NORTHERN PENNSYLVANIA REGIONAL COLLEGE

Academic College Catalog

2025 - 2026

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The online catalog will represent the most accurate and updated version of the catalog. Updates will be added as necessary.

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Catalog Home

Welcome and Navigation

Welcome to the Northern Pennsylvania Regional College (NPRC) Catalog. You may navigate this catalog through our website by clicking on the PDF file for the college catalog and scrolling through the pages as you would a printed book. You may also request a copy from your advisor.

Authorization Statement

Northern Pennsylvania Regional College is authorized by the Pennsylvania Department of Education to grant associate degrees and certificates in the Commonwealth of Pennsylvania, effective May 28, 2019.

Northern Pennsylvania Regional College (NPRC) is a Candidate institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) www.msche.org. NPRC's accreditation status is Candidate for Accreditation. The Commission's most recent action on the institution's accreditation status on March 9, 2023, was to grant Candidacy. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

History of Northern Pennsylvania Regional College

The Education Consortium of the Upper Allegheny (ECUA) was formed in 2009 with the vision of delivering open admission and low cost, high-quality community and technical education/training opportunities to the underserved residents of north-central and northwestern Pennsylvania. In 2012, ECUA partnered with Gannon University of Erie, PA, to operate the Affordable Associate Degree pilot program. Legislation creating the Rural Regional College of Northern Pennsylvania was enacted in July 2014, and a Board of Trustees was seated to create The College Plan. The College, now known as the Northern Pennsylvania Regional College (NPRC), was approved by the Pennsylvania Department of Education to operate as a college in the Commonwealth in 2017 and received formal authorization as a degree-granting institution in 2019. NPRC is a publicly funded higher education institution and incorporated as a 501(c)(3) non-profit created under legislative authority with substantial funding from the Commonwealth of Pennsylvania.

Nondiscrimination Statement

In compliance with NPRC-1210: Nondiscrimination and Equal Opportunity, the College shall not discriminate and prohibits discrimination against any faculty (full-time and part-time), staff, administrators, and students based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, student services, or in the services, programs, or activities that it operates.

The College prohibits, and will not engage in, retaliation against any person who, in good faith, reports a violation of this policy, provides information in an investigation of a potential violation, or otherwise engages in protected activity under the law.

The College shall provide reasonable accommodations for qualified students and employees with identified disabilities consistent with the requirements of the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act, and other federal, state, and local laws and regulations.

Title IX Compliance Statement

The College shall comply with the requirements of Title IX of the Education Amendments of 1972 and the Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Campus Sexual Violence Elimination Act (SaVE Act). The College will make available to students a “Sexual Assault Victims’ Bill of Rights,” consistent with the Federal Campus Sexual Assault Victim’s bill of Rights under section 485(f)(8) of the Higher Education Act of 1965 (20 U.S.C. ~1092(f)(8)). Conduct prohibited under Title IX, the Clery Act, and the SaVE Act includes dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking.

Welcome from the President

Welcome to NPRC, where your success is our top priority! We are honored you have chosen our college for your education journey. Our team is committed to supporting you every step of the way with dynamic, up-to-date curriculum designed to meet today's career demands. Our dedicated faculty and staff are here to guide, mentor, and assist as you achieve your goals.

This catalog is designed to be a comprehensive guide to assist you throughout your time with us.

Whether you're just starting out or preparing for the next step in your journey, we're here to help you navigate your path with confidence. We look forward to being part of your success story.

Sincerely,

Susan R. Snelick
President

Mission, Vision, and Values

Together, the mission, vision, and values for Northern Pennsylvania Regional College focus the attitudes, principles, and activities of students and all those who serve students.

Our mission is to put learners first by providing affordable and accessible education and career pathways to sustainable income.

Our vision: Transforming lives, elevating communities

Value Statements

- **Student Centered –** Our students are at the heart of every decision we make.
- **Opportunity –** We champion career pathways that break barriers and open doors for every learner.
- **Community Connection –** We are deeply rooted in our region and committed to serving its people.
- **Integrity and Trust –** We are a reliable partner in education, known for doing what we say we will.
- **Accessibility –** We believe education should be within reach for everyone.
- **Lifelong Learning –** We believe learning is a journey that never ends.
- **Relevance and Responsiveness –** We provide learning that matters – Today and tomorrow.

