services: **215-785-0111**

Pattie Himes – Associate Director of Financial Services

Victor Hom- Sr Student Loan Coordinator

All current Financial Services Associates- -See list in the Corporate Director of Financial Service's Office

Career Service Administrators: See list in the Director of Student Service's Office **215-785-0111**

General Administration: See the list in the Executive School Director's Office.

Education/Faculty: See list in the Director of Education's Office

Network Administrator -Matt Love

IT Staff: See the list in the Corporate Director of IT

Cafeteria Manager – Thomas Simpko
Cafeteria Staff- Please see Cafeteria manager

Maintenance:

See the list in the Director of Maintenance's Office.

Bristol, PA Program Tuition & Fees - Incidental Fees -Total Cost of Attendance
Updated for 2026

TUITION

*Non-Refundable Fee

Program	Tuition	Enrollment Fee*	Technology Fee	Books***	Tools***	Laptop	Total Program Charge**
Automotive Technology AST 75 Semester Credit Hours (1800 hrs)	$29,095	$100	$150	$310	$1,200	-	$30,855
Automotive Technology	$24,375	$100	$150	$290	$1,200	-	$26,115
Automotive Technology - Modified	$23,200	$100	$150	$290	$1,200		$24,940
Collision Repair	$17,000	$100	$150	$185	$1,410	-	$18,845
Collison Repair Modified	$17,000	$100	$150	$185	$1,410	-	$18.845
Electrician	$18,500	$100	$150	$800	$700	-	$20,250
Heating, Ventilation, Air Conditioning, and Refrigeration	$24,900	$100	$150	$245	$1,060	-	$26,455
Heating, Ventilation, Air Conditioning, and Refrigeration - Modified	$21,320	$100	$150	$245	$1,060		$22,875
Medical Assistant	$11,000	$100	$150	$525	$0	$335	$12,110
Plumbing & Heating Technology	$19,600	$100	$150	$595	$1,050	-	$21,495
Welding	$19,250	$100	$150	$325	$715	-	$20,540

**Total charges include the tuition, books, supplies, and uniforms. Total charges for a period of attendance and schedule of total charges for the entire educational program.

***While Pennco Tech offers these resources at below general market prices, these prices are subject to change based on market conditions beyond the control of Pennco. There may be certain situations when you may be able to purchase some of these items elsewhere from outside sources at a reduced cost. Students have the right to opt out of purchasing certain items from Pennco Tech as long as they are able to obtain these resources prior to course start. A student's account will not be charged for any item the student chooses to purchase on their own. A list of books and supplies associated with your program of study can be found on the Pennco Tech website (www.concorde.edu). A hard copy can be obtained from the campus upon request.

Incidental Charge	Fee	Description
Re-entry Fee	$25	This non-refundable fee is charged to students who withdraw or are withdrawn from their program of study and Return/Re-enter
Transcript Fee	$10	This non-refundable fee is charged when students request an official transcript
Dormitory Fee	$400 per month	This fee is charged pro-rata each month to students who are using the on-campus housing in Pennco Tech's dormitory. The first and last payments are adjusted based on the student's move-in and move-out dates.
Dormitory Security Deposit	$400	This one-time fee is charged to all dormitory students and is refunded at the student's departure so long as the conditions from the student's dormitory agreement are met.

Note: The costs of this table represent the costs as of publishing date/version listed. The school revises the table above quarterly on Jan 01, April 01, July 01 and Oct 01. Pennco Tech reserves the right to change the above costs.

INCIDENTAL FEES

All incidental fees are the responsibility of the student and must be paid prior to receiving any item.

COST OF ATTENDANCE

Your cost of attendance (COA) is an ESTIMATE of the expenses you may encounter while attending Pennco Tech. Your COA includes direct expenses such as tuition and fees, books, course materials, supplies, and equipment, and indirect expenses such as living expenses, transportation, and other miscellaneous personal expenses associated with your education. Tuition and direct expenses vary by program and are listed above. The indirect expenses below are based on a 7-month/26-week academic year and may be prorated when academic years are shorter or longer.

