

Post-Secondary Education

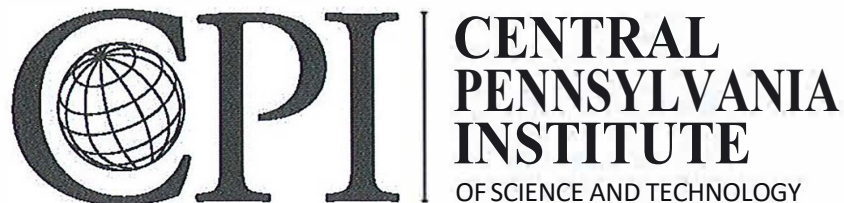
2025-2026

FACULTY AND STAFF HANDBOOK

WWW.CPI.EDU

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." - Andrew Carnegie





To: CPI Faculty and Staff
From: Todd Taylor, Vice President, Post-Secondary Education
Subject: Fall Welcome Message
Date: June 11, 2025

As the 2025/2026 academic year begins, we are pleased to welcome new and returning faculty, students, staff, and visitors to the CPI campus! We hope that your summer was filled with excitement, joy, and adventure and that you are rejuvenated and ready to make it another great year at CPI!

It is a very exciting time to be at CPI and on campus. We have launched new, apprenticeship programs to support our regional employers. In this tight labor market, apprenticeship programs provide students/employees a way to earn while they learn and obtain nationally-recognized credentials when complete. To support this model, CPI is now the only CTC in Pennsylvania to be offering registered apprenticeship programs in water and wastewater operations and will soon have a similar distinction in solar photovoltaics. Our partnership with Centre County remains strong as we look at expanding facilities at the Centre County Public Safety Training Center (CCPSTC) to meet the ever-growing need for first responder training. These are but a few of the exciting things happening now at CPI.

We know that none of our efforts to support CPI students, the regional workforce, and our economic development partners would be successful without your contributions and commitment and the overarching support of the CPI team – thank you!

It is my distinct pleasure to welcome you to the 2025/2026 year: Thank you for what you do for our students and for CPI!

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NONDISCRIMINATION POLICY

The Central PA Institute of Science and Technology (CPI) is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities or programs as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX and Section 504 Coordinator at jmartin@cpi.edu, 540 N. Harrison Road, Pleasant Gap, PA 16823 (814) 359-2793, ext. 240. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Section 504 Coordinator.

MISSION STATEMENT

CPI will produce highly competent individuals who are prepared and motivated to pursue the high-skill careers of the 21st century.

SCHOOL VISION

Our vision at CPI is that every student will be provided with a highly-qualified education in a safe environment. Further, students will leave CPI with the skills necessary for post-secondary training, the workforce, or the military. By combining academics with technical training, industry-recognized certifications, concurrent enrollment opportunities, and articulated credits, CPI is uniquely poised to prepare students for rapid employment and long-term career success.

CPI management and leadership are looking to significantly expand the business, industry, and adult student training opportunities available in Central Pennsylvania. Given our location off of the new I-99 corridor and over 35 years of technical training experience, CPI envisions the development of an expanded secondary and post-secondary certificate/degree offerings that will directly serve the Central Pennsylvania job market.

BRIEF HISTORY

Founded in 1969, the Central Pennsylvania Institute of Science and Technology (CPI) is a career and technology center (CTC) conveniently located in Centre County adjacent to exit 80 (Harrison Road) of the recently completed US220/I-99 extension. As part of the public education system, CPI is jointly owned by the Bald Eagle Area, Bellefonte Area, and Penns Valley Area school districts and is managed by a Joint Operating Committee consisting of members from the participating/owner schools.

As the largest and most comprehensive career and technical center in Centre County, CPI has become a valuable asset to the local area because of its ability to be responsive to a changing labor market, economic conditions, and offer services that benefit local constituents. With its central location, ample parking, and proximity to several major highways, CPI has regionalized its program offerings toward meeting the needs of Central Pennsylvania employers and workers.

CPI annually provides over 1,700 secondary and adult students with more than 25 full-time educational programs and approximately 50 continuing education classes. These programs share some administrative staff and facility support personnel with additional staffing attained by the post-secondary school as needed based on enrollment and program requirements. The sharing of these human resources and facilities has proven to be very successful for many years.

CPI also enjoys strong support from active Occupational Advisory Committees (OACs).

CPI's OACs consist of well-respected, experienced community leaders who donate their time and expertise to advance educational curriculum and initiatives at CPI. Through regularly scheduled OAC/Faculty meetings, CPI faculty are able to remain current with changes in business and industry. The faculty and administration have also embraced the goal of incorporating industry- recognized credentials in all long-term curricula. By utilizing industry components and testing procedures, CPI graduates are afforded "portability of skills" and are assured that the training they receive is considered "in-demand" and current by industry. Standard testing measurements are used to benchmark progress toward goals and standards. CPI is committed to the concept that industry should drive technical school curriculum and training. Schools must remain flexible and responsive to rapidly changing economic conditions to prepare the modern- day workforce for global competition. On both the adult and secondary side, CPI places great emphasis on offering training programs to students that are a high priority in regional demand occupations (Central PA WIB) and state demand occupations (Statewide HPO list). The Commonwealth has placed a strong emphasis on aligning programs with high growth fields. CPI's position is that it is imperative that students are able to find long-term employment at family sustaining wages. Programs in high growth and employment areas (HPOs) are the vehicle to achieve this goal.

FACILITIES

Situated on 70 acres, CPI has a main facility in excess of 140,000 square feet that houses 19 secondary program areas, over 22 full-time post-secondary programs, and an extensive Licensed Practical Nursing program. Each program features state-of-the-art training equipment/technology and a first-class training area. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of Central Pennsylvania. In addition, the school also operates the Centre County Public Safety Training Center (CCPSTC) on an adjacent 18 acres of land.

ACADEMIC YEAR

The academic year is divided into fall, winter, spring, and summer terms. The fall, winter, and spring terms are 12 weeks in duration. Summer terms are seven weeks in length.

TUITION AND RELATED COSTS

Please reference the Enrollment Agreement for individual program tuition and costs.

ADMISSION POLICY

The Central Pennsylvania Institute of Science and Technology (CPI) is dedicated to serving the educational needs of all who apply for admission. The admission requirements vary depending on the program. Certain programs of study make various prerequisites a necessity. Most CPI training programs are credentialed by a nationally accredited

organization (such as NLNAC, NCCER, NHA CAAHEP, etc...). For programs with specific program accreditation, incoming students will be required to meet enrollment requirements of both the accrediting/credentialing organization as well as CPI's enrollment requirements.

General Admissions Requirements: All applicants for admission to career training programs (diploma or certificate programs in excess of 400 clock hours) must possess a high school diploma or GED.

Career training programs have program-specific enrollment agreements. Students can obtain a program-specific enrollment agreement by contacting CPI's Adult Education Office. Students must provide an¹ application fee with their enrollment agreement.

Admission/ Entrance Requirements

High school diploma or GED. Completion of the Accuplacer assessment test (minimum score 78 Reading/ 68 Math) in lieu of required SAT scores (480 minimum for Math and Reading). Act 34 and 151 Clearances.

Admission/Entrance Requirements for Specialized Associate Degree Programs:

1. Act 34 & 151 Clearances
2. High School Diploma or GED. CPI's process for verifying a high school diploma involves contacting the school or District Office. For students from countries outside of the US, we require the use of SPANTRAN, a Member company of the National Association of Credential Evaluation Services (NACES).
3. SAT Composite Score of 960 or ACCUPLACER Score of 235 or above.

A student's tuition account must be satisfied and complete prior to the student's completion of their training program. Failure to pay the tuition by the program's end date may result in CPI holding the student's diploma or credential until the tuition account is satisfied. If the student is being sponsored by an agency or funding source, CPI requires that the sponsoring agency or funding source provide Post-Secondary Education with verification of sponsorship/funding prior to enrollment in the program.

Advanced Placement: CPI does not participate in the Advanced Placement Program. This program gives students the opportunity to earn college credit while in high school. There are no comparable courses with those offered at CPI.

ADMISSIONS PROCESS

Students may reach the Admissions Specialist Bursar in the Admissions Office at (814) 359-2793 Ext. 207 or logging on to www.cpi.edu.

Procedures for Admissions Documentation Prior to Enrollment

1. Application Submission

- The Admissions Specialist Bursar receives a student application and application fee from the student.

2. Seat-Held Letter

- The student receives a seat-held letter that includes:
 - Admissions documentation requirements
 - Instructions to complete clearances

3. Documentation Submission

- The student provides:
 - A copy of their high school diploma, transcript, or GED
 - Completes the enrollment agreement packet

4. Acceptance and Enrollment

- The student is accepted and enrolled into the program.

5. Confirmation Letter

- Once all required documentation is received, the student is sent a letter stating they have met the enrollment requirements.

Note: Maximum class size varies with program content. Enrollment will be based on first to apply, first enrolled until maximum enrollment for the class is reached. Interested applicants should contact the Post- Secondary Education Office at (814)359-2793 Ext. 207 to discuss program availability. Inquiries, complaints, and appeals may be made by calling the Vice President Post-Secondary Education at the phone number above.

Student Application Fee: Student application fees will be returned to the student if the program is cancelled or if the student is not accepted for enrollment in the program for which they applied. The application fee is also fully refundable if the student notifies the school of intent to cancel within five calendar days of signing the contract. The application fee is also refundable if a student requests cancellation in writing within an extended refund period of five additional calendar days following the signing of the enrollment agreement. The institution may retain the student's application fee after five calendar days or after ten calendar days absent written confirmation. After ten calendar days, CPI's application fee is non-refundable.