Administrative Center and Instructional Locations

NPRC serves a region in northern Pennsylvania that includes Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren Counties. Classroom locations assist NPRC to employ a hybrid model that combines live classroom instruction with interactive technology, allowing students to participate in classes from various community locations, remotely, or asynchronously.

The NPRC Administrative Center, which serves as the main campus, is located at 300 2nd Avenue, Suite 500, in Warren, PA. This center houses NPRC administrative offices, including the Office of the President. Students may access all services at this center, including admissions and records, financial aid, business office, and student services.

Some instructional locations within the region also serve as a home base to a variety of college employees, which may include faculty, advisors, and other staff.

To find a location nearest you, please visit NPRC's website.

Academic Calendar

The dates encompassing the academic terms for credit-bearing courses offered for student enrollment during Academic Year 2025-2026 are as follows:

Academic Term	Classes Begin	Classes End
Fall 2025	August 25, 2025	December 11, 2025
Spring 2026	January 20, 2026	May 7, 2026
Summer 2026	June 1, 2026	July 30, 2026

Academic Term	Priority Registration Opens	Registration Closes
Fall 2025	March 17, 2025	August 29, 2025
Spring 2026	October 20, 2025	January 23, 2026
Summer 2026	March 18, 2026	June 2, 2026

Any changes to the academic calendar occurring during the academic year will be posted on the NPRC website.

Fall 2025

Fall 2025 (August 25, 2025 - December 11, 2025)

Monday, August 25	Classes begin
Monday, August 25	Schedule adjustment period begins
Friday, August 29	Registration closes
Monday, September 1	College closed – No Classes in observance of Labor Day
Wednesday, September 10	Schedule adjustment period ends
Thursday, September 11	Course Withdrawal period begins
Wednesday, September 17	Constitution Day will be recognized
Friday, September 19	Four-week progress grades due
Friday, October 17	Mid-term progress grades due
Friday, October 17	Graduation applications due through My NPRC for Fall 2025 graduation candidates
Monday, October 20	Spring 2026 priority registration opens for Veterans
Tuesday, October 21	Spring 2026 registration opens for students who reside within the NPRC service region
Wednesday, October 22	Open registration begins for Spring 2026
Tuesday, November 11	No classes in observance of Veteran's Day
Friday, November 14	Twelve-week progress grades due
Thursday, November 20	Last day to withdraw with a grade of W
Wednesday, November 26 – Sunday, November 30	College closed – No classes in observance of the Thanksgiving holiday
Monday, December 8 – Thursday, December 11	Final exams week/final class meetings
Friday, December 12	Final grades due by noon

NPRC will be closed for holiday break beginning at the end of business on Friday, December 19, 2025. NPRC will reopen at the start of business on Friday, January 2, 2026.

Spring 2026

Spring 2026 (January 20, 2026 - May 7, 2026)

Tuesday, January 20	Classes begin
Tuesday, January 20	Schedule adjustment period begins
Friday, January 23	Registration closes
Tuesday, February 3	Schedule adjustment period ends
Wednesday, February 4	Course withdrawal period begins
Friday, February 13	Four-week progress grades due
Friday, March 13	Mid-term progress grades due
Friday, March 13	Graduation applications due through My NPRC for Spring 2026 and Summer 2026 graduation candidates
Monday, March 16	Summer 2026 priority registration opens for veterans
Tuesday, March 17	Summer 2026 registration opens for students who reside within the NPRC service region
Wednesday, March 18	Open registration begins for Summer 2026
Monday, March 23 – Sunday, March 29	Spring Break – No classes
Friday, April 17	Twelve-week progress grades due
Monday, April 20	Fall 2026 priority registration opens for veterans
Tuesday, April 21	Fall 2026 registration opens for students who reside within the NPRC service region
Tuesday, April 21	Last day to withdraw with a grade of W
Wednesday, April 22	Open registration begins for Fall 2026
Monday, May 4 – Thursday, May 7	Final exams week/final class meetings
Friday, May 8	Final grades due
Saturday, May 9	Commencement (Fall 2025 Graduates, Spring 2026 Candidates, and Summer 2026 Candidates)

Summer 2026

Summer 2026 (June 1, 2026 - July 30, 2026)

Monday, June 1	Classes begin
Monday, June 1	Schedule adjustment period begins
Tuesday, June 2	Registration closes
Monday, June 8	Schedule adjustment period ends
Tuesday, June 9	Roster verification
Friday, June 26	Mid-term grades due
Monday, June 29 – Friday, July 3	No Classes – Independence Day Break
Wednesday, July 22	Last day to withdraw with a grade of W
Wednesday, July 29 – Thursday, July 30	Final exam days/final class meeting
Friday, July 31	Final grades due

Student Admission and Registration Resources

Applying for Admission

NPRC is an open admissions institution and supports the philosophy that individuals should have access to higher education opportunities corresponding to their abilities and interests. Admission to NPRC is open to individuals who are prepared to study at the two-year college level or earn a Work-Ready Certificate.