Bristol Indirect Costs			
Expenses	OFF CAMPUS	WITH PARENT	ON CAMPUS
Living Expenses	$11,528	$7,493	$6,776
MISC	$8,841	$8,841	$8,841
Transportation	$2,632	$2,632	$2,632
Totals	$23,001	$18,966	$18,249

The living expenses components are compiled using the annual numbers published by the College Board - https://highered.collegeboard.org/financial-aid/policies-research/budgets/9-month
MIT Living Wage Calculator https://livingwage.mit.edu/counties/34007
And comparable schools in our area.

Note: Indirect expenses reflect an average cost of the components that fall within the category. For additional cost of attendance budgets, by program please contact the Financial Services office.

PROGRAM- Shift, Length & Schedule

Program	Shift	Terms	Hours	Weeks/Months	Schedule
Automotive Technology -ATS	Day	6	1800	52/12	M-Th-7:30am -3:00pm F-7:30-2:00pm
Automotive Technology	Day	3	1350	40/10	M-Th-7:30am -3:00pm F-7:30-2:00pm
Automotive Technology Modified	Evening	5	1200	100/24	M-W-Th 6pm- 10pm
Collison Repair	Day	2	960	28/7	M-Th-7:30am -3:00pm F-7:30-2:00pm
Collison Repair Modified	Evening	4	960	80/19	M-W-Th 6pm- 10pm
Electrician	Day	3	900	26/7	M-Th-7:30am -3:00pm F-7:30-2:00pm
Electrician	Evening	3	900	75/18	M-W-Th 6pm- 10pm
Heating, Ventilation, Air Conditioning &Refrigeration	Day	4	1200	35/9	M-Th-7:30am -3:00pm F-7:30-2:00pm
Heating, Ventilation, Air Conditioning &Refrigeration Modified	Evening	4	960	80/19	M-W-Th 6pm- 10pm
Medical Assistant	Day	2	600	18/5	M-Th-7:30am -3:00pm F-7:30-2:00pm
Medical Assistant	Evening	2	600	50/12	M-W-Th 6pm- 10pm
Medical Assistant (MAXE)	Evening	2	600	38/10	M-T-W-Th 6pm- 10pm
Plumbing & Heating Technology	Day	3	900	26/7	M-Th-7:30am -3:00pm F-7:30-2:00pm
Welding	Day	2	900	26/7	M-Th-7:30am -3:00pm F-7:30-2:00pm
Welding	Evening	2	900	75/18	M-W-Th 6pm- 10pm

2026 Pennco Tech Holidays
Bristol Campus

January 1, 2027	**Thursday**	**New Year's Day**	**No Day Classes/Night Classes Rescheduled Tuesday, Jan 13, 2026**
January 2, 2026	**Friday**	**Day after New Years**	**No Day Classes or Night Classes**
January 19, 2026	**Monday**	**Martin L. King Jr. Day**	**No Day Classes/Night Classes Rescheduled Tuesday, Jan 20, 2026**
May 25, 2026	**Monday**	**Memorial Day**	**No Day Classes/Night Classes Rescheduled Tuesday, May 26, 2026**
July 3, 2026	**Friday**	**Independence Day**	**No Day Classes or Night Classes**
September 7, 2026	**Monday**	**Labor Day**	**No Day Classes/Night Classes Rescheduled Tuesday, Sept 8 2026**
November 25, 2026	**Wednesday**	**Thanksgiving Eve**	**Day Classes Held/Night Classes Rescheduled Tuesday, Nov 24, 2026**
November 26, 2026	**Thursday**	**Thanksgiving Day**	**No Day Classes/Night Classes Rescheduled Tuesday, Dec 1, 2026**
November 27, 2026	**Friday**	**Thanksgiving-Day After**	**No Day Classes/No Evening Make-up**
December 24, 2026	**Thursday**	**Christmas Eve**	**No Day Classes/Night Classes Rescheduled Tuesday, Dec 22, 2026**
December 25, 2026	**Friday**	**Christmas**	**No Day Classes or Night Classes**
December 31, 2026	**Thursday**	**New Year's Eve**	**No Day Classes/Night Classes Rescheduled Tuesday, Dec 29, 2026**

Pennco Tech Bristol Future (Possible) Class Schedule

Please see the Admissions Department for the most current copy of our future class schedule. Class starts for most Programs offered by Pennco Tech begin every **TEN** (10) weeks throughout the year for Day Programs and every **Twenty** (20) weeks for our Evening Programs.

