Central Penn College publishes an electronic catalog annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, the college reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The college makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the college website at centralpenn.edu for specific information if desired.
Please note that all changes to the language in the catalog have been highlighted for ease in reference.

Addition of Veterans Priority Registration

Registration Policies

Class Size
The average class size is approximately 16 students.

Class Registration
Students are pre-registered for their first term. After this term, scheduling becomes the responsibility of the student. Students should contact their advisor regarding appropriate course selection and are advised to keep and update their program road map.

Veterans Priority Registration
Central Penn College will offer priority registration for Veterans, current military service members, and dependents (military-connected students) who can provide proof of military connection. Priority registration means that military-connected students will be able to register for courses immediately once registration is open for the term.

Veterans and military members who are not receiving education benefits must submit a copy of one of the following documents to the Military Benefits Coordinator or Registration office in order to receive priority registration:

- US Armed Forces Active Duty Orders
- DD214 under honorable or general conditions

Documentation must be received no later than the end of the second full week of the term to receive priority registration for the upcoming term.

Registration Deadlines
Registration for students is accessible online at through the student portal. Open registration occurs during Week 4, 5, and 6. All students are able to register for classes regardless of where they are in the financial aid process. After open registration, students must use the drop/add form to change their schedule. Registrations occurring after open registration must have financial clearance from the Business Office.

Tuition bills are mailed Week 8. Students should contact the Business Office for questions or issues regarding tuition payments. An email will be sent to students during Weeks 9, 10 and 11 if their account is not paid/cleared.

All residential students must be registered for a minimum of nine credits and have their student account paid/cleared by the Friday of Week 10. If the tuition bill is not paid/cleared by 12 p.m. on the Friday of Week 11, classes will be dropped. Residential students will not be permitted to register for the upcoming term after the Friday of Week 11. Residential students not meeting the registration deadline will be required to remove their belongings from student housing and return their keys to the Office of Public Safety by 5 p.m. Saturday of Week 11.
All non-residential students must be registered and have their student account paid/cleared by the Friday of Week 10. If the tuition bill is not paid/cleared by 12 p.m. on the Friday of Week 11, classes will be dropped. Non-residential students will not be permitted to register for the upcoming term after the Tuesday of Week 1.

Students taking classes during summer terms will need to reapply for financial aid. The FAFSA (Free Application for Federal Student Aid) is due May 1. To apply, go to https://fafsa.ed.gov/. Any questions should be directed to the Financial Aid Office.

**Add / Drop Period**
The course add/drop form can be accessed through the student portal. Students may only add classes during the first week of the term. Changing from one section of a course to another section of the same course is considered dropping and adding a course.

**Dropping a Course**
In order to withdraw from a course with a grade of “W,” a student must do so prior to the close of Week 7. A student withdrawing after Week 7 will receive an “F.” Prior to dropping a course, students should contact their advisor in order to discuss any potential academic progress implications. Students should also see the Financial Aid Office and Business Office to review potential financial implications including the Satisfactory Academic Progress (SAP) policy and Refund and Distribution Policy.

**Repeating Courses**
If a student fails a course, that course may be repeated. MTH010, ENG101, ENG101E, ENG102 and IDS101 may only be repeated one time. Courses in the major failed twice may only be repeated with approval of the appropriate chair.

**Auditing Policy**
Students may attend or audit classes not included in the student’s particular program. If auditing, students do not take exams and do not earn a grade or credit. Permission to audit a class may be obtained from the professor and approval of the Registrar.

**Non-Degree / Non-Program**
Students may be accepted without declaring a specific major in order to fulfill admissions requirements, enhance job skills, or pursue educational enrichment. Students may take up to 13 credits before declaring a major, at which time an application for admission into a degree program must be submitted to the admissions office. Students will be required to take a FOCUS evaluation that will assist them in determining their career path. All students must declare a major prior to receiving financial aid.

**Name and Address Change**
In order to keep our student records updated, the College asks for student to notify the Office of Records and Registration of any name and/or address changes. Students should review the directions for the requirement of certain official and, at times, notarized documents. Students should contact the Office of Records and Registration for any questions in completing such forms and any required documents associated with it.
Transcripts
Transcripts are prepared by the Office of Records and Registration. Orders for transcripts can be placed online through the National Student Clearinghouse. Go to Central Penn’s website at centralpenn.edu/transcripts and follow the instructions for ordering.

Addition of new Phlebotomy Technician Certificate

Phlebotomy Technician Certificate

Certificate within the Associate in Applied Science Medical Assisting Program

The Phlebotomy Technician Certificate is part of the Medical Assisting Program, Associate Degree. As a Phlebotomy Technician, you could work at a hospital, diagnostic laboratory and blood donor center, or private medical offices.