Admission to NPRC does not imply or guarantee admission to any specific program of study for which more restrictive admission requirements may be established in compliance with institutional expectations, accrediting-body standards, Commonwealth of Pennsylvania rules and regulations, or federal guidelines and statues.

Students may apply online and there is no fee to apply. For assistance or guidance with the application process, applicants may email info@rrcnpa.org to speak with an admissions counselor.

Submission of standardized test scores is not a requirement for admission. Completed applications are reviewed by admissions and acceptance is based on the requirements outlined by student type and entry type.

NPRC classifies applicants and students as having a student type of degree-seeking or non-degree-seeking. Students are assigned an entry type based upon the criteria below. Student type and entry type determine specific requirements and restrictions related to admission and enrollment.

The following is a chart of simplified descriptions of application requirements. More details may be found below.

Entry Type/ Admission Documents	Degree	Non-degree	Application	Official High School Transcript	Dual Enrollment Form
Dual Enrollment		X	X	X	X
Guest		X	X		
Personal Enrichment		X	X		
General	X		X	X	
Transfer	X		X	X	
Re-Entry	X		X	X	
Certificate		X	X		

Non-Degree-Seeking Student is a student type assigned to an individual admitted to the College who wishes to enroll in credit-bearing courses and is not pursuing a specified degree. Non-degree-seeking students are not required to submit evidence that they have been awarded a high school diploma from a credentialed organization, a Commonwealth Secondary School Diploma (CSSD), or its equivalent recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Dual Enrollment Student is an entry type assigned to a non-degree-seeking student who is enrolled in a public or private high school, homeschool, or other online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States who has not yet earned their high school diploma or CSSD.

Dual Enrollment students must meet the following requirements:

- Submit an NPRC Admissions Application,
- Submit the following for each term of enrollment with NPRC:
    - Dual Enrollment Authorization Form
    - All official high school transcripts
    - Any other documentation as requested.
- Have a minimum cumulative grade point average (GPA) of 3.0 at their secondary education entity in their sophomore year,
- Have a minimum cumulative grade point average (GPA) of 2.5 at their secondary education entity in their junior or senior year.

Dual Enrollment students are permitted to enroll in no more than eight credit hours during their first term of enrollment and no more than twelve credit hours during each subsequent term of enrollment. Dual Enrollment students may enroll in a maximum of 30 credit-hours during an academic year. This includes the total number of credit hours of enrollment at all colleges or universities attended. Eligibility for enrollment as a dual enrollment student concludes with the spring term of a student's graduating year. Exceptions to the admission and enrollment requirements for dual enrollment students may be granted by the Vice President of Academics or their designee.

Depending on the policies of their secondary education entity, dual enrollment students may or may not be awarded credit at their secondary education entity for successful completion of college credit courses. The secondary education entity maintains responsibility for compliance with all rules and regulations of the Pennsylvania

Department of Education and statutes of Commonwealth of Pennsylvania regarding acceptance and transcription of college-credit courses in meeting high school graduation requirements.

Guest Student is an entry type assigned to a non-degree-seeking student who seeks to enroll on a term-by-term basis and who is concurrently enrolled at a college or university other than NPRC.

Admission documents required for guest students are as follows:

- NPRC Admissions Application and
- Evidence of meeting prerequisite(s) established for any course for which a guest student seeks to enroll through submission of unofficial transcript(s) or grade reports from other colleges or universities.

Personal Enrichment Student is an entry type assigned to a non-degree-seeking student who wishes to enroll in credit-bearing courses for personal reasons. Personal enrichment students are subject to the same guidelines for enrollment in any course or program as all other non-degree-seeking students.

Admission documents required for personal enrichment students are as follows:

- NPRC Admissions Application
- Evidence of meeting prerequisite(s) established for any course for which a guest student seeks to enroll through submission of unofficial transcript(s) or grade reports from other colleges or universities.