NOTES

Admissions Representative:_____
Program:_____
Start Date:_____

Program (Circle One): DAY EVENING

Day Hours: Monday – Friday 7:30 a.m. - 3:00 p.m. (Occasional Fridays until 2 p.m.)

Evening Hours: Monday, Wednesday & Thursday 6:00 p.m. – 10:00 p.m.

Medical Assistant MAXE Evening Hours: Mon, Tue, Wed, and Thur 6:00pm to 10:00pm

Pennco Tech School Policy on the Possession of Weapons

Purpose:

The purpose of this policy is to ensure a safe and secure environment for all students, faculty, staff, and visitors by strictly prohibiting the possession of weapons on school property or during any school-sponsored activities.

Scope:

This policy applies to all individuals on school property, including students, staff, faculty, visitors, contractors, and vendors, regardless of whether the individual has a valid permit to carry a concealed weapon. It also applies to all school-sponsored events, whether on or off-campus.

Definitions:

- Weapons: For the purposes of this policy, "weapons" include but are not limited to:
- Firearms (e.g., handguns, rifles, shotguns, stun guns, air rifles, pellet guns, as well as replicas of any such articles etc.)
- Knives with blades longer than 3 inches as well as replicas of any such articles
- Explosive devices (e.g., bombs, fireworks, gunpowder, explosives, ammunition, or other material containing flammable substances, as well as replicas of any such articles or substances
- Tasers, stun guns, or other electric shock devices, as well as replicas of any such articles
- Any object that can be used to inflict serious harm or injury (e.g., brass knuckles, clubs, bats, etc.), as well as replicas of any such articles
- School Property: Any building, parking lot, school vehicle, or land owned, leased, or controlled by the school.

Policy:

Prohibition of Weapons:
The possession, use, or distribution of weapons is strictly prohibited on school property and at school-sponsored activities, regardless of whether an individual has a permit to carry a concealed weapon.

Exceptions:

The only exceptions to this policy include:
Authorized law enforcement officers performing their official duties.
Items approved for use in specific educational activities (e.g., culinary knives in cooking classes, tools in shop classes), with prior written approval from the school administration.

Consequences for Violation:

Violations of this policy will result in disciplinary action, which may include:
For Students: Expulsion, and referral to law enforcement agencies if applicable.
For Employees: Disciplinary action up to and including termination of employment and referral to law enforcement agencies.
For Visitors or Vendors: Immediate removal from school property and possible ban from future entry, along with referral to law enforcement agencies.

Reporting Violations:

All students, staff, and visitors are responsible for reporting any violations or suspicious activity related to the possession of weapons. Reports can be made anonymously if necessary.

Search and Seizure:

The school reserves the right to search any individual's personal property (including bags, lockers, vehicles, etc.) if there is reasonable suspicion that a weapon is present on school grounds.

Legal and Policy References:

This policy is in accordance with local, state, and federal laws regulating weapons on school grounds. The school reserves the right to amend this policy to ensure ongoing compliance with legal standards.

Enforcement and Review:

The school administration will review this policy annually and ensure it is communicated to all students, staff, and faculty. Violation of this policy will be handled in accordance with the school's code of conduct and disciplinary procedures.

Contact Information:

For any questions regarding this policy or to report a violation, please contact the school administration at 215-785-0111

PENNCO TECH ZERO-TOLERANCE HARASSMENT POLICY

Purpose

Pennco Tech is committed to providing a safe, respectful, professional, and educational environment for all students, employees, applicants, visitors, and members of the campus community.

Pennco Tech maintains **zero tolerance for harassment, sexual harassment, sexual misconduct, sexual assault, sexual violence, dating violence, domestic violence, stalking, discrimination, intimidation, bullying, threats, retaliation, physical violence, or other serious conduct that creates an unsafe, hostile, or substantially disruptive educational environment.**

All reports or allegations involving sexual harassment, sexual violence, sexual assault will be reported to Pennco Tech's Title IX Coordinator, Mrs. Teresa Gallagher. Further information regarding sexual harassment, reporting options, available resources, and Pennco Tech's policies and procedures can be found in Pennco Tech's Annual Security Report, available on the Pennco Tech website and through the Student Portal.