LEARNING RESOURCES/LIBRARY

1. Copiers and printers are located in many program areas.
2. CPI utilizes Pennsylvania's electronic library, POWER Library, which is an online portal to the Pennsylvania libraries' statewide database that includes full-text articles and abstracts of articles in magazines, journals, subject indexes, medical references, and newspapers. This library also includes e-books and various historical digital archives. Students have 24/7 access to POWER Library.

CPI classroom labs contain various media, including reference books, technical manuals, videos, computers, and Internet access. Each program maintains industry-specific reference materials in the lab area and additional computers are readily available via a mobile laptops cart containing 20 laptops. CPI maintains a full-time Technology Coordinator to perform user support, computer repairs, and technical support of media services.

STUDENT SUPPORT SERVICES

At CPI, the focus is on education and support for our students. We work hard to keep our institution recognized as a valued community resource directed at all facets of career and workforce development. We provide a variety of educational opportunities and avenues open to adult students. We encourage participation in student organizations and offer general educational and career counseling assistance to help students adjust to and succeed in training by providing academic assistance and advice in the following areas.

- Individual guidance on academic information and program selection.
- Individualized assistance regarding the student's financial aid programs and benefits.
- Tutorial and developmental programs.
- Mentoring.
- Academic and personal counseling.
- Assistance with career planning and readiness.
- Students are encouraged to meet with their instructor or a representative in the Office of Post-Secondary Education regarding support services.
- All students enrolling at CPI meet with a Financial Aid counselor to discuss the range of financial aid programs and benefits available.

In addition, CPI assists students with decisions related to their occupational choices, career opportunities, and personal problems affecting their progress at school.

Career Planning and Readiness

CPI maintains a job placement site on its website where employers list job openings. All current CPI students and graduates are eligible to use this service.

CPI does not guarantee job placement to graduates upon program completion and graduation.

Externship Placement: CPI provides externship opportunities for many students. Student progress is monitored by a CPI instructor/program coordinator or preceptor at the externship site. Externships are not typically paid positions.

STUDENT RECORDS

CPI maintains day-to-day student records for all students attending CPI. Upon completion of the program, all paper records are consolidated and held in storage located in the Post-Secondary Education office. The records are stored in the appropriate fireproof cabinets for a duration in accordance with the Private Licensed School Act, the Department of Education, and other regulations related to records retention. In addition, CPI is digitizing records for retention and retrieval in its cloud-based campus management system-Campus Café.

GENERAL POLICIES AND PROCEDURES

Post-secondary students enrolled in programs at CPI are required to comply with ALL policies and procedures contained within The Central Pennsylvania Institute of Science and Technology 2025 - 2026 Student Handbook. This publication contains information regarding policies relating to tardiness, absences, makeup work, conduct, termination, and other rules of the school. The policies and procedures are designed to address the needs of the wide range of students both post-secondary and secondary who share the same institutional space.

ATTENDANCE POLICY

A major part of post-secondary education is accepting responsibility for one's actions. Timeliness and respect for deadlines are critical to student success. Students are responsible for developing plans to arrive on time and prepared for their program. Tardiness and absenteeism not only cause the student to miss a portion of the subject matter but also diminishes the opportunities to contribute to the learning environment. Poor attendance may even impact the student's financial aid. Students are responsible for notifying program instructors/coordinators of tardiness and absence the day it occurs via phone, text, or email.

Guidelines

1. CPI requires students to attend scheduled classes.
2. To encourage class attendance, class sizes do not exceed a 20:1 student/teacher ratio.
3. Instructors will discuss and review this attendance policy at the beginning of the course period. Instructors are encouraged to exercise good judgment, and may develop a more stringent attendance policy with the approval of CPI Administration as courses or programs warrant.
4. Instructors will keep a weekly record of attendance to comply with federal grants and financial aid guidelines.
5. If absences become excessive, instructor(s) will notify students of their status and, if students do not respond, will issue a written concern form to the student. This form will outline remedial actions required. Continued non-approved absences may result in removal from the course.
6. When an absence is unavoidable (i.e., due to extended illness), students should initiate contact with instructor(s) who may, in some instances, require verification. Documented absences do not remove the student's responsibility to complete class work missed. Instructors will make reasonable accommodations in the event of a student's absence.

7. When an absence is related to a planned activity (such as a company visit, off-site training, conference, or other CPI sponsored event), students are still required to complete missed class work. If a student fails to complete missed class work, the absence may be counted against the student's attendance leading to involuntary withdrawal for excessive absence.

Whenever the number of student absences exceeds five (5) occurrences, Post-Secondary Education may remove the student from the course for excessive absences. If students are removed involuntarily from a course, they may appeal this decision to the Vice President of Post-Secondary Education. Appeals must be in writing and a response to the appeal will be issued within seven (7) class days. All administrative decisions on attendance matters are final. Tuition refunds will not be issued to students removed from class due to attendance or disciplinary reasons.

Excused Absence

As a clock-hour based school, students are expected to attend class on all scheduled class days. Scheduled classes are used to determine whether students have completed the required number of hours in a payment period and attendance may be factored into determining a student's final grade.

Taking this into account, CPI understands that some absences cannot be avoided (illness, injury, etc.) and may be deemed excused absences. Excused absences are approved by instructors and/or school administration. CPI may require additional documentation (such as doctor's notes) prior to determining whether an absence is excused or unexcused. For financial aid purposes, a limited number of excused absences do not count against a student's assigned program hours when determining eligibility for aid disbursements.

Excused Absence- Federal Student Aid

The Central Pennsylvania Institute of Science & Technology follows the guidelines set forth by the Federal Student Aid Handbook, which states as follows: Once a student has reached the mid- point of his or her training program, Financial Aid (grants or loans) may be withheld if a student has missed ten percent (10%) or more of assigned program hours.

Makeup Work

It is the student's responsibility to inquire about makeup work when a class is missed. Makeup work guidelines and policies are program specific. Students should check with the instructor regarding makeup work.

Incomplete Grades

This grade alternative is to be used only when the absence or absences are the direct result of medical reasons substantiated by a physician. This involves any medical situation where either the absence or the makeup work extends beyond the school's term. The incomplete grade shall be resolved within two weeks of the student's return to school, unless extenuating circumstances warrant more time to be allotted for the makeup work. An extension in this case must be approved by the Vice President of Post-Secondary Education.

Student Evaluation Report

Student progress reports will be issued for students at the mid-term and at the end of the term.

SAFETY

Students are instructed in safe working practices and respect for tools and equipment. However, despite all precautions taken, there is always an element of danger when working around machinery. Basic safety equipment is provided by the school. All persons (students, instructors, and visitors) must, upon entering the laboratory area, wear approved eye protection as required by Act 116, Eye Protection Law: The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows: Section 1: Every teacher, student, visitor and every other persons in any class or laboratory in public or private schools, colleges and universities who are engaged in or is within the area of known danger created by:

1. The use of hot liquids, solids, gases, caustic, or explosive materials; or
2. The milling, sawing, turning, shaping cutting, grinding, or stamping of solid materials; or
3. Tempering, heat treatment or kiln firing of metals and other materials; or
4. Gas or electrical welding; or
5. The repairing or servicing of vehicles.

Prescription safety glasses and other special equipment must be purchased by the students. Sunglasses are not permitted as eye protection. Soft-toed shoes, such as sneakers, open toed sandals/beach shoes, etc., are hazardous in terms of falling objects and should not be worn in lab areas indicated by program safety rules. Where tools and machines are used loose-fitting clothing, such as neckties, torn sleeves, baggy or torn pants, etc., shall not be worn when working on machines. All visitors and faculty will wear appropriate safety equipment when involved in activities in lab areas. Prior to operating a piece of equipment for the first time, students must successfully pass a safety test and have a medical card on file. Students will wear safety equipment as specified by the instructors and the appropriate health and safety codes. THERE ARE NO EXCEPTIONS TO THE SAFETY RULES. Failure to follow safety rules will result in disciplinary action or removal from the program. Students are responsible for the cost of replacing lost or abused safety equipment.

Injury or Illness

All accidents or illnesses must be reported to the instructor immediately. The instructor will refer the student to the designated school official in charge of first aid. If a student becomes ill or have an accident on the school campus before or after class time, report to the School Nurse immediately for assistance.

Insurance

CPI does not carry insurance to cover medical expenses for injuries to students while attending school. Each student should carry school insurance purchased through a personal policy.

Eye Protection

It is State Law that every student must wear safety glasses or some other form of eye protection while working in shops, laboratories or classrooms where chemicals, gases, and other dangerous elements are prevalent in the air. Safety glasses will be provided for all new students enrolled in courses where safety glasses must be used during the time of enrollment at the school. Students are responsible for having the safety glasses each day when reporting to class. Students not having safety glasses must either purchase another pair in the school office or remain in a safe area until they obtain safety glasses. Students should not report to the school office unless you have money to purchase safety glasses.

Dress Code or Uniform Policy

Each program has a dress code or uniform requirement that students must abide by and comply with to remain a student at CPI. Dress code/uniforms are governed by safety requirements, trade practice expectations and uniformity/identity of the program area. Students will be required to purchase a uniform to participate in the program and wear it at all times. Guidelines have been established to assist students who have a financial hardship. Refusal by students to comply with the uniform policy will be interpreted as not wanting to participate in the program or CPI. The dress code policy applies to all field trips, extra-curricular activities, and conferences.