International Student is an entry type assigned to a non-degree seeking student who is in the US on a non-immigrant or temporary visa of type F-1 or M-1 and who enrolls in credit-bearing courses. NPRC is not certified to admit or enroll international students.

Degree-Seeking Student is a student type assigned to an individual admitted to the College who is required to submit evidence they have been awarded a high school diploma from a credentialed organization, a CSSD, or its equivalent recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and who wishes to enroll in credit-bearing courses with the intent to meet the requirements for a degree or certificate.

All degree-seeking students must submit evidence they have been awarded a high school diploma from a credentialed organization, its equivalent, or the CSSD as recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States. This may be done through submission of a validated copy of their high school diploma, applicable official high school transcripts submitted by the educational entity directly to the Office of Admissions, or other academic records and documentation as requested. All materials will be evaluated for authenticity and validity.

A non-degree-seeking student who wishes to become a degree-seeking student must re-apply and meet all eligibility requirements for admission as a degree-seeking student.

General Student is an entry type assigned to regular degree-seeking students for whom no other entry type is applicable.

Admission documents required for general students are as follows:

- NPRC Admissions Application and
- Official high school transcript(s).

Transfer Student is an entry type assigned to a student who has attended a college or university other than NPRC after earning a high school diploma or equivalency recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Admission documents required for transfer students who wish to be degree-seeking are as follows:

- NPRC Admissions Application,

- Official high school transcript(s),
- Evidence of meeting prerequisite(s) established for any course for which a transfer student seeks to enroll through submission of unofficial transcript(s) or grade reports from other colleges or universities, and
- Transfer students who request evaluation of transcripts from other institutions of higher education for potential transfer credit acceptance are required to submit official transcript(s) from the colleges or universities for which the evaluation is being requested.

Official transcripts submitted by transfer students shall be evaluated in accordance with NPRC-9425: Transfer Credits.

Re-Entry Student is an entry type assigned to a degree-seeking student who interrupts their enrollment by not having a grade assigned to at least one academic course per academic year.

Re-entry students are subject to the same guidelines for enrollment in any course or program as all other degree-seeking students with the following additional requirements:

- Re-entry students are subject to the guidelines outlined in NPRC-9320: Standards of Academic Progress for Students as applicable to admission and enrollment.
- Re-entry students must reapply for admission.
- Re-entry students are subject to the program completion requirements of the catalog in effect during the term in which they re-enroll.
- Re-entry students are subject to the guidelines outlined in NPRC-8415: Assessment, Payment, and Refund of Academic Tuition and Fees.

Admission documents required for re-entry students are as follows:

- NPRC Admissions Application and
- Any additional documentation as requested.

How to Register for Courses

Once admitted, students will meet with their assigned advisor to discuss course plans and complete the registration process.

Registration dates and class schedules are posted on the College website's calendar and the My NPRC Student Portal.

Once the registration process is finalized, students will be able to view their schedule and student bill in the My NPRC Student Portal. Multiple payment options are available. More information is available in the Paying for College section.

How to Obtain a Student ID

All academic students are issued an NPRC Identification (ID) Card as outlined in PROC-1045-01: Personal Identification.

New students will receive instructions at the time of admission explaining how to upload a photo. This photo may be taken and uploaded by the student, the student's assigned advisor, or the advisor's designee on their college-issued cell phone. All photo submissions must meet the following criteria:

Photo Basics

- Color photo
- Clear image of your face
- Plain white or off-white background

Resolution, Print Size, and Quality

- High-resolution photo that is not blurry, grainy, or pixelated

Pose and Expression

- Neutral facial expression or a natural smile, with both eyes open
- Face the camera directly with full face in view

Attire

- Clothing appropriate for the classroom or workplace
- No hats, costumes, or shirts with writing or graphics

Students will have seven calendar days after a term starts to submit their photo. After the seventh day, the Office of the Registrar will create IDs without a photo and mail them to the student within three calendar days.

NPRC Student IDs may be used as photo IDs for verification of identify for tests, admittance into an instructional location, and in some instances, used for student discounts.

Some NPRC partner locations may require an additional ID from their institution to access buildings.

IDs will have a 5-year expiration date.