Pennco Tech students, regardless of age, are expected to conduct themselves in a mature and professional manner and to respect the personal boundaries, safety, and rights of others.

Zero tolerance means that reports of harassment, sexual misconduct, violence, or other serious misconduct will not be ignored or treated as acceptable behavior. It does not mean that an accusation automatically establishes that misconduct occurred or that every violation will result in the same disciplinary action.

Title IX and Sexual Misconduct Reporting

Any reported conduct that may constitute **sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, or other sexual or sex-based misconduct** will be reported to Pennco Tech's **Title IX Coordinator, Mrs. Teresa Gallagher**, for review and handling in accordance with applicable Pennco Tech policies and procedures.

Further information regarding sexual harassment, sexual misconduct, sexual violence, reporting procedures, available resources, and Pennco Tech's policies and procedures can be found in Pennco Tech's **Annual Security Report (ASR), available on the Pennco Tech website and through the Student Portal.**

Definition of Consent: Consent: A knowing and voluntary agreement to engage in specific sexual activity at the time of the activity. In order to be valid, consent must be knowing, voluntary, active, present and ongoing. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide consent due to intellectual or other disability or other condition. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact each individual differently. Determining whether an individual is incapacitated requires an individualized determination. When determining whether a person has the capacity to provide consent, Pennco Tech will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent

to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

1. Prohibited Conduct

Harassment or inappropriate conduct may be verbal, physical, written, visual, electronic, or sexual in nature.

Prohibited conduct may include, but is not limited to:

- Unwanted or repeated verbal, written, physical, or electronic contact;
- Sexual harassment, including unwelcome sexual advances, requests for sexual favors, sexual comments, gestures, or other unwelcome conduct of a sexual nature;
    - These examples are provided for the purpose of identifying conduct that should be reported and reviewed. Whether the reported conduct meets the definition of sexual harassment or other sexual misconduct under Pennco Tech's Title IX Sexual Harassment Policy will be determined under that policy and its applicable procedures.
- Repeatedly pursuing, contacting, approaching, or attempting to interact with another individual after being told that the contact is unwanted;
- Threatening, intimidating, bullying, or coercive behavior;
- Derogatory, insulting, degrading, or offensive comments directed toward another person;
- Unwanted touching or physical contact;
- Stalking or conduct that causes another person to reasonably fear for their safety;
- Sending unwanted messages, photographs, videos, social-media communications, or other electronic communications;
- Retaliating against an individual for making a complaint, participating in an investigation, providing information, or supporting another individual involved in a complaint;
- Encouraging or directing another individual to engage in prohibited conduct on one's behalf;
- Failure to comply with a school-issued no-contact directive or other administrative instruction intended to prevent further unwanted interaction; and
- Any other behavior that violates Pennco Tech's standards of conduct or substantially interferes with another person's ability to participate in the educational environment.

Sexual Harassment Reporting: Any conduct reported under this policy that may constitute sexual harassment will be reported to Pennco Tech's Title IX Coordinator, Mrs. Teresa Gallagher, for review and handling in accordance with applicable Pennco Tech policies and procedures. Further information regarding sexual harassment can be found in Pennco Tech's Annual Security Report, located on the Pennco Tech website and Student Portal.

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2. On-Campus and Off-Campus Conduct

Pennco Tech may address conduct occurring:

- On school property;
- In classrooms, laboratories, shops, administrative areas, or other campus locations;
- During school-sponsored activities or events;
- Through school-related electronic communications; or

- In other circumstances where the conduct has a sufficient connection to Pennco Tech or substantially affects the safety, educational environment, or ability of a student to participate in the school's programs.

This may include certain off-campus conduct between Pennco Tech students when the effects of that conduct continue onto campus or substantially affect the educational environment.

Reports involving possible sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, or other sexual or sex-based misconduct will be referred to the **Title IX Coordinator, Mrs. Teresa Gallagher**, for review to determine what Pennco Tech policies and procedures apply.

Pennco Tech's authority to address conduct under its Student Conduct or Harassment policies is not necessarily limited to conduct that falls within the jurisdiction of Title IX. Conduct that does not meet the requirements for action under Title IX may nevertheless be addressed under another applicable Pennco Tech policy when the conduct has a sufficient connection to Pennco Tech or materially affects campus safety or the educational environment.