- Hats are not permitted to be worn in the building with the exception of in program areas with instructor approval. Students must remove hats upon entering the building.
- No halter tops/spaghetti straps or tank tops worn alone.
- Shorts must extend to the students fingertips.
- No undergarments (including sports bras) may be exposed at any time. Specifically, pants and slacks shall be worn with the belt line at the waist.
- No bare midriffs.
- No chains, studs, choke collars, or metal are permissible attire.

- It is the student's responsibility to clean his or her uniform and replace it as necessary. No additional ornamentation, patches, buttons, etc. are to be added to the uniform. Students will not be permitted to decorate the uniform with paint, markers, pens, or
- draw on the uniform in any fashion.
- Any clothing, pins, or buttons which contain words or symbols that are profane or sexually explicit, or which by nature distracts attention from the educational purposes of the school, is not considered appropriate for school attire. No inappropriate messages related to alcohol, drugs, tobacco, and sexual innuendo will be permitted.
- Appropriate footwear as designated by individual program areas must be worn during class and shop time.
- Any article of clothing or jewelry, including body piercing apparel or jewelry, determined by the school to constitute a safety, health concern, or hazard shall be prohibited. Individual program instructors and/or administration will determine what constitutes a safety or health hazard in their area.
- Students are not permitted to wear uniforms that are excessively large or overtly oversized or clothing with hanging straps. The administration shall reserve the right to determine if clothing is excessively oversized to a point that may constitute a physical or safety hazard to the wearer or the overall school community.
- Uniforms that are ripped, torn, or ragged are not allowed.
- In case of questionable dress, the administration reserves the right to make the decisions on appropriateness of all dress.
- In case where administration deems student dress inappropriate for school, students should remedy the situation immediately. Removal from CPI may result if a student refuses to remedy a uniform situation in a timely manner as determined by administration.

Video Surveillance

For the safety of our students and to maintain proper standards of conduct, a video surveillance system is in use on school property including parking lots, hallways, and classrooms. Student behavior may be recorded, and disciplinary action may be taken based on the behaviors recorded.

Emergency Evacuation

1. EVERYONE must leave the building.
2. ABSOLUTE SILENCE is essential so that emergency directions may be heard if given by the instructor or the PA system.
3. ALL WINDOWS & DOORS MUST BE CLOSED, lights and machines turned off. Students working near shop windows and outside doors should be instructed to inspect and close. The instructor should check the room or shop and close the fire exit door.

4. MOVE RAPIDLY TO designated exits when the signal sounds. In the event the regular door is blocked, students will be directed to alternate routes through the neighboring shop or laboratory. In case of only one exit, do not allow students to crash through obstructions; wait for fire person to create an exit.
5. KEEP ALL ROADS AND DRIVEWAYS CLEAR. Students must cross and be clear of all roadways.
6. INSTRUCTORS MUST take student checklists and attendance records with them. Instructors are to take attendance after arriving outside. In case of a real emergency, this would be the only quick check on students in attendance for the day.
7. An announcement will signal to return to the building.

Any signal not heard by the instructor or group in a room/shop should be reported to the office. Instructors should check on all fire extinguishers regularly.

Students who are hearing impaired should notify their instructor immediately. When the fire alarm rings, the instructor is responsible for seeing that the hearing-impaired students are assisted. Other students will be assigned to notify the hearing-impaired student in case of a drill or emergency situation.

Lockdown Procedures

On occasion, it may be necessary to engage in a school-wide lockdown. During an internal lockdown, all students will remain in their respective program areas until an announcement has been made on the PA system, if students are in another area during the time of a lockdown, they must remain in that area or report to the closest program area until it is deemed safe to return to their own program area. A school-wide internal lockdown is for the safety of all students and staff and will only be instituted when it is deemed necessary by the administration.

An **external lockdown** may be instituted as deemed necessary by the administration. No one will be permitted to come into or leave the building. Faculty and students will maintain a regular schedule within the school.

TECHNOLOGY POLICIES

To remain competitive, better serve our customers, and provide our students with the best tools to do their jobs, CPI makes available to our students access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet, and the World Wide Web.

CPI encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about technology, new products and services, and other educational resources. However, all students and everyone connected with the organization should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all students are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can create rules to cover every possible situation. Instead, it is designed to express CPI philosophy and set forth general principles when using electronic media and services.

Internet Usage

Internet access will be provided for students to locate material to meet their school-related needs only. School staff will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals. Any user who violates the established guidelines may be subject to not only revocation of the user privilege but also subject to discipline, or, in the case of a violation of law, may be reported to law enforcement. (Access to the internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school authorities). All students must sign the Internet Usage Policy Form before accessing the internet.

Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit, or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Used for any purpose that is illegal or contrary to CPI policy or business interests.

Personal Use

The computers, electronic media, and services provided by CPI are primarily for business use to assist students in the performance of their studies. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-school purposes may be acceptable. All such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, students are expected to demonstrate a sense of responsibility and not abuse this privilege. 16

Access to Student Communications

Generally, electronic information created and/or communicated by the student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, and bulletin board system access, and similar electronic media is not reviewed by the school. However, the following conditions should be noted:

- CPI does routinely gather logs for most electronic activities or monitor student communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:
 - ▶ Cost analysis
 - ▶ Resource allocation
 - ▶ Optimum technical management of information resources
 - ▶ Detecting patterns of use that indicate students are violating school policies or engaging in illegal activity
- CPI reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other school policies.
- Students should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

Software

To prevent computer viruses from being transmitted through the school's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through CPI may be downloaded. Students should contact the system administrator if they have any questions.

Security/Appropriate Use

Students must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the school management, students are prohibited from engaging in or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other students or third parties
- Hacking or obtaining access to systems or accounts they are not authorized to use
- Using other people's log-ins or passwords
- Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

Encryption

Students can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Students who use encryption on files stored on a school computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

Participation in Online Forums

Students should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to CPI.

CPI recognizes that participation in some forums might be important to the performance of the student's studies. For instance, the student might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

Violations

Any student who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

CODE OF CONDUCT

The following sets forth definitions and procedures for handling instances of misconduct and gross misconduct regarding students enrolled in CPI's Post-Secondary Education programs.

Misconduct

The term "misconduct" refers to:

- Student behavior that is detrimental to the learning process
- Intentional disregard of CPI policies, rules, and procedures

In cases that are deemed misconduct by the instructor or administration:

1. The instructor or CPI's administration will provide the student with verbal notice of the misconduct and appropriate corrective action;
2. If misconduct still exists after the verbal notice, the instructor or administration will provide the student with a written notice of misconduct and appropriate corrective action. This notice will also advise the student that further misconduct may result in removal from the course;

3. If the written notice of misconduct does not provide remediation, repeated occurrences of misconduct may result in the student being suspended or removed from the course. A student's right of appeal is available and is described below under gross misconduct.

Gross Misconduct

The term "gross misconduct" refers to:

- Conduct which constitutes a serious breach of the CPI safety regulations and which puts or might have put staff and/or students at risk
- Conduct involving acts of indecency
- Any inappropriate contact or communications with secondary students sharing the facility with the Post-Secondary program
- Threatening or abusive behavior towards any student, member of CPI staff or visitors;
- Theft of student or CPI property
- Illegal computer misuse/hacking. Misuse includes visiting inappropriate sites; such as illicit adult oriented sites, gambling sites, and other inappropriate, non-education oriented sites
- Serious plagiarism/cheating
- Possession, use, or sale of alcohol on CPI premises
- Possession, use, or sale of illegal drugs
- Any action of a criminal or dangerously violent nature
- Other conduct which might be damaging to the reputation of CPI

In proven cases of gross misconduct, the Vice President of Post-Secondary Education or the President may expel the student immediately.

Procedure in cases of alleged gross misconduct:

1. The Vice President of Post-Secondary Education must be informed as soon as possible and, on being satisfied that a "prima facie" case exists, may suspend the student pending further investigation;
2. The Vice President will decide on the precise terms of the suspension and will advise the student, funding agency, or employer (as appropriate) within 3 working days;
3. The Vice President will write to the student, funding agency, or employer (as appropriate) confirming the suspension and related terms;
4. The Vice President will request the student's Instructor to provide an initial investigation regarding the incident of alleged gross misconduct. The investigation should be done as quickly as possible before memories of the event fade. A detailed investigation must include minutes of all meetings and copies of all written evidence. Students must be advised that they can be accompanied to any interview in the investigation by a friend, relative, or representative. In some cases, interviews with suspended students may have to be held off-site. If the investigation determines

that the student has demonstrated conduct sufficient for removal from the course, such findings will be reported to the Vice President of Post-Secondary Education or the President. The Vice President or President will provide the student notice, in writing, of CPI's intent to permanently remove the student from the course. If an investigation does not reveal sufficient evidence or information to warrant expulsion, the Vice President will lift the suspension and invite the student to return to CPI;

5. If a student is involuntarily removed from a course as a result of misconduct, the student will be permitted to respond to the notice of removal and may appeal this decision in writing. Appeals will be taken to the Appeals Committee. The Appeals Committee will consist of CPI's President and persons CPI's Board deems appropriate to hear the appeal;

The Appeals Committee will issue a determination on the matter of misconduct or gross misconduct. The decision of the Appeals Committee is final. The Appeals Committee finding will be mailed to the student via Certified Mail.

Where criminal or other external legal proceedings have been, or are likely to be, initiated alongside CPI procedures, CPI may liaise with external authorities and will modify this procedure to ensure, as far as is possible, that a court or other proceedings are not prejudiced.

Tuition refunds will not be issued to students removed from class due to attendance or disciplinary reasons. Students must return all CPI property (tools, instruction guides, etc.) immediately upon expulsion from a training program or course.