Textbooks

NPRC makes every effort as practicable to use free Open Educational Resources (OER) to support its mission of affordability and accessibility. A complete list of textbooks required for each course may be found prior to the start date of each term by visiting NPRC's virtual bookstore or by logging into the My NPRC Student Portal. NPRC's online bookstore allows students the option to purchase or rent used, new, or electronic textbooks, as applicable to course requirements. On occasion, some of the textbook information is not available immediately, especially when publishers are in the process of updating a textbook. Under these circumstances, NPRC will update textbook information as soon as it is available and as often as practicable.

Students can refer to the Paying for College section of this catalog for more information regarding financial assistance options for purchasing textbooks.

Orientation for Newly Enrolled Students

NPRC's online orientation is developed with ease of student access in mind. A brief "Orientation" module is located within Desire2Learn (D2L). This allows students the ability to complete the necessary orientation at their own pace and on their own schedule. Within this module, students will learn how the college works including information on student rights and responsibilities, student services, technology, tutoring, and other resources. In addition to the orientation module, a comprehensive list of resources and information is also found in D2L to assist students in achieving their academic goals. These resources include information, videos,

and PDFs that will help students in a holistic manner for academic, learning, and personal support. The information that is accessible includes basic technology support (how to check student email, how to attach documents, how to access classes); academic support (access to tutoring); and support to help eliminate non-academic barriers (access to the student EAP that includes access to counseling, time management resources, finance resources, etc.).

Prior Learning Credit

Degree-seeking students are eligible to apply for prior learning credit (PLC) in accordance with NPRC-9515: Prior Learning Credit. A minimum of 70% alignment between academic course content and the identified prior learning is required for awarding PLC. The maximum number of academic credit hours considered for PLC corresponds to the number of credit hours assigned to the course(s) for which application was made. The number of academic credit hours awarded for PLC is limited by graduation residency requirements as outlined in NPRC-3250: Academic Program Completion Requirements for Students. No grade is awarded for PLC, so there is no impact on GPA or academic standing. PLC evaluation may require a non-refundable processing fee.

Academic credit for prior learning may be awarded for:

- Nationally Recognized Exams
- Program-Specific Industry-Recognized Credentials
- Career and Technical Education Program Completion
- Challenge Exam
- Challenge Portfolio

Transfer Credit

Transfer Credit will be evaluated and granted in alignment with NPRC-9425: Transfer Credit.

Student Rights and Responsibilities

As members of the college community, there are identified rights and outlined expectations of students with respect to processes, access to resources, and codes of conduct. The most current student policies and procedures are available on the Policies webpage.

Student Handbook

The Student Handbook provides students with abbreviated supplementary information about the College Catalog, NPRC website, and the rights and responsibilities of students. The information in the Student Handbook is descriptive in nature. The College reserves the right to make any changes to the contents of the handbook that it deems necessary or desirable.

Students can access the Student Handbook through Navigating NPRC, the orientation module, in their Desire2Learn portal once enrolled in courses and may contact their Advisor for questions regarding this resource or to request a printed copy.

STUDENT POLICIES

The following summarize key policies related to student rights and responsibilities. To access the most current and complete policy, find the associated number policy on the Policies webpage.

General

PROC-3050: Class Cancellation
Addresses the steps and responsibilities related to cancellation of class meeting(s) for courses offered by NPRC

NPRC-3210: Student Rights and Responsibilities
Outlines the general responsibilities of students

NPRC-3235: Behavioral Code of Conduct for Students
Communicates expectations for personal conduct and behavior of students in their interactions with other students, instructors, staff, and administrators of the College

NPRC-3236: Firearms and Offensive Weapons for Students
Provides guidelines for students in relation to the possession and use of firearms and offensive weapons while engaged in any NPRC activity including, but not limited to, class attendance

NPRC-9040: Educational Rights and Privacy (FERPA)
Establishes the expectations for maintaining the privacy of students' educational records

- FORM-9040-02: FERPA Waiver
- FORM-9040-03: Directory Information and Photo Release
- FORM-9040-04: Request to Inspect and Review Education Records
- FORM-9040-05: Request to Amend or Remove Education Records
- FORM-9040-06: Student Request for Formal Hearing
- FORM-9040-09: Solomon Request Form

NPRC-9055: Field Experiences
Establishes the expectations for Academic Field Experiences embedded in academic coursework or in alignment with an academic degree program

NPRC-9260: Student Complaint
Outlines the process for student complaints in a fair, timely, and judicious way at the College