3. Reporting Harassment, Misconduct, or Violence

Any student who believes they have experienced or witnessed harassment, sexual misconduct, threats, violence, stalking, or other prohibited conduct should report the matter as soon as possible to an instructor, Campus Security Authority (CSA), Title IX Coordinator, or other designated school official. Pennco Tech Bristol Campus Security Authorities (CSAs) include, but are not necessarily limited to, the following designated officials:

CSA Includes: Mrs. Danielle Cattell – Campus Director
Mr. Chase Kilmer- Director of Education
Mr. Matthew Newman- Director of Student Services
Mr. Mark Devlin- Education Supervisor
Mrs. Kim Ruszin- Student Success Liaison

Title IX Coordinator: Mrs. Teresa Gallagher

Students are encouraged to provide as much information as reasonably possible, including:

- Dates and approximate times;
- Locations;
- Names of individuals involved;
- Names of witnesses;
- A description of what occurred;
- Text messages or other communications;
- Screenshots, photographs, or videos; and
- Any other relevant documentation or information.

Pennco Tech will take reports seriously and will review allegations promptly and as impartially as reasonably possible.

Reports of Sexual or Sex-Based Misconduct

Any school employee who receives a report that may involve sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, or other sexual or sex-based misconduct must promptly report the matter in accordance with Pennco Tech's applicable reporting requirements, including referral to the Title IX Coordinator, Mrs. Teresa Gallagher.

Further information regarding reporting options, procedures, and available resources can be found in Pennco Tech's Annual Security Report, available on the Pennco Tech website and Student Portal.

4. Immediate Protective and Preventative Measures

Pennco Tech does not have to wait until an investigation is completed to take reasonable measures intended to protect students, prevent further unwanted contact, or preserve the educational environment.

Depending upon the circumstances, interim measures may include:

- Directing individuals to have no contact with one another,
- Formal No contact directive between parties
- Separating students within classrooms, laboratories, or shops;
- Assigning students to separate work areas or booths;
- Directing students not to work together or as partners;
- Changing assigned work areas or lab partners;
- Adjusting schedules when reasonably appropriate;
- Restricting an individual's access to certain areas;
- Increasing staff or instructor monitoring;
- Directing a student to leave campus temporarily when necessary to address an immediate safety concern; or
- Taking other reasonable measures determined appropriate by school administration.

Interim measures are preventative in nature and are not, by themselves, a determination that a policy violation occurred.

Protective, supportive, or interim measures will be implemented in a manner intended, to the extent reasonably possible, to protect the safety and educational access of the parties without constituting disciplinary action against a student before responsibility has been determined under the applicable procedure.

Students are expected to comply with protective and preventative measures established by school administration or instructors.

When allegations involve possible sexual or sex-based misconduct, supportive or interim measures will be coordinated as appropriate with Pennco Tech's Title IX Coordinator and applicable institutional procedures.

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5. Investigation and Determination

When Pennco Tech receives a report of harassment, misconduct, threats, or violence, the school will determine the appropriate response based upon the nature and circumstances of the allegation and the policies or procedures that apply.

The school may also interview the reporting individual, responding individual, witnesses, instructors, staff members, or other persons with relevant information, as permitted by the applicable procedure.

Students are expected to cooperate honestly with school processes.

Pennco Tech may review information including:

- Written statements;
- Emails and text messages;
- Electronic or social-media communications;
- Photographs or videos;
- Security information;
- Staff or instructor documentation;
- Previous interventions or directives;
- Prior disciplinary documentation; and
- Other reasonably available evidence.

Administrative decisions will be based upon the information reasonably available to the school and the evidentiary standard required by the applicable Pennco Tech policy or procedure. Matters subject to Pennco Tech's Sexual Misconduct/Title IX procedures will be determined using the standard of proof established in those procedures.

Pennco Tech will provide the reporting and responding individuals an appropriate opportunity to provide relevant information and will evaluate the information without prejudging responsibility. The specific investigation and determination procedures used will depend upon the nature of the allegations and the Pennco Tech policy or legally required procedure that applies.