Program Learning Outcomes
- Verify patient/donor identity
- Perform blood collection
- Collect, store, and process blood, urine, and other specimens for laboratory testing
- Perform CLIA-waived laboratory tests
- Develop a confident and professional image to meet the changing needs of healthcare

Central Penn prepares students for the NHA Certification Examination

Central Penn College prepares students to take their Phlebotomy Technician Certification (CPT) through the NHA (National Healthcare Association). Each NHA certification exam is designed to evaluate the knowledge and skills associated with the performance of tasks required for entry-level practice. Candidates who are successful in challenging the certification examination will be awarded credentials indicating their certification status. The cost for the Phlebotomy Technician Certification (CPT) is $115.00.

Admission Requirements

Applicants for the Phlebotomy Technician program must have a minimum GPA of a 2.20 from the last school attended to be considered for acceptance. In addition applicants must have successfully completed two sciences (C or higher) and one math course (C or higher) in high school or college. GED scores will be accepted. Applicants are required to submit two reference forms. Reference forms can be attained through the admissions office. If the student does not meet this criteria they are able to file an appeal for acceptance to the Program Director.

Phlebotomy Technician Required Courses – 18 credits*
ALH108 Medical Terminology and Pharmacology
ALH112 Essentials of Anatomy and Physiology I
ALH122 Essentials of Anatomy and Physiology II
ALH145  Allied Health Procedures
ALH310  Medical Laboratory
ALH255  Medical Law and Ethics

*Phlebotomy core courses must be taken at Central Penn College. There will be no transfer credits accepted for Phlebotomy core courses.

Page 121
Information added to the Admission Requirements - Hybrid

Bachelor of Science Degree Program in Health Science

Health Science Program Mission
The Bachelor of Science in the Health Sciences prepares students for entry into graduate school in a variety of healthcare disciplines. This program is designed to provide career and academic advancement through innovative application of knowledge, scholarship and hands on education to prepare students to serve individuals, communities, and societal needs.

Program Learning Outcomes

• Evaluate and utilize techniques and skills for problems solving and decision making while practicing with a high standard of ethical behavior and sensitivity for cultural and socioeconomic differences among individuals.
• Demonstrate an understanding of the psychosocial effects of disability and be able to provide appropriate support and respect for individual differences in coping with disability.
• Demonstrate effective communication skills, both written and oral, in a manner reflective of healthcare professionals.
• Enhance and develop leadership and knowledge through academic inquiry utilizing best current resources.
• Value and formulate plans for continuing personal and professional growth and development.
• Integrate current technology trends into didactic education, research, and laboratory experiences.
• Demonstrate knowledge of the theoretical concepts that are foundational to health science.

Overview
The Bachelor of Science in the Health Science (BSHS) degree program is for individuals who are currently or soon will be certified, licensed, or registered in a health care profession, or for students who are preparing for entry into professional and graduate schools in a variety of allied health fields. The programs curriculum encompasses courses that are relevant to almost all healthcare careers including physical and life sciences, medical ethics, and basic patient care. This program is designed to provide career and academic advancement for current practitioners as well as to deliver a well-rounded generalist curriculum to those who are preparing for graduate school in several healthcare disciplines. This program is offered in two formats: Traditional day format and
Hybrid format. The Hybrid format provides didactic portions on-line and labs are provided one evening per week per lab course. Enrollments for both formats are accepted in fall term. Traditional transfer students accepted in spring term provided they meet all admission criteria.

**Admission Requirements**
The Bachelor of Science in Health Science program has the following criteria:

**Traditional Program**
- High school graduates without college experience must have a high school GPA of 3.0 or higher, and submit SAT or ACT scores. Due to the academic rigor and specificity of the BSHS program, a GPA of 3.0 is preferred. If the student does not meet the above stated requirements at the end of their first term, they will be required to change their major.
- Transfer students are required to have earned a cumulative GPA of a 2.5 or higher. GPA is calculated off of all schools attended. They are required to transfer in MTH105 (College Algebra) and ALH155, ALH155L, ALH165, ALH165L (Anatomy and Physiology I and II with labs).
- Submit two professional reference letters.
- Program is capped at 25 students. Students will be admitted based on the criteria above on a first come, first served basis.