Academic

NPRC-3015: General Education Philosophy and Goals
Describes the commitment of the College to provide each graduate with a strong foundation in general education, establishing the ability to pursue lifelong learning and professional success

NPRC-3045: Course Cancellation
Establishes the expectations and guidelines for the cancellation of credit-bearing courses

NPRC-3225: Academic Code of Conduct for Academic Students
Communicates the expectations for academic integrity and ethical behavior in educational activities for academic students at Northern Pennsylvania Regional College

NPRC-3237: Suspension and Expulsion
Establishes the consequences for suspension and expulsion from Northern Pennsylvania Regional College

NPRC-3246: Academic Forgiveness
Establishes the guidelines for academic forgiveness

NPRC-3530: Credit Requirements for Academic Programs
Establishes credit requirements for academic programs

NPRC-3250: Academic Program Completion Requirements
Establishes requirements for academic programs

NPRC-9315: Admission and Enrollment Standards
Establishes basic guidelines and standards for admission and enrollment

NPRC-9320: Standards of Academic Progress for Students
Standards for evaluating academic progress and academic status for academic students

NPRC-9330: Leave of Absence for Academic Students
Guidelines concerning leaves of absence for academic students

NPRC-9345: Assignment and Use of Grades
Guidelines for the assignment and use of grades for academic courses and programs of study

NPRC-9405: Schedule Adjustment
Expectations for academic students at NPRC to be able to add and/or drop courses within the defined academic schedule adjustment period without incurring financial penalties or impacting their academic transcripts

NPRC-9415: Withdrawal
Establishes rules for withdrawal from courses of enrollment

NPRC-9425: Transfer Credits
Establishes guidelines for awarding transfer credits

NPRC-9515: Prior Learning Credit
Establishes guidelines for awarding academic credit for prior learning

- PROC-9515-01: Challenge Exam
- PROC-9515-02: Challenge Portfolio
- FORM-9515-01: Challenge Exam Request Form
- FORM-9515-02: PLC by Portfolio

STUDENT BILLLING POLICIES

NPRC-8415: Assessment, Payment, and Adjustment of Academic Tuition and Fees
Establishes guidelines for the assessment, payment, and adjustment of tuition and fees

NPRC-8420: Assessment, Payment, and Refund Fees for Workforce Development
Establishes guidelines for the assessment, payment, refund, and responsibilities for workforce development course fees

NPRC-8520: Payor Financial Rights and Responsibilities
Defines a payor's rights and responsibilities related to the financial obligations of their association with Northern Pennsylvania Regional College and the Business Office's obligations to those payors

ADMINISTRATION POLICIES

General Administration

NPRC-1020: Right to Know Act
Provides guidance and establish parameters for compliance by the College with the PA Right-to-Know Law with the respect to Public Records

NPRC-1025: Sunshine Act
Provides guidance and establishes parameters for compliance by the College with the Pa. Right-to-Know Law with respect to Public Records

NPRC-1035: Smoking and Tobacco Use
Establishes the expectations for smoking and tobacco use

NPRC-1040: Drug and Alcohol
Establishes the expectations for the compliance of NPRC with federal requirements and regulations related to the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988

PROC-1045: College Identification - Library Cards
Establishes the process for the creation and distribution of College Identification/Library Cards

NPRC-1050: Records and Retention
Establishes a systematic review, retention, storage, and destruction of documents received or created in the transaction of business

NPRC-1210: Nondiscrimination and Equal Opportunities
Establishes the guidelines for the investigation and adjudication of alleged violations of NPRC-1210: Nondiscrimination

ACADEMIC POLICIES

Administration

NPRC-3000: Academic Freedom
Establishes the expectations and responsibilities regarding academic freedom essential to the foundation of education

NPRC-3110: Academic College Catalog
Provides guidelines for the adoption and development of the annual Academic College Catalog

NPRC-3510: Credit Hour Assignment
Establishes guidelines for assigning credit hours to academic courses

Understanding Academic Requirements and Opportunities

Academic programs at NPRC provide students with pathways to employment or transfer to baccalaureate programs through enrollment in courses designed to provide general education foundational knowledge and skills as well as develop specific knowledge, skills, and abilities needed by a variety of disciplines and fields of study.

Program of Study

An academic program of study is offered for credit and provides a focused approach to earning a degree or skill set. NPRC offers programs of study in the following areas: Business Administration, Business Management, Criminal Justice, Early Childhood Education, Education Studies, Industrial Technology, Human Services, and General Studies.