Reports involving possible sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, or other sexual or sex-based misconduct will be referred to Pennco Tech's Title IX Coordinator, Mrs. Teresa Gallagher, and will be addressed under the applicable Pennco Tech policy and legally required procedure.

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6. Zero Tolerance Does Not Mean Automatic Discipline Based on an Allegation

Pennco Tech's zero-tolerance policy means that reports of harassment will not be ignored, dismissed without appropriate consideration, or treated as acceptable behavior.

An allegation alone does not automatically establish that misconduct occurred, nor does an allegation automatically result in suspension, withdrawal, or termination.

Pennco Tech will evaluate allegations under the applicable institutional policy and procedure.

When determining the appropriate response, Pennco Tech may consider:

- The nature and severity of the conduct;
- Available evidence;
- Whether the conduct was isolated or repeated;
- Whether there were previous incidents involving similar behavior;
- Previous counseling, interventions, warnings, or directives;
- Whether the student had previously been instructed to stop the behavior;
- Whether the student disregarded a no-contact or separation directive;
- The impact upon another student or the educational environment;
- Safety considerations; and
- Other relevant circumstances.

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7. Relationship to Pennco Tech's Four-Advisory Student Conduct Process

Pennco Tech utilizes a progressive disciplinary process for many student conduct and behavioral concerns. Under the school's general Student Conduct Policy, students may receive advisories intended to identify inappropriate conduct, communicate expectations for improvement, and provide the student an opportunity to correct the behavior.

The progressive advisory process remains an important part of Pennco Tech's approach to ordinary student conduct matters.

However, the four-advisory process does not apply as a mandatory prerequisite to disciplinary action in every circumstance.

Serious Misconduct May Bypass Progressive Discipline

Pennco Tech reserves the right to bypass one or more steps of the progressive advisory process when the nature, severity, frequency, or circumstances of a student's conduct warrant more immediate action.

Conduct that may warrant bypassing the normal advisory process includes, but is not limited to:

- Harassment
- Sexual harassment;
- Sexual assault or sexual violence;
- Dating violence;
- Domestic violence;
- Physical assault or violence;
- Threats or intimidation;
- Serious or repeated bullying;
- Stalking;
- Serious or repeated bullying;
- Retaliation;
- Conduct that creates a significant safety concern;

- Serious disruption of the educational environment;
- Repeated unwanted contact with another student;
- Failure to comply with a school-issued no-contact directive;
- Continued prohibited conduct after a student has been verbally or otherwise clearly directed by a school official to stop the behavior; or
- Other serious misconduct that Pennco Tech determines warrants immediate disciplinary action.

Alleged sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, and other sexual or sex-based misconduct will be reported to Pennco Tech's Title IX Coordinator, Mrs. Teresa Gallagher, and handled under the applicable Pennco Tech procedures.

Depending upon the circumstances, Pennco Tech may issue an advisory, impose restrictions, issue a no-contact directive, or terminate a student from the program **without first issuing all four advisories.**

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8. Verbal Intervention and Prior Notice

Pennco Tech is not required to issue a written advisory every time a staff member addresses inappropriate student behavior.

An instructor, administrator, or other authorized staff member may verbally counsel a student, direct a student to discontinue certain behavior, establish boundaries between students, separate students, or communicate behavioral expectations without issuing a formal written advisory.

Documentation of such intervention may be maintained by the school when appropriate.

Pennco Tech will document significant verbal interventions when reasonably practicable, particularly when the intervention involves harassment, threats, unwanted contact, student separation, safety concerns, or a direction that a student cease particular conduct. The absence of contemporaneous written documentation, however, does not by itself establish that a verbal intervention or directive did not occur.

When a student has been clearly informed that certain behavior or contact is inappropriate or unwanted, the student's continuation of that behavior may be considered when determining whether subsequent conduct is repeated, intentional, or warrants a higher level of disciplinary action.

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9. Repeated Harassment Following Intervention

When Pennco Tech has previously intervened to address unwanted behavior between students, subsequent similar behavior will be evaluated in light of the prior intervention.

For example, when a student has been instructed to:

- Leave another student alone;

- Discontinue communication or contact;
- Avoid unnecessary interaction;
- Remain separated in a classroom, laboratory, or shop;
- Work in a separate booth or work area;
- Not work with another student as a partner; or
- Otherwise discontinue certain conduct,

failure to follow those instructions may constitute an additional and more serious conduct violation.