**Hybrid**
- Healthcare professional who has earned an associate’s degree from and accredited institution with a GPA of 2.5 or higher, calculated off of all schools attended.
- Students must transfer the following courses: MTH105 (College Algebra); ALH155, ALH155L, ALH165, ALH165L or equivalent (Anatomy and Physiology I and II with labs); and SCI100 (Basic Nutrition)*
- Must hold an unencumbered professional healthcare provider license in PA
- Submit two professional reference letters
- Program is capped at 20 students. Students will be admitted based on the criteria above on a first come, first served basis.

* Students wishing to begin the Bachelor of Science in Health Science Hybrid Program are required to transfer in the required pre-requisites to be enrolled in the introductory chemistry during the first term. Those students who do not have transfer credits for MTH105 (College Algebra), or SCI100 Basic Nutrition can be admitted to the Hybrid program for summer term in order to take these courses and begin the core sciences during fall term. This acceptance to the BSHS Hybrid program is contingent on students’ ability to pass the required courses with C and maintain a GPA of 2.5. Students who do not meet these requirements will not be allowed to continue in the program.

**General Education Requirements**
Students should see general education requirements on page 105 – Bachelor Degree Programs. The following general education requirements are specific to this program.

- Humanities – Students are required to take PHI310 Death and Dying.
- Math, Science, and Technology – Students are required to take MTH105 College Algebra, MTH200 Statistics and SCI100 Basic Nutrition.
• Social and Behavioral Science – Students are required to take PSY420 Abnormal Psychology.

Curriculum
The BS in health sciences is designed to prepare students for graduate work that will lead to careers in allied health care fields. The degree’s core is composed of science courses that are the common prerequisites for admission into allied health care graduate programs and social science and health science courses that equip all students with a multidisciplinary understanding of health and health care in today’s world.

Program Requirements
In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits.

Health Science Core Courses – 51 credits
ALH155 Anatomy and Physiology I
ALH155L Anatomy and Physiology I Lab
ALH165 Anatomy and Physiology II (ALH155, ALH155L)
ALH165L Anatomy and Physiology II Lab (ALH155, ALH155L)
ALH255 Medical Law and Ethics
ALH330 Healthcare Policies & Politics (BUS220 – waived for BSHS students)
BIO105 Human Development
BIO230 Advanced Biology I (ALH165 and ALH165L)
BIO230L Advanced Biology I Lab (ALH165 and ALH165L)
BIO330 Advanced Biology II (BIO230 and BIO230L)
BIO330L Advanced Biology II Lab (BIO 230 and BIO230L)
BIO430 Advanced Microbiology (BIO230, BIO230L, CHM200, CHM200L)
BIO430L Advanced Microbiology Lab (BIO230, BIO230L, CHM200, CHM200L)
CHM200 Introduction to Chemistry (MTH105)
CHM200L Introduction to Chemistry Lab (MTH105)
CHM310 Organic Chemistry (CHM200, CHM200L)
CHM310L Organic Chemistry Lab (CHM200, CHM200L)
CHM400 Biochemistry (CHM310, CHM310L)
CHM400L Biochemistry (CHM310, CHM310L)
SCI300 Genetics (ALH165, ALH165L, BIO230, BIO230L, MTH105)
SCI320 Advanced Nutrition for Healthcare Providers (SCI100)
SCI330 Advanced Pharmacology (ALH165)
PHY200 General Physics I (MTH105)
PHY200L General Physics I Lab (MTH105)
PHY300 General Physics II (PHY200, PHY200L)
PHY300L General Physics II Lab (PHY200, PHY200L)
PSY100 Psychology
IDS499 Capstone in Health Sciences

The courses in parenthesis are prerequisites within the specialty track and must be fulfilled. If not fulfilled, they must be completed prior to completion of the core courses.
**Recommended sequence for full-time students.**

This road map is a recommended term-by-term plan of study for this major. However, courses and milestones designed as critical (•) must be completed in the term listed to ensure a timely graduation. Note: Additional courses may be required as determined by the transfer credit evaluation. For a comprehensive academic road map, visit www.centralpenn.edu/academics/academic-roadmaps/.

**TERM 1 (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG101 College Composition I</td>
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<tr>
<td>ALH155 Anatomy and Physiology I</td>
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<td>ALH155L Anatomy and Physiology I Lab</td>
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<tr>
<td>SOC100 Sociology</td>
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<td>IDS101 CPC Foundations</td>
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**TERM 2 (Winter)**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>• ALH165 Anatomy and Physiology II</td>
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<tr>
<td>ALH165L Anatomy and Physiology II Lab</td>
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</tr>
<tr>
<td>COM101 Introduction to Human Communication</td>
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</tr>
<tr>
<td>• MTH105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SCI100 Basic Nutrition</td>
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**TERM 3 (Spring)**