Degrees Awarded

Northern Pennsylvania Regional College offers Associate of Arts, Associate of Science, Associate of Applied Science, and Work-Ready Certificates.

All associate degrees require a minimum of 60 credit hours and 18-30 months of full-time study for completion.

Associate of Arts (AA) degrees offered include Education Studies, General Studies and Human Services. These degrees are primarily intended for students planning to transfer to a four-year college or university to pursue a baccalaureate degree. The Associate of Arts degree provides a strong foundation for entry-level employment in various organizations and agencies.

Associate of Science (AS) degrees offered include Business Administration and Criminal Justice. Both degrees are designed with options that enable students to develop a strong foundation in the field that can assist them in entering the workforce directly after program completion or help them transfer to a four-year program.

The **Associate of Applied Science (AAS)** degrees offered are Business Management, Early Childhood Education, and Industrial Technology. Generally, students who pursue an Associate of Applied Science intend to work in their chosen field immediately after graduation. These degrees require less general education coursework, providing a focus on concepts and competencies highly applicable to the workforce. AAS degrees typically embed requirements needed for students to attain industry-recognized credentials within the program.

Work-Ready Certificates

Work-Ready Certificates are non-degree, short-term options for students consisting of a grouping of academic courses specifically designed to increase competency in the workplace. Certificates can be achieved in two to three academic terms.

Students who complete any group of academic courses in a certificates will receive documentation of completion in the corresponding area on their academic transcript. However, it is important to note that multiple credentials do not add up to a degree. Certificates are designed to provide a micro-credential along the way to a degree and as something for students to aspire to and work toward if they are not interested in a 60-credit degree.

Program of Study Components

Requirements for completing a degree or certificate may be divided into two primary components, general education foundational courses and program-specific major and specialization courses. General education foundational courses focus on establishing a strong foundational knowledge of the four general education goals whereas program-specific major and specialization courses provide knowledge and skills directly related to a student's chosen discipline or technical field. The general education goals are found in the individual program curricula provided in the Academic Programs section.

Courses and Schedules

Descriptions of all courses are provided in the Course Descriptions section of the catalog. Course descriptions include course alphabetical codes and numbers (course identifiers), titles, number of credit hours assigned to the course, any prerequisite or corequisite course(s) required, terms during which the course is typically offered, and a brief narrative description.

A master schedule of all courses offered for an academic term is published on the Term Schedule page of the website at least four weeks prior to the opening date for that term's registration as much as practicable. The master schedule may also be accessed by individuals who have been assigned an NPRC email account by logging in to the My NPRC Student Portal. Each course is assigned a section number identifying its meeting dates, times, and available locations.

Prerequisites and Corequisites

Prerequisites are courses that must be taken prior to other courses. Prerequisites provide the skills and knowledge needed to begin a course and are listed, when required, with each course description.

Corequisites are two or more courses that must be taken concurrently to complement and support the objectives of both classes.

Classes — Instructional Models

- **Lecture and Discussion-based Courses:** Students interact with faculty and other students in a live format, through D2L, or a combination of the two. Instructional time is a combined three hours per week of instruction and classwork per credit hour.
- **Laboratory Courses:** Courses that require both instruction and hands-on lab activities. Minimum combined instructional and classroom time for lab courses is 30 hours for one credit hour.
- **Field Experiences and Practicums:** Some programs of study require students to observe or experience workplace activities. Students must complete these learning experiences at college-approved locations. Lengths of field experiences and practicums vary by course and degree program.
- **Independent Study:** These courses are governed by an instructor-developed instructional plan and are under the supervision, guidance, instruction, and evaluation of student performance by a faculty member. Successful course completion requires equivalent time commitment and requires the same achievement level of the same course content and learning objectives as that of the same course offered as a lecture and discussion-based format.