Bullying

The Central Pennsylvania Institute of Science and Technology strives to provide a safe and positive learning environment for students and recognizes that bullying of students has a negative effect on the educational environment of a school. Students who are bullied, intimidated, or fearful of others may not be able to take full advantage of the educational opportunities offered. Therefore, CPI strives to offer all students an educational environment free from bullying.

Bullying shall be defined as "negative actions on the part of one or more students toward another student." This could include, but is not limited to, unwelcome verbal, written, electronic, or physical conduct directed at a student by another student, students, or by an adult. Electronic bullying is also referred to as cyberbullying,

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile or abusive environment that substantially interferes with the educational process. Such actions could include but are not limited to hitting, pushing,

pinching, restraining, or other physical contact. Bullying can also be carried out by words, by threatening, taunting, teasing, and calling names. Making faces or obscene gestures, spreading rumors, or refusing to comply with another person's wishes are also considered forms of bullying.

Proven occurrences of bullying will be handled according to CPI's disciplinary structure and referred to the local authorities as deemed necessary by administration. CPI's School Resource Officer works directly with the Vice President of Post-Secondary Education and the program area Instructors to implement a supplemental Bullying Prevention Program. Assemblies will be held at CPI as well as specific program area presentations to ensure students are aware of the negative effects of bullying as well as the process they need to follow to ensure all incidents are reported

Physical Confrontation

Fighting is forbidden at CPI. If one student punches, hits, slaps, kicks, pushes, bites, or chokes another student, the second student is to move away and tell an Instructor or Administrator. While students may take actions to protect themselves, under no conditions is retaliation (fighting back) permitted. Local law enforcement agencies will be contacted when fighting occurs and the appropriate disciplinary action will be taken by CPI. Criminal or civil charges may be filed. This is especially true if the students' actions result in injury to another student or to an instructor or another school employee attempting to quell a fight. Harassment/Sexual Harassment In order to provide a safe, positive learning environment for students, proven cases of harassment in any form will not be tolerated. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of harassment.

The Central Pennsylvania Institute of Science and Technology prohibits any harassment including, but not limited to sexual, cultural, and ethnic. The policy applies in any situation involving a member of the school staff to a student or another staff member or when made by any student to another student or staff member.

Inappropriate Language

Swearing, foul or abusive words or inappropriate gestures will not be tolerated. Inappropriate language towards the staff will not be tolerated and will result in possible removal from CPI and referral to legal authorities.

Fireworks

The Fireworks Law (Act of 1939, P.L. 134 #65). "Fireworks" are not permitted in public buildings. The term "fireworks" shall mean and include any combustible or explosive composition or any substance or combination of substances prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation and shall include firecrackers or other fireworks of like construction and any fireworks containing any explosive or flammable compound. Please be advised that all fireworks (including smoke bombs and firecrackers) are prohibited at CPI.

Parking

All new staff and faculty will be issued a parking pass. The parking pass must be in a visible place (rear view mirror) on the vehicle when parked. Without a pass, faculty and staff may receive a ticket by the Spring Township Police. If lost, a replacement parking pass will cost five dollars. All parking passes must be returned at the end of the calendar year. CPI is not responsible for vehicles that are damaged, stolen, or involved in the theft of contents while the vehicle is driven or parked on school property.

Personal Belongings and Electronic Devices

CPI is not responsible for personal belongings that are lost, stolen, or damaged. Students are discouraged from bringing any type of electronic device to CPI. Such devices could include, but are not limited to: radios, CD players, MP3 players, iPods, thumb drives, pagers, hand-held scanners, computer games, laser pointers, portable computers, gaming devices, and inappropriate printed materials.

Property Damage or Destruction of School Property

Students will be held accountable for any damage or destruction of school property resulting from the careless or unsafe use of materials or equipment, horseplay, disruptive behavior, or willful intent. Where the damage is considered a deliberate effort of destruction, violators will be prosecuted.

POSSESSION OR USE OF TOBACCO

The School Tobacco Control Act 145 of 1996 prohibits the possession or use of tobacco in a school building or on school property (this includes the parking lots and in cars parked on school property/ parking lots). Any person or individual who commits an offense under this act shall be subject to prosecution by CPI.

Definition of Terms:

1. Smoking shall include the possession of a lighted, electronic, vapor cigarette, cigar, pipe, or other lighted smoking equipment, as well as the actual act of smoking.
2. Tobacco use shall include smoking as defined above, as well as the use of smokeless tobacco in any form. Smokeless tobacco also includes flavored

substitutes that have the same appearance and are packaged like smokeless tobacco products.

3. Possession shall include having any one or more of the items listed in numbers one and two above on one's person, in any carrying apparatus (book bag, computer bag, etc.), or in one's school locker.

Tobacco use by students presents a health safety hazard that can have serious consequences for both users and non-users and the safety and environment of the school. Smoking, chewing, and the possession of tobacco, look-alike substances, and/or paraphernalia are prohibited in school buildings, school buses, or on school property. If there is reasonable suspicion of tobacco product (usage or possession), the student is subject to:

- Possible search
- Disciplinary action (referral to the District Magistrate) and School Discipline
 - 1st Offense \$160 (fine and court costs)
 - 2nd Offense \$200 (fine and court costs)
 - 3rd Offense \$500 (fine and court costs)

DRUG POLICY

The following acts by a student while in school buildings, on school property, at school-sponsored functions on school property, or in route to any of the foregoing shall be regarded as misconduct by such student provisions of Article XIII, Section 1318 of the Public School Code of 1949 as amended, also Act 26 of 1995- Safe and Drug Free Schools.

Provisions of the Act

1. The possession or use of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or the possession or use of alcoholic beverages; or
 2. Being under the influence of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or being under the influence of alcoholic beverages; and
 3. Possession of drug paraphernalia and/or alcoholic products is forbidden.
- Students can be prosecuted and dismissed from CPI for drug and alcohol violations.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstance outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

Personal Searches

A student's person and/or personal effects (purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Locker Searched

Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers.

Seizure of Illegal Materials

If a properly conducted search yields illegal contraband materials, such findings shall be turned over to the proper authorities for ultimate disposition.

TERRORIST THREATS/ACTS

A student shall at no time threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience.

1. On the school premises during and immediately before or after school hours.
2. On the school premises at any time when the school is being used by a school- sponsored group, non-curricular-related student group, and/or private non-school person(s) group.
3. Off school premises at any school activity, function, or event.
4. Off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse effects in the educational process, when there is reasonable need to preserve respect for instructors and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare, or morals of students within the school system.

Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. Making terroristic threats is cause for immediate removal from CPI.

WEAPONS

To provide a safe school environment and to comply with the provisions of Act 26 of 1995, CPI prohibits the possession of any dangerous weapons or replicas of any dangerous weapons on school property, in school vehicles, in student vehicles on school property, and on school- sponsored activities on or off school property.

Dangerous weapons refers to any weapon, device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Dangerous weapons shall include, but not limited to, firearms, shotguns, rifle, bb or pellet guns, look-alike guns, paintball guns, knives, cutting instruments/tools, metal knuckles, straight razors, explosives, noxious, irritating, or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, administration, faculty, staff members, parents, and patrons. Potato guns will also be considered a weapon that causes serious bodily injury and possible death.

As mandated in section 1317-2 of the Act of 1995, students who violate this policy could be expelled from school for a minimum of one year from the date the student was found guilty. A student with special needs found guilty of this policy will be disciplined in accordance with the provision of the individuals with Disabilities Education Act (IDEA) and the Basic Education Center (BEC) 1-95. The President/Executive Director and the Joint Operating Committee of the Central Pennsylvania Institute will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis.

All acts of violence and possession of weapons as defined in this policy shall be reported to the appropriate law enforcement agency, and the Office of Safe Schools, PA Education. Such reporting requirements to the PA Department of Education will be made twice annually as mandated in Section 1303-A of Act 26 of 1995.

STUDENT COMPLAINT PROCEDURE

The purpose of this procedure is to assist with the process of coming to equitable solutions to a claim of the aggrieved party.

Step I:

Arrange to speak with the Coordinator of the program, if in place, to resolve the problem within five (5) calendar days of the occurrence of the alleged grievance.

Step II:

Any student initiating an alleged grievance shall request a meeting to formally present the grievance and support in writing to the Program Coordinator. This request must be within seven (7) days after the occurrence of the alleged violation of the program policies and/or procedures. The Program Coordinator shall reply in writing to the aggrieved party within five (5) days after the initial presentation of the grievance. If the program does not have a Coordinator, proceed to Step III.

Step III:

The next step should the above action be unsatisfactory, involves the student initiating the alleged grievance shall present the grievance in writing to the Vice President of Post-Secondary Education within five (5) days after the decision of the Coordinator. The Vice President of Post-Secondary Education shall render a decision and reply in writing to the aggrieved party within five (5) days of receipt of complaint.

Step IV

If the action in Step III fails to resolve the grievance to the satisfaction of the aggrieved party, the grievance shall be referred in writing to CPI's President. The President will meet to discuss the matter with the aggrieved party and shall officially notify the aggrieved party, in writing, of the final decision on the grievance within five (5) days of receiving the complaint.

Note: CPI is licensed by the State Board of Private Licensed Schools and accredited by the Accrediting Commission of Career Schools & Colleges (ACCSC) for all Associate Degree programs, Diploma programs, and Certificate programs. Any grievances that are not resolved at the institutional level may be forwarded to the State Board of Private Licensed Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120, and/or the Accrediting Commission of Career Schools & Colleges-2101 Wilson Blvd.-Suite 302, Arlington, VA 22201.