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<tbody>
<tr>
<td>ENG102 College Composition II</td>
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<tr>
<td>PSY100 Psychology</td>
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</tr>
<tr>
<td>• BIO230 Advanced Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO230L Advanced Biology I Lab</td>
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<td>• CHM200 Introduction to Chemistry</td>
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**TERM 4 (Summer)**

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<tbody>
<tr>
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<td>• CHM310 Organic Chemistry</td>
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</tr>
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<td>CHM310L Organic Chemistry Lab</td>
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**TERM 5 (Fall)**

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<td>PSY420 Abnormal Psychology</td>
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<tr>
<td>SCI320 Advanced Nutrition for Healthcare Providers</td>
<td>3</td>
</tr>
<tr>
<td>• BIO430 Advanced Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO430L Advanced Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>• CHM400 Biochemistry</td>
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<tr>
<td>CHM400L Biochemistry Lab</td>
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**TERM 6 (Winter)**

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<tbody>
<tr>
<td>300+ HUM Choice</td>
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<tr>
<td>SCI330 Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>300+ Open Elective</td>
<td>3</td>
</tr>
<tr>
<td>ALH255 Medical Law and Ethics</td>
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</tbody>
</table>
TERM 7 (Spring)
- BIO105 Human Development 3
- MTH200 Statistics 3
- 300+ Open Elective 3
- 300+ Open Elective 3

TERM 8 (Summer)
- PHI310 Death and Dying 3
- MTH245 Pre-Calculus with Trigonometry 3
- * PHY200 General Physics I 3
- PHY200L General Physics I 1
- ALH330 Healthcare Policies and Politics 3

TERM 9 (Fall)
- 300+ HUM Choice 3
- SCI300 Genetics 3
- • PHY300 General Physics II 3
- PHY300L General Physics II Lab 1

TERM 10 (Winter)
- IDS 400 Topics in Multiculturalism 3
- 300+ Open Elective 3
- IDS499 Capstone Course 4

Total Credits 125

Program Requirements Hybrid Program
Students may transfer in up to 60 credits from their associate’s degree program based
upon the transfer evaluation. Students are required to transfer MTH105 (College
Algebra); ALH155, ALH155L, ALH165, ALH165L (Anatomy and Physiology I and II with
labs); and SCI100 (Basic Nutrition).* In addition to the 60 credits of general education and
elective requirements, students are required to take a core group of courses and choice
classes associated with their major to total 125 credits. This table is based on a student
receiving 60 transfer credits so additional courses may be required based upon the
individual transfer evaluation.

*See Admission Requirements

Recommended sequence for Hybrid full-time students.
This road map is a recommended term-by-term plan of study for this major. However,
courses and milestones designed as critical (•) must be completed in the term listed
to ensure a timely graduation. Note: Additional courses may be required as determined
by the transfer credit evaluation. For a comprehensive academic road map, visit www.
centralpenn.edu/academics/academic-roadmaps/.

TERM 1 (Fall)
- • CHM200 Introduction to Chemistry 3
- CHM200L Introduction to Chemistry Lab 1
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• BIO230 Advanced Biology I 3
  BIO230L Advanced Biology II 1

TERM 2 (Winter)
• CHM310 Organic Chemistry 3
  CHM310L Organic Chemistry Lab 1
• BIO330 Advanced Biology II 3
  BIO330L Advanced Biology II Lab 1

TERM 3 (Spring)
• CHM400 Biochemistry 3
  CHM400L Biochemistry Lab 1
• BIO430 Advanced Microbiology 3
  BIO430L Advanced Microbiology Lab 1

TERM 4 (Summer)
  MTH245 Pre-Calculus with Trigonometry 3
  ALH255 Medical Law and Ethics 3

TERM 5 (Fall)
• PHY200 General Physics I 3
  PHY200L General Physics I Lab 1
  PHI310 Death and Dying 3

TERM 6 (Winter)
• PHY300 General Physics II 3
  PHY300L General Physics II Lab 1
  ALH330 Healthcare Policies and Politics 3

TERM 7 (Spring)
  SCI320 Advanced Nutrition for Healthcare Providers 3
  SCI300 Advanced Pharmacology 3

TERM 8 (Summer)
  PSY100 Psychology 3
  MTH200 Statistics 3

TERM 9 (Fall)
  SCI330 Genetics 3
  BIO105 Human Development 3

TERM 10 (Winter)
  IDS499 Capstone for Health Sciences 4

Total Credits 125
Correction to the 2019-2020 Academic Calendar on the Inside Back Cover

The 2019 Summer Term begins Monday, July 8, 2019 and ends Saturday, September 21, 2019.