Pennco Tech is not required to restart the progressive disciplinary process each time similar or related conduct occurs.

Continued unwanted contact, harassment, intimidation, retaliation, or attempts to circumvent a school directive may result in additional disciplinary action, up to and including immediate termination from the program.

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10. Disciplinary Action

A student found responsible for violating this policy may be subject to disciplinary action appropriate to the circumstances.

Disciplinary action may include, but is not limited to:

- Verbal counseling or documented intervention;
- Written advisory or warning;
- Behavioral expectations or a conduct agreement;
- No-contact directive;
- Classroom, laboratory, or shop restrictions;
- Suspension;
- Withdrawal or termination from the student's program; and/or
- Other appropriate administrative action.

Pennco Tech reserves the right to bypass progressive discipline when the nature or severity of the conduct warrants immediate action.

Pennco Tech is not required to issue a specific number of advisories or warnings before suspending, withdrawing, or terminating a student for serious harassment, threats, violence, sexual harassment or sexual misconduct, stalking, retaliation, or other conduct that presents a significant safety or educational concern.

For matters involving alleged sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, or other sexual or sex-based misconduct, Pennco Tech will report the matter to the Title IX Coordinator, Mrs. Teresa Gallagher, and follow the applicable institutional and legally required procedures before imposing disciplinary sanctions when those procedures apply.

Further information is available in Pennco Tech's Annual Security Report on the Pennco Tech website and Student Portal.

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11. Immediate Termination

A student's conduct may be sufficiently serious to warrant immediate withdrawal or termination even when the student has not previously received four written advisories.

A single serious incident may be sufficient to warrant withdrawal or termination when permitted under the applicable Pennco Tech policy and procedure. When allegations involve sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, or other sexual or sex-based misconduct, Pennco Tech will follow the applicable Sexual Misconduct/Title IX procedures before imposing disciplinary sanctions when those procedures apply.Likewise, a pattern of conduct, multiple related incidents, continued conduct after intervention, disregard of school directives, or conduct involving multiple individuals may collectively warrant termination.

The absence of four written advisories does not prevent Pennco Tech from taking appropriate disciplinary action when the school determines, based upon the information reasonably available, that the student's conduct:

- Constitutes a serious violation of school policy;
- Threatens or reasonably raises concerns regarding the safety or well-being of another individual;
- Constitutes serious or repeated harassment;
- Involves violence or threats of violence;
- Demonstrates disregard for previous school intervention or directives; or
- Substantially interferes with the educational environment.

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12. Administrative Discretion

Nothing within the four-advisory process limits Pennco Tech's authority and responsibility to respond appropriately to serious misconduct.

For matters handled exclusively under this Zero-Tolerance Harassment Policy or the Student Conduct Policy, the Campus Director or designated school administrator will determine the appropriate disciplinary response. Matters involving sexual or sex-based misconduct that are subject to Pennco Tech's Sexual Misconduct/Title IX procedures will be referred to the Title IX Coordinator and handled in accordance with those procedures.

This authority is subject to any separate procedures, rights, or requirements applicable under Title IX, the Clery Act/VAWA, Pennsylvania law, or other applicable Pennco Tech policies.

Factors considered may include:

- Seriousness of the conduct;
- Available evidence;
- Frequency or repetition of the conduct;
- Previous incidents;
- Prior interventions, counseling, advisories, or directives;
- Whether the student knew or reasonably should have known that the conduct was unwanted;
- Compliance or noncompliance with previous instructions;

- Impact on other students;
- Safety considerations; and
- The effect of the conduct on the educational environment.

Matters subject to Title IX or another separate legally required procedure will be handled in accordance with that procedure.

Pennco Tech will seek to apply disciplinary decisions fairly and consistently while retaining the discretion necessary to protect students, employees, and the educational environment.

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13. Retaliation Prohibited

Pennco Tech strictly prohibits retaliation against any individual who, in good faith:

- Reports harassment or misconduct, violence, or other prohibited conduct;
- Participates in an investigation;
- Provides information as a witness;
- Requests assistance or protective measures; or
- Supports another person involved in the reporting process.