See the next page for more information about contacting ACCSC to file a complaint.

ACCSC COMPLAINT REVIEW PROCESS FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

The following notice must be published in the school's catalog:

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 Icomplaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.nccsc.org/Student-Corner/C..omplaints.aspx>.

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation*.)

- I. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

Permission is not necessary for advertising complaints since advertising is considered public information.

1. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
 - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be

considered abandoned and not investigated by ACCSC.

- ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
 - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
2. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
 3. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
 4. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
 5. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
 6. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.
 7. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

Revised 7/3/21

COMPLAINT FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

Thank you for contacting the Accrediting Commission of Career Schools and Colleges ("ACCSC" or "the Commission") regarding the Commission's process for handling complaints. The primary purpose of the Commission is to establish and maintain high educational standard and ethical business practices among its accredited institutions. The Standards of Accreditation form the basis upon which the Commission makes all assessments regarding educational quality and are available for public review on the Commission's [website](#).

Institutions that are accredited by the Commission must have a published procedure and operational plan for handling complaints. Complainants are encouraged first to avail themselves of the school's complaint procedures. If you feel that the school has not adequately addressed a complaint or that the school is not in compliance with accreditation requirements, you may file a complaint with the Commission in accordance with the following:

In all cases, please also provide detailed narrative and any supporting documentation pertaining to the narrative and allegations along with the sign form.

In order for a complaint to be processed, the complaint submission must contain:

- a. The basis for any allegation of noncompliance with ACCSC standards or requirements;
- b. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and
- c. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of this form.

Upon receipt of a complaint filed in accordance with the aforementioned format, the Commission will forward a copy of the complaint to the school for a response. Schools are given a period of time upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission's requirements. The Commission may determine, based on a review of the school's response, that the school has adequately addressed the concerns raised in the complaint and is in compliance with the *Standards of Accreditation*. In all cases, both the school and complainant are notified of the final disposition of the complaint. Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator.

The Commission's primary responsibility in reviewing complaints is to ensure that member schools remain in continuous compliance with accreditation requirements. The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal or review decisions in such matters as admission, graduation, fees, and similar points unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an applicant or an accredited school.

If you do not return a complete complaint form, your complaint may not be processed by ACCSC. If you have any questions, please feel free to contact the Commission office at (703) 247-4212 or at complaints@accsc.org.

COMPLAINT FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

Complainant Information	
Complainant Name:	
Complainant Email Address:	
Complainant Phone Number:	
Complainant Home Address:	
School Name:	
School Address:	
Program Enrolled:	
Program Start Date:	

Please indicate whether you have registered a formal complaint with the school. Filing a complaint is not a requirement to file a complaint with ACCSC.

☐ Yes ☐ No

INSTRUCTIONS

1. Please review this form in its entirety. For further information on ACCSC's procedures for handling complaints, go to [ACCSC's complaint webpage](#).
2. Please provide a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved. If available, please include copies of any documents or materials that support the allegation set forth in the complaint. Please note that ACCSC will only process complaints that reasonably show that a school may not be in compliance with accrediting standards or requirements.

STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL

I certify that the information I have provided is correct to the best of my knowledge and hereby grant the Commission permission to forward the complaint as provided and any submitted documentation to the school for a response.

Date:

SUBMIT BY EMAIL TO: complaints@accsc.org

Or

SUBMIT BY MAIL TO: Executive Director
Accrediting Commission of Career Schools and Colleges 2101
Wilson Boulevard, Suite 302
Arlington, Virginia 22201

PROCEDURE FOR REPORTING CHILD ABUSE

Step 1 is to call the **Childline at 1-800-932-0313** or file an electronic report at **www.compass.state.pa.us/cwis**. Keep a copy of any written report that is filed for your records. Step 2. Within 48 hours of an oral report, file a written report to the county CVS agency in the county in which the alleged abuse occurred. If an electronic report was filed under step 1, the county is automatically notified and there is no need to file a written report with the county agency. Step 3. Immediately notify school administration that a report was filed. Keep a copy of this notification for your records.

ACT 104 SEXUAL VIOLENCE PROGRAM

All incoming students will participate in Act 104 Sexual Violence Education Training as part of CPI's orientation program. Additional information related to sexual violence, prevention, and awareness will be disseminated to new students throughout the school year in the form of workshops, activities, videos, and written materials.

STUDENT RECORDS (FERPA)

Family Educational Rights and Privacy Act (FERPA) Provisions

The following outline FERPA provisions as practiced at CPI: Right to Access

With a few exceptions as provided by law, students may see their educational records upon request. Access will be granted upon written request to the program office. In some cases, students are also entitled to copies (at their expense) of all records to which they have rightful access. Students have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right of access to recommendations and evaluations in the case of applications for employment and applications to other schools and universities which have been placed in their educational records.

Listing of Educational Records

At CPI, the permanent record and official file for each student is maintained by the specific program area and the Post-Secondary Education Office. The file contains copies of documents relating to the student. It may also include information supplied to the school, copies of transcripts for academic work completed, and copies of letters related to academic or disciplinary action taken against the student.

Other offices may hold such information as is necessary to provide services or assistance to students or information necessary for the administration of various programs. Incidental and/or official files may also be kept by academic instructors or other staff members.

Disclosure of Student Records

With several exceptions identified in the following paragraph, CPI cannot release information concerning students to prospective employers, government agencies, credit bureaus, or other third parties without the written consent of the eligible student. Students and alumni applying for jobs, credit, graduate school, etc., must provide CPI with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made.

CPI has designated the following categories of information as "Directory Information" which, at CPI's discretion, may be released without consent of the student: student's name, degree program and major area of study, dates of attendance, and degrees and awards received.

Students may request that Directory Information not be released without their written consent. Such requests must be submitted in writing to the Program Coordinator and must include their name, address, student identification number, date, and signature.

CPI accords to its students all rights under the law. No one outside the institution shall have access to students' educational records, nor will CPI disclose any information from these records without the written consent of students except, in accordance with the Act, (1) to personnel within the institution or appropriate officials of the school in which the student seeks to enroll, (2) to persons or organizations providing student financial aid, (3) to accrediting agencies carrying out their accreditation function, (4) to persons in compliance with a judicial order or a lawfully issued subpoena (provided that CPI will first make a reasonable attempt to notify the student), (5) to organizations conducting studies to develop, validate; and administer predictive tests, to administer student aid programs, or to improve instruction, (6) to authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs, and (7) to persons in an emergency in order to protect the health or safety of students or other persons.

All of these exceptions are permitted under the Act. Information will be released only on the condition that the party to whom the information is released will not disclose it to subsequent parties without the written consent of the student. Furthermore, CPI will maintain records of any access provided without the express consent of the student, and these records will be made available to the student upon request.

Further Notice

This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act (FERPA). Copies of CPI's Compliance Policy and Family Educational Rights and Privacy Act are available from the Post-Secondary Education Office of CPI.

Right to File a Complaint

Inquiries and complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

Change of Address

It is the responsibility of the student to notify the instructor of any change in address.

STUDENT TRANSCRIPTS

Procedures for Completing and Requesting Student Transcripts. (Can be performed by Registrar, Admissions Specialist Bursar, Practical Nursing Admissions Specialist, and Nurse Aide Coordinator with the assistance of the Vice President of Post-Secondary Education or the Practical Nursing Coordinator).

Completing a Transcript:

1. Enter Student Information
 - Include name, date of birth, student ID number, program, enrollment date, and graduation date.
2. Enter Student Grades
3. Review Information
 - Check for any errors in the student information.
4. Scan Unsigned Transcript
 - Scan for the electronic file specific to the program/class.
5. Obtain Signature
 - Have the Vice President of Post-Secondary Education, Practical Nursing Coordinator, or Nurse Aide Coordinator sign and date the transcript.
6. Apply School Seal
7. Scan Signed and Sealed Transcript
 - Scan for the electronic file specific to the program/class.
8. Print Transcript
9. Prepare Envelope
 - Place the transcript into an envelope for the student.
10. Stamp and Sign
 - Stamp, sign, and date the sealed envelope

Request for Transcript:

1. Ensure Signed ROI
 - Confirm a signed Release of Information (ROI) is received from the student before releasing the transcript.
2. Locate Transcript

- Find the electronic file or signed transcript by the specific program/class.
- 3. Print Transcript
 - Print onto security paper.
- 4. Apply School Seal
- 5. Prepare Envelope
 - Fold the transcript and place it into an envelope.
- 6. Type Address Label
 - Include the company, organization, or educational institution name and address.
- 7. Place Address Label
 - Attach the label to the envelope.
- 8. Postage
 - Take the envelope to the front office for postage.
- 9. Outgoing Mail
 - Place the transcript into the outgoing mail bin at the front office.
- 10. Document Request
 - Record the transcript request information on the transcript request tracking sheet.

STUDENT ACCOUNTS

Each program has an Enrollment Application that clearly outlines the tuition and other student fees and charges related to enrollment and any additional and specific student requirements, expectations, and responsibilities. CPI is not responsible for lost or stolen tools, equipment, kits, etc. Students who have not met their financial obligation by their last student day will not be awarded their diploma or certificate until outstanding balances are paid. Further, CPI reserves the right to exclude any student from the graduation ceremony who has unpaid debt at CPI.

Procedures for the Maintenance of Student Accounts, including Processing Payments and Issuing Refunds.

1. **Tuition Application**
 - Once a student is enrolled, tuition is applied to the student account by the Bursar.
2. **Initial Invoice**
 - The Bursar sends the student the initial invoice for the first term or level.
3. **Financial Aid Process**
 - Students can work through the Financial Aid Office for student funding.
 - The Financial Aid Office notifies the Bursar of the students receiving aid.
4. **Aid Processing**
 - Once the Financial Aid Officer processes the student aid (usually after 30 days from the program's start), the Bursar is notified and processes the funds to the student accounts.
5. **Refund Processing**
 - If the student is due for a refund, it is processed and turned into the school's business office for a refund.
 - The student is notified by email/text that the Bursar will have a refund check for them.
 - The Bursar makes a copy of the refund check, has the student sign and date the copy, and files the copy into the student file.
6. **Balance Due Notification**
 - If the student has a balance due to the school for the term or level, the student is issued an invoice with the balance due within 30 days of the invoice.
 - If payment arrangements are needed, the student may contact the Bursar to create a payment agreement on the account.
7. **Self-Pay Students**

- If the student is a self-pay student, the student is issued an invoice by the Bursar with the balance due within 30 days of the invoice.
 - If payment arrangements are needed, the student may contact the Bursar to create a payment agreement on the account.
8. **Payment Notification**
- Once payments are made to the student account, the Bursar notifies the student of the balance on their account.
9. **Term/Level Payment Requirement**
- All terms or levels must be paid before continuing onto the next term or level.

GRADING REQUIREMENTS

CPI uses a number-letter system of grading. Number grades are assigned to the individual components of a course and letter grades are assigned to completed courses. The number grade for each course is outlined on the course syllabus. The scale for letter grades is listed below. Letter grades are converted to quality points for the purpose of computing the Grade Point Average (GPA) for each quarter (term) and the Cumulative Grade Point Average for more than one term. Grade points range from 4.0 for an A grade to 0.0 for an F grade.

GRADE SCALE

90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
<60	F	0.0

If a student withdraws from the program, they will receive a "W" (withdrawal) grade on the school transcript. A grade of "I" (incomplete) indicates that the student has not completed the required work for the course. The student must complete the required work within six weeks of the end of the term (with approval of the instructor or the Office of Post-Secondary Education). If the required work is not completed within the allotted time frame, the student will receive an "F" (failing) grade.

CREDIT HOURS

CPI's degree programs are based on quarter credit hours. Credit Hours are defined as a unit of curricular materials which normally can be taught in a minimum of 10 clock hours of instruction. For laboratory instruction, a credit hour represents a minimum of 20 clock hours. For shop instruction and practicum experiences, including externship/internship experiences, a credit hour represents a minimum of 30 clock hours.

ACADEMIC PROGRESS

Satisfactory Academic Progress is required for students to move forward to the next term. Students that are under the 2.0 GPA after the first term will be placed on academic probation for the following term. *Probation* students maintaining under a 2.0 grade point average will be placed on probation for the second term. Academic Probation Status means that students will be unable to participate in clinical or field experiences without instructor supervision.

Probation students are referred to the Post-Secondary Education Office and will be expected to participate in academic tutoring and support services until the probation is lifted. Progress will continue to be monitored the remainder of the term.

DISTANCE EDUCATION

Procedures for Distance Education Admissions, including Readiness Assessment

- 1. Contact Inquiries:**
 - Inquiries for Distance Education programs are contacted.
- 2. Set Up Meeting:**
 - A meeting is set up in person or online with a potential student.
- 3. Inform About Readiness Assessment:**
 - The student is informed of the requirement to complete the readiness assessment survey, which evaluates their comfort level, experience, and familiarity with digital devices, learning management systems, common software, and troubleshooting skills.
- 4. Conduct Technical Requirements Check:**
 - A technical requirements check is conducted to determine if students have the proper software, hardware, and internet speed necessary to be successful.
- 5. Verify Applications and Enrollment Agreements:**
 - Applications and signed enrollment agreements are verified.
- 6. Verify Completion of Admission Requirements:**
 - Completion of the distance education admission requirements is verified.
- 7. Document Completion:**
 - The completion of distance education admissions requirements is documented using a checklist, which is then stored in the student file.

REQUIREMENTS FOR GRADUATION

In order to receive a diploma, students must receive a passing grade in all of the required courses outlined in the Student Handbook.

GRADUATION AWARD

Upon successful completion of the CPI program, the student will receive the appropriate credentials for their field of study.

DROP/ADD POLICY

Students may drop courses at any time during the term. Refunds will be provided based on the refund policy as described in the enrollment agreement. Students may add a course and enter a program during the first term no later than the end of the first week of the course.

APPEAL PROCESS

Students can appeal a grade when they feel a mistake or an unfair practice has occurred. All appeals must be submitted in writing to the Vice President. The appeal must include: a detailed description of the reason for the appeal, information concerning actions taken with the classroom instructor, if any, and must be signed and dated. The Vice President will respond within (5) program session days. At this time, if the conflict is not resolved, a meeting will be arranged with all parties involved.

TRANSFER OF CREDITS TO ANOTHER INSTITUTION

It is the responsibility of the student to investigate the transferability of credits with the institution they are seeking to transfer the credits to. Each institution has specific and differing credit evaluation criteria. Contact the Admissions Office of the school you are seeking to transfer credits to PRIOR to enrolling in any post-secondary program or school. CPI does not guarantee credit transfer to any other institution.

CHEATING/PLAGIARISM

Cheating means any attempt to mislead by deception or to obtain by fraud or deception with the intent to gain by doing so; i.e., copying assignments from others, lending one's own work for the purpose of aiding another to cheat or giving or receiving aid during the testing period. A failing mark will be given for the assignment to both the lender and the copier. A student/Vice President conference will occur. Repeated offenses may result in expulsion for unethical conduct.

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own, i.e. failure to use quotation marks, footnotes, or bibliography, to indicate material used directly or substantially from other sources in written and oral reports. The following actions will be taken for plagiarism: from other sources in written and oral reports. The following actions will be taken for plagiarism:

1. First offense - a failing mark will be given for that assignment
2. Second offense - expulsion for unethical conduct

All incidents of cheating/plagiarism will be reported. Complete records will be maintained in the student record.

CANCELLATION AND REFUND POLICY

1. CPI must refund all money paid if the applicant is not accepted. This includes instances where a class is canceled by CPI.
2. All monies paid by the applicant will be refunded in full if requested within three days after signing an enrollment agreement and making payment - even after beginning training.
3. Regarding the Program Application fee, the Application fee is fully refundable if the student notifies the school of intent to cancel within five calendar days of signing the contract. The

application fee is also refundable if a student requests cancellation in writing within an extended refund period of five additional calendar days provided. The school may retain the student's application fee after five calendar days or after ten calendar days absent written confirmation. After ten calendar days, CPI's application fee is non-refundable.

4. If training is terminated after the student enters classes, CPI may retain the application fee established under part 3 of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	CPI may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - When CPI receives notice of the student's intention to discontinue the training program; or,
 - When the student is terminated for a violation of a published school policy which provides for termination; or,
 - When a student, without notice, fails to attend classes for thirty calendar days.
6. Textbooks are released to students by term. Used textbooks are non-refundable.
7. All refunds must be paid within thirty calendar days of the student's official termination date.

RETURN OF TITLE IV FUNDS POLICY

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- $\text{Percentage of payment period or term completed} = \frac{\text{the number of hours completed up to the withdrawal date}}{\text{the total hours in the payment period or term}}$

(Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

- Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:
- Aid to be returned = 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 45 days after the date of the determination of the date of the student's withdrawal.
- Refunds are allocated in the following order:
 - ▶ Unsubsidized Direct Stafford Loans (other than PLUS loans)
 - ▶ Subsidized Direct Stafford Loans
 - ▶ Federal Perkins Loans
 - ▶ Federal Direct Parent (PLUS) Loans
 - ▶ Federal Pell Grants for which a Return of funds is required
 - ▶ Federal Supplemental Opportunity Grants for which a Return of funds is required
 - ▶ Other assistance under this Title for which a Return of funds is required (e.g. LEAP)

Questions about the Title IV return of fund amounts should be directed to CPI's Financial Aid Office, phone: 814) 359-2793 (262).

FINANCIAL AID

Privacy Policy

The Central Pennsylvania Institute of Science and Technology (CPI) is committed to providing our students (and prospective students) with the most protection possible to safeguard their personal information. To this effect, we have secure computer operations and a private and secure filing system.

We collect information from students for enrollment or financial aid purposes that we may need to disclose to other parties, such as student loan lenders, the U.S. Department of Education, and others. CPI will only share student personal information that is required by our accrediting agency or by law. CPI is committed to protecting the privacy of our students. For more information on CPI's records handling and reporting process, contact the Vice President at (814) 359-2793.

VERIFICATION

In compliance with CFR 668, Subpart E, CPI will verify all applicants selected by CPS for verification. An SFA applicant at CPI is defined as a recipient of Federal Title IV Aid who enrolled during the award year. If a student's application is selected for verification, he/she must complete the verification process or forfeit federal student aid. Verification of required documents is generally completed within two weeks after submission of all documents.

The primary items that are verified are:

- Household size
- Number in College
- Adjusted Gross Income (AGI)
- U.S. Taxes Paid
- Certain types of untaxed income:
 - ▶ Social Security Benefits
 - ▶ Child Support
 - ▶ IRA/Keogh Deductions
 - ▶ Foreign Income Exclusions
 - ▶ Earned Income Credit
 - ▶ Interest on Tax-Free Bonds
 - ▶ Welfare Benefits
 - ▶ Additional Child Tax Credit

Disbursements

Students selected for verification will not have their aid disbursed until all required documents have been received and required reprocessing completed.