Retaliation is a separate violation of this policy and may result in disciplinary action regardless of the outcome of the original complaint.

Retaliation associated with a report of sexual or sex-based misconduct will also be reported to the Title IX Coordinator, Mrs. Teresa Gallagher, as appropriate

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14. False or Bad-Faith Reports

Pennco Tech recognizes the importance of encouraging individuals to report legitimate concerns.

A complaint that cannot be substantiated does not, by itself, constitute a false report.

A person will not be disciplined merely because a good-faith report is ultimately unsubstantiated or because available evidence is insufficient to establish a policy violation.

However, knowingly making a materially false allegation or intentionally providing materially false information during an investigation may constitute a violation of Pennco Tech's Student Conduct Policy.

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15. Law Enforcement and Emergency Situations

Nothing in this policy prevents an individual from contacting local law enforcement or emergency services.

When circumstances present an immediate threat to health or safety, individuals should contact **911** and notify school administration as soon as reasonably possible.

Pennco Tech may contact law enforcement or other appropriate authorities when warranted by the circumstances or required by law.

Reporting conduct to Pennco Tech does not prevent an individual from separately reporting conduct to law enforcement.

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16. Relationship to Other School Policies

Conduct addressed under this policy may also be governed by Pennco Tech's:

- Student Conduct Policy;
- Sexual Harassment/Sexual Misconduct Policy;
- Title IX procedures, where applicable;
- Annual Security Report policies and procedures;
- No-Contact Directive;
- Nondiscrimination policies; and
- Other applicable institutional policies.

When conduct potentially falls under a separate legally required grievance, investigation, or reporting procedure, Pennco Tech will follow the applicable procedure.

Nothing in this policy limits the investigation, hearing, notice, advisor, appeal or other procedural right provided under Pennco Title IX Sexual Harassment Policy

All reported conduct that may constitute sexual harassment, sexual assault, sexual violence, dating violence, domestic violence, stalking, or other sexual or sex-based misconduct will be referred to Pennco Tech's Title IX Coordinator, Mrs. Teresa Gallagher.

Additional information regarding sexual harassment, sexual misconduct, sexual violence, reporting procedures, available resources, and Pennco Tech's institutional procedures can be found in Pennco Tech's Annual Security Report, available on the Pennco Tech website and through the Student Portal.

17. Student Responsibility and Policy Acknowledgment

Enrollment at Pennco Tech carries an expectation of professional, mature, and respectful conduct.

Students are responsible for understanding that disagreements, personal relationships, previous relationships, or conflicts with another student do not excuse harassment, threats, intimidation, retaliation, unwanted contact, or disregard of another individual's clearly communicated boundaries.

Students are expected to comply with directions provided by Pennco Tech administrators, instructors, and authorized staff regarding student conduct and interactions with other students.

Pennco Tech provides its policies and expectations to students as part of the enrollment and/or

orientation process. Students are required to acknowledge receipt and understanding of applicable school policies, including student conduct, harassment, sexual misconduct, and related policies.

Whenever feasible, students complete this acknowledgment electronically. When electronic acknowledgment is unavailable or not feasible, students are provided with hard copies of the applicable school policies and are required to physically sign an acknowledgment confirming receipt of the policies. Signed hard-copy acknowledgments are scanned and maintained in the school's records in accordance with Pennco Tech's record-retention practices.

Whether acknowledgment is completed electronically or by physical signature, the purpose of the acknowledgment is to document that the student was provided access to Pennco Tech's policies and informed of the conduct and behavioral expectations applicable to students.

A student's acknowledgment confirms receipt of the policies; however, the inability to retrieve an individual electronic or hard-copy acknowledgment does not, by itself, establish that the student was not provided with, informed of, or subject to an otherwise properly distributed, published, or communicated Pennco Tech policy.

Pennco Tech may rely upon other institutional records and evidence demonstrating how and when policies were distributed or made available to the applicable student population

Pennco Tech's priority is to maintain an educational environment in which students can attend class, participate in laboratory and shop activities, and complete their education without harassment, intimidation, retaliation, or fear for their safety.

Effective 10-2026

Pennco Tech reserves the right to revise this policy as necessary to comply with applicable federal or Pennsylvania law, regulatory requirements, accreditation standards, or institutional needs.