Students selected for verification after disbursements have been made, will not have adjustments made to the disbursement. However, no subsequent disbursements will be made until the verification process is completed.

Exclusions

A selected application may be exempt from some or all verification requirements due to certain unusual circumstances. Except in the case of the student's death, however, none of these verification exclusions excuses the School from the requirement to resolve conflicting information.

Incarceration

A selected application does not have to be verified if the student is in jail or prison at the time of verification.

Recent immigrant

A selected application does not have to be verified if the student is an immigrant who arrived in the United States during calendar years that are representative of the academic year.

Spouse Unavailable

The School does not verify spouse information if any of the following conditions apply:

- The spouse is deceased or mentally or physically incapacitated.
- The spouse is residing in a country other than the United States and can't be contacted by normal means.

Parents Unavailable

The Financial Aid Office does not verify a dependent student's application if any of the following conditions applies:

- The student's parents are deceased or mentally or physically incapacitated. (If both parents are dead, the student is an orphan and thus is an independent student. If the parents die after the student has applied, the student must update his or her dependency status.)
- The parents are residing in a country other than the United States and can't be contacted by normal means.

The Financial Aid Office will document the basis for this exclusion in the student's file. These exclusions do not affect any other part of required verification; the selected application must still be verified according to all other requirements.

Death of the Student

If the School makes an interim disbursement during the verification process, and the student dies before verification is completed, the Financial Aid Office will not continue to verify. In such a case, the School can't make any additional disbursements to any of the student's beneficiaries, except for FWS funds already earned. Also, the School cannot originate or certify a Stafford Loan or deliver proceeds from either FWS or Stafford Loans to the student's beneficiaries.

Unsubsidized Loan/Plus

The Financial Aid Office will not require verification documents if the student is only receiving Unsubsidized Direct Loan or Plus Loans. A student cannot avoid the verification requirements by choosing to borrow an Unsubsidized Loan instead of a Subsidized Loan.

Applicant verified by another school

The Financial Aid Office will not require verification documents for students who document that his/her application has been verified by another school for the current award year. To document a student's eligibility for this exclusion, the student must get a letter from the school that completed the verification. The letter must include:

- a statement that the student's application data have been verified
- the transaction number of the verified application and if relevant,
- the reason why the school was not required to recalculate the student's EFC (for example, the application errors may have been within the allowable tolerance).

Withdrawn Students

Students who withdraw before completing the verification process have 14 calendar days after withdrawing to complete the verification process to be eligible for a post-withdrawal disbursement.

Verification Worksheet

The Dependent Verification Worksheet is required for students whose parental information was needed to complete the Free Application for Federal Student Aid.

The Independent Verification Worksheet is required for students whose parental information was not needed to complete the Free Application for Federal Student Aid.

Consequences of Failure to Submit Verification Documents

The timeframe for submitting verification documents for Pell recipients is established yearly by the federal government. Generally, students may submit these documents by August 31 of the last year during a two-year award year, or no later than 120 days after the last day of the student's enrollment, whichever is earlier.

Campus-based and Stafford Subsidized Loan recipients must complete verification within 30 days of the beginning of the award year or 14 calendar days after notification, whichever is last. If the student selected for verification does not provide the required documentation by their deadline, then the School cannot:

- Disburse any FSEOG or Federal Perkins Loan funds to the student.
- Allow the student to continue employment in an FWS job.
- Certify a Stafford Loan application for the student.
- Disburse Stafford Loan funds to the student.

Referrals

If it is determined that a student has received funds which they were not eligible to receive, the student must repay the amount. If a repayment is not made, the overpayment must be referred to the U.S. Department of Education. No further applications for financial aid will be processed by the U.S. Department of Education or CPI's Financial Aid Office.

Career Services- Employment Verification

CPI adheres to the Accrediting Commission of Career Schools and Colleges (ACCSC's) requirement for schools to independently verify all graduate's reported employment data as part of the accreditation process.

Procedure for Employment Verification

1. Initiation of Employment Verification:
 - The employment verification process begins during the graduate's exit counseling session with the Financial Aid Officer and the Career Services / Compliance & Reporting Specialist.
2. Discussion and Authorization:
 - During the exit counseling session, the "Notice of and Authorization to Gather and Report Job Placement and Employment Information and Authorization to Release Employment Information" form is discussed. Graduates sign this form, permitting the Pennsylvania Institute of Science & Technology (CPI) to contact employers for employment verification.
3. Explanation of Employment Verification Process:
 - The Career Services / Compliance & Reporting Specialist explains the steps involved in employment verification, emphasizing that CPI will contact graduates and employers to confirm initial employment in the field. This includes verifying that the employment is:
 - Appropriate and reasonable based on the educational objectives of the program.
 - For a reasonable period of time.
 - Based on program objectives and considered consistent and sustainable.
4. Data Collection for Employment Verification:
 - The Career Services / Compliance & Reporting Specialist contacts both graduates and their employers to collect the following information:
 - Graduate's name and contact information
 - Program name
 - Date of graduation
 - Place of employment
 - Employer address
 - Employer contact person and direct contact information
 - Date of initial employment
 - Descriptive job title
 - Job responsibilities
5. Documentation of Employment Information:
 - This information is documented on the "Notice of and Authorization to Gather and Report Job Placement and Employment Information and Authorization to Release Employment Information" form.
6. Gathering Licensure Information:
 - Licensure information is gathered from the Commonwealth of Pennsylvania online database for graduates from relevant programs.
7. Maintenance of Employment Files:
 - The school maintains employment files with sufficient information to be verifiable by third parties. This includes:
 - Graduate name
 - Program name
 - Date of graduation
 - Date of initial employment
 - Place of employment

- Employer address
 - Employer contact person/supervisor and direct contact information
 - Descriptive job title
 - Outline of job duties
8. Definition of Reasonable Employment:
- CPI considers 30 days of employment as reasonable, consistent, and sustainable for graduate employment.
9. Confirmation of Employment:
- The Career Services / Compliance & Reporting Specialist confirms that the employment:
 - Is directly related to the program from which the individual graduated.
 - Aligns with a majority of the educational and training objectives of the program.
 - Is a paid position.
10. Securing Written Documentation:
- The Career Services / Compliance & Reporting Specialist secures written documentation from the employer and the graduate verifying regular employment whenever possible. The tools most responsive to graduates are:
 - US Postal Service
 - Email
 - Sinch Message Media
11. Verification of Self-Employment:
- The Career Services / Compliance & Reporting Specialist secures written verification from self-employed graduates. This includes a statement signed by the graduate, containing:
 - Graduate's name and contact information
 - Attestation that the self-employment is aligned with the individual's employment goals and is vocationally aligned with the CPI training received.

Career Services/ACCSC Annual Report

Procedure for Entering and Validating G & E Chart Data

1. Completion of ACCSC Annual Report: After completing the ACCSC Annual Report in College360.ACCSC.org, the Career Services/Compliance & Reporting Specialist is responsible for entering the G & E chart data.
2. Data Entry: The G & E chart data is entered after the completion of the Program Enrollment Summary.
3. Data Validation: The Career Services/Compliance & Reporting Specialist validates the accuracy of the data by cross-referencing with the student information system and graduate employment records. The validation process includes:
 1. Program information
 2. Student demographic information
 3. Program name
 4. Date of graduation
4. Individual Employment Records: These records should include:
 1. "Notice of And Authorization to Gather and Report Job Placement and Employment Information and Authorization to Release Employment Information" form for each graduate
 2. Document confirming licensure/certification information for applicable programs
 3. Copy of the "Letter of Attestation" for self-employed graduates
5. Employment Information: The individual employment records should provide detailed employment information, including:
 1. Place of employment
 2. Employer address
 3. Employer contact person and direct contact information
 4. Date of initial employment
 5. Descriptive job title with job duties outlined

Procedure for Submission of Licensure Rate Data

1. Researching Licensure Information:
 - The Career Services / Compliance & Reporting Specialist conducts research using the appropriate Commonwealth of Pennsylvania online database registries to gather licensure information for graduates.

2.Relevant CPI Programs:

- The licensure information pertains to the following CPI programs that include licensure exams as the final step:
 - Cosmetology
 - Cosmetology Teachers Training
 - Esthetician
 - Nurse Aide
 - Practical Nursing

3.Submission of Licensure Rate Data:

- The Career Services / Compliance & Reporting Specialist includes the gathered licensure information in the Annual Report G & E chart.

SCHOOL DELAYS AND CLOSINGS

The School Reach telephone notification system will be used to communicate school delays and closings to CPI staff and students.

If you do not receive a call from our system, please contact the school to ensure that your telephone number is correctly entered into our system.

WEATHER ALERTS

In the event of a severe thunderstorm or tornado warning the following procedures will occur:

1. Students located inside campus buildings should seek safe space in the lowest building level, or center of an interior room {interior hallway, closet, etc.) away from windows, doors, and outside walls. Students should aim to put as many walls as possible between themselves and the outside. Students should get under a sturdy table and use their arms to protect their head and neck. When possible, students should avoid glass walls, the cafetorium or other free-span areas, and should never open windows.
2. Students located outside who cannot get inside a building should lie flat in a depression or ditch and cover their head with their hands and remain aware of potential flooding. Students should watch out for flying debris. Students should never try to outrun a tornado in a vehicle; instead, they should leave the vehicle for safer shelter.
3. After the storm has passed, the student should check for injuries and call Emergency 911 to summon help immediately. Students should also be aware of possible safety issues such as debris, downed power lines, utility leaks and unsafe structures.

STUDENT TUITION AND RELATED COSTS REFERENCE STATEMENT

For student tuition and related charges, please refer to the current student Enrollment Agreement for the respective program.

INSTITUTION POLICY AND PROCEDURE MANUAL

As a point of reference, CPI's Catalog with Student Handbook functions as the Institution's Policy and Procedures Manual.

INSTRUCTOR INFORMATION

The teaching staff is the foundation of any learning institution. A quality program can be maintained only through cooperation and mutual understanding on the part of the members of the faculty, staff, and administration. Cooperation and understanding can only be realized through the standardization of procedures and policies.

The following policies are for your information and protection. The effectiveness of these policies depends upon full compliance by all members of the faculty, staff, and administration.

Change in Instructional Location

The administration must know where you and your students are during the instructional day. If you and your students are out of your classroom for on or off-site projects, please notify the Post-Secondary Education Office of your location prior to leaving the campus.

Computer Use in the Classroom

Computer use in the classroom during instructional time should be restricted to activities directly related to your instruction/curriculum or for checking school-related e-mail. When students are engaged in independent activities/assignments, instructors should use this opportunity to monitor student work/progress. Personal computer use should only be done during an instructor's planning time.

OWNERSHIP OF INSTRUCTIONAL MATERIALS

CPI takes the position that it owns faculty created instructional materials (IM) when the faculty member creates the IM as part of their job duties as a CPI employee or when the faculty member is conducting work/ research supported by external (e.g. industry, state, federal) or internal funding.

Leave Requests

All requests for leave or permission to attend training sessions, workshops, or meetings must be presented in writing on forms provided by the school. A notice to leave for personal matters shall be presented to an administrator one day prior to the day of leave. All expenses associated with attendance at a meeting, conference, workshop, etc. must be approved by the Vice President of Post-Secondary Education. Failure to gain approval for expenses could result in non-reimbursement of personal funds.

Maintaining a Professional Appearance

Appearance is important as a role model for your students. Except for circumstances when instructional activities warrant protection against grease, oils, sprays, chemicals, etc., all faculty members must wear professional dress attire. All staff must reflect industry dress standards in accordance with OSHA requirements.

Personal Business. Personal business for personal gain is prohibited. No professional employee may be engaged in activities related to his/her personal business during school hours or use school facilities/equipment for his/her personal gain.

Room Responsibility

Instructors are responsible for the state and condition of their shop, laboratory, or classroom throughout the school day. Rooms are to be kept clean, neat, and orderly at all times. All doors, windows, and vents are to be closed and all power turned off at the end of each day. All doors to the lab and classroom areas must be locked when the area is not occupied. This time frame will include lunch, field trips, off-site instruction, projects, etc.

Smoking/Tobacco Policy The use of tobacco products on school property is prohibited.

Submitting Paperwork/ Administrative Requests

Instructors are expected to submit all paperwork and respond to all administrative requests within the designated time frame. Please be sure to check e-mail and individual mailboxes at least twice daily.

Visitors

All instructors are requested to enforce the regulation that all visitors must report to the office before touring the building or doing business with instructors. All visitors must sign in at the Main Office prior to visiting the program. Please notify the office if you have given permission for a visitor to come to your classroom.

PROFESSIONAL DEVELOPMENT

Procedures for Training New Faculty to Teach

1. Training Requirement for New Faculty:
 - If a newly hired faculty member lacks training in instructional methods and teaching skills or has no teaching experience, CPI provides training before, during, and after the faculty member assumes primary instructional responsibilities in any classroom, curriculum, laboratory, or program-related training.
2. Enrollment in Professional Development Course:
 - The Registrar enrolls the new faculty member in an asynchronous distance education professional development course called PD-EDU-1 Introduction to Teaching Post-Secondary Students.
3. Completion of Initial Modules:
 - The faculty member must complete the first three modules of PD-EDU-1 before teaching any students.
4. Completion of Remaining Modules:
 - The faculty member can complete the nine remaining modules at their own pace but within 90 days of the date of hire.
5. Provision of Course Materials:
 - After enrolling in the course, the Registrar provides a textbook and in-person training on using Blackboard to complete the course requirements.
6. Course Requirements:
 - Course requirements include reading from the textbook, watching videos, and answering a short essay question at the end of each module.
 - After completing one module, the next one will open.

7. Ongoing Professional Development:

- Throughout the academic year, CPI provides ongoing professional development training for all faculty on various topics related to teaching.

REGISTRAR / STAFF EDUCATIONAL EXPERIENCE

Procedures for Maintenance of Proof of Educational Experience for Staff at CPI

1. Collection of Documents
 - The Registrar/Student Services Coordinator collects all necessary educational documents from new and existing staff, including degrees, diplomas, transcripts, certifications, and other relevant records.
 - Documents may be submitted electronically or as physical copies.
2. Verification of Documents
 - The Registrar/Student Services Coordinator reviews the authenticity of the collected documents.
 - This may involve contacting the issuing institutions to verify credentials and cross-referencing the documents with official records.
3. Document Scanning and Storage
 - Electronic documents are stored on a secure network drive.
 - Physical documents are scanned and organized in binders for each program.
 - Ensure the security and accessibility of both electronic and physical storage systems.
4. Regular Audits
 - Conduct regular audits of the stored documents and database entries.
 - Check for expired certifications and remind staff to renew or update their credentials.
5. Access Control and Privacy
 - Implement strict access controls to maintain the security and integrity of educational records.
 - Only authorized personnel are permitted to view and manage these records.
 - Establish specific permissions and protocols for data access and modification.
6. Updates and Renewals
 - The Registrar/Student Services Coordinator continuously updates records as staff members acquire new educational experiences, certifications, or complete professional development courses.
 - Prompt staff to provide updated documents and verify their authenticity.
7. Communication and Training
 - Inform staff about the importance of maintaining accurate educational records and the associated processes.
 - Provide training on how to submit documents and understand the verification process.

<p style="text-align: center;">CPI Adult Education Instructor/Faculty/Staff Grievance Policy and Procedures</p>
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I. Purpose

It is the policy of The Central Pennsylvania Institute of Science and Technology (CPI) to encourage fair, efficient and equitable solutions for problems arising out of the employment relationship and to meet the requirements of state and federal law.

II. Scope of Grievance Policy

The scope of the grievance policy covers complaints concerning wages, hours of work, working conditions, performance evaluations, merit raises, job assignments, reprimands, the interpretation or application of a rule, regulation or policy, unlawful discrimination on any basis, or allegations that the termination of a probationary or regular employee who works on an as needed basis was for an unlawfully discriminatory reason. Such complaints will be considered on an informal basis in order to allow prompt correction or explanation of the subject of the complaint.

1. Retaliation Prohibited

No employee will be penalized, disciplined or prejudiced for exercising the right to make a complaint or for aiding another employee in the presentation of that complaint.

III. Procedure for Bringing a Grievance

1. The employee shall informally present the complaint to the appropriate Program Coordinator for discussion, consideration and resolution within five (5) working days from the date of the action which is subject of the complaint. If the Coordinator is the subject of the complaint, the employee may address the complaint to the Director of Adult and Post-Secondary Education.
2. If the complaint is not satisfactorily resolved by the Coordinator within five (5) working days, the employee may present the complaint in writing to the Vice President, Post-Secondary Education for consideration and action. A written decision will be mailed to the employee within five (5) working days from receipt of the complaint.

III. Procedure for Bringing a Grievance (continued)

3. If the employee is not satisfied with the decision of the Vice President, Post-Secondary Education, a written appeal stating why the appealed decision is incorrect may be made to the President of CPI within five (5) working days of the date of the appealed decision. Within ten (10) working days of the date of the appeal a written decision will be mailed to the employee.
4. Complaints not satisfactorily resolved by the Executive Director may be appealed in writing to CPI's Joint Operating Committee (JOC) within five (5) working days of the date of the appealed decision. The appeal shall state why the appealed decision is not correct. Within a reasonable time, following receipt of the appeal, a written decision shall be mailed from the JOC to the employee. This decision is final.
5. The written complaint and all decisions or responses regarding such complaint shall be a part of the personnel file of the employee.

2025/26 School Calendar

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Fall Term 8/29/25-9/1/25 Holiday/No School	8/18/2025-11/7/2025 11/26/25-12/1/25 Holiday/No School	Winter Term 12/24/25-1/2/26 Holiday/No School	11/12/25-2/24/2026 2/16/26 Vacation/Weather Make-Up Day	Spring Term 4/3/26-4/6/26 Holiday/No School	3/2/2026-5/22/2026	Summer 5/25/26 Holiday/No School	6/1/2026-8/7/2026
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Approved:

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First/Last Day of School

School Closed/Holiday

Vacation/Weather Make-Up

Professional Learning Day

Act 80 Day/No School for Students

Faculty/Staff	Title	Email	Extension
Antarikso, Esther	Cosmetology Assistant Instructor	eartarikso@cpi.edu	Ext 161
Baker, Jeanne	Nurse Aid Instructor	jbaker@cpi.edu	Ext 294
Bartram, Zach	Welding Assistant Instructor	zbartram@cpi.edu	Ext 225
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Craine, Martin	Carpentry Instructor	mcraine@cpi.edu	Ext 231
Crane, Don	Graphic Arts/Adjunct Instructor	dcrane@cpi.edu	Ext 247
Crane, Karen	Career Services, Compliance, and Reporting Specialist	kcrane@cpi.edu	Ext 252

Dickey, Officer Shane	School Resource Officer	sdickey@cpi.edu	Ext 111
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Worden, Kelly	Practical Nursing Admin Assistant	kworden@cpi.edu	Ext 267
Volders, MaryAnn	President	mavolders@cpi.edu	Ext 221