Course Delivery Codes

NPRC offers multiple course delivery formats. Depending on factors such as degree program, registration restrictions, scheduling, and enrollment, courses may be offered in any of the following formats:

Course Delivery Code	Definition
HFLEX	Hy-Flex: Classes are taught live from a physical location and throughout the term students can choose to attend the class either in person (IFTF/TFTF) or synchronously (RTT) through Microsoft Teams.
HYB	Hybrid: Part of the class time is taught live in person in a physical location (TFTF) and the remainder is taught asynchronously (WEB).
IFTF	In-Person Face-to-Face: Classes are taught live in one physical location with students and the instructor in person in the same classroom.
MHYB	Modified Hybrid: Part of the class time is taught live in person in a physical location (IFTF/TFTF) or synchronously through Microsoft Teams (RTT) and the remainder is taught asynchronously (WEB).
RTT	Real-time Technology: Classes meet live via Microsoft Teams for all scheduled meeting times.
TFTF	Technology-Connected Face-to-Face: Classes are taught live from one location and broadcast to students in one or more additional locations. Cameras and microphones at all sites allow faculty and learners to see and talk with each other in real-time.
WEB	Web-based: Classes are fully online with access to course material in D2L. There are no required class meeting times, but there are established course and assignment deadlines.

Maximum Credit Hours of Enrollment Permitted Per Term

Unless restricted due to their student type or entry type per NPRC-9315: Standards and Guidelines for Admission, students not assigned academic warning or academic probation status may enroll in a maximum of 18 credit hours without special permission. See the Student Admission and Registration Resources section for additional details.

For more information on how credit hours are assigned to courses, reference NPRC-3510: Credit Hour Assignment.

Class Cancellation

Class(e)s may be cancelled college-wide due to adverse weather conditions, power outages, or other unavoidable circumstances occurring over the entirety of NPRC's service region. Safety and minimization of disruption to the educational process will be considered when determining if classes should be cancelled college wide. Notice of such cancellation(s) shall be provided to all students, instructors, location coordinators, and proctors affected by the cancellation. Notice of cancellation shall be provided by the Office of Marketing and Admissions through public and social media as soon as reasonably possible.

Classes at one or a limited number of locations may be cancelled due to adverse weather conditions, power outages, or other unavoidable circumstances. All other locations shall continue as scheduled. Notice of such cancellation(s) shall be provided to all students, instructors, location coordinators, and proctors affected by the cancellation.

A recording of the class is made available to the students enrolled at the affected location(s) through NPRC's Desire2Learn (D2L) course shell. Whenever possible, cancellation decisions are made at least two hours prior to the start time for the class. Classes that originate from a closed location shall be cancelled at all locations.

Cancellation of a class may be authorized by a proctor or other NPRC staff thirty minutes after the start time for students if the instructor has not provided notice of their absence. For cancellation(s) due to planned instructor absence(s), the instructor shall be provide advance notice to enrolled students.

Paying for College

The College understands that students can sometimes feel overwhelmed with the cost of college. NPRC works to help students reach their educational goals, keeping in mind the financial commitment that accompanies this investment. The College offers students multiple payment options, institutional aid, assistance with the financial aid process, and links to resources and scholarships available in the communities served.

After registering for classes, students are required to acknowledge their financial responsibility as part of their Enrollment Agreement in the Student Payment Center.

Estimated tuition charges are available for viewing within the Student Payment Center after registration is completed. Balances are to be paid in full prior to the start of the enrolled academic term. Students are responsible for setting up payment plans for outstanding balances prior to the start of each term through the Student Payment Center. Students can assign third-party payors prior to the start of each semester in the Student Payment Center. Any unpaid balances will be subject to a financial hold until the account is paid in full. Students whose accounts have a financial hold are not eligible for re-enrollment until settled.

Students are encouraged to email questions regarding charges or payment options on their account to studentbilling@rrcnpa.org. Questions regarding financial aid should be emailed to financialaid@rrcnpa.org. Students may reach either office by calling (814) 230-9010.

Tuition Charges

Tuition is assessed based on residency status, student type, and enrolled credit hours.

- Course fees may be assessed and will be published for services including, but not limited to, materials, clinical services, clearances, and testing.
- Additional fees may be assessed and will be published for projects or services, including but not limited to, a convenience fee for the use of credit cards or return check fees.

Tuition Identification Type	Charge
Full-time: 12—18 credit hours	
Resident (In-Region)	$2,220 flat rate
Non-Resident (Out-of-Region)	$2,400 flat rate
Out-of-State	$4,440 flat rate
Full-time: 19 credit hours or more	
Resident (In-Region)	$2,220 + $185 per credit hour for each credit hour over 18 credit hours
Non-Resident (Out-of-Region)	$2,400 + $200 per credit hour for each credit hour over 18 credit hours
Out-of-State	$4,440 + $370 per credit hour for each credit hour over 18 credit hours
Part-time: 1—11 credit hour(s)	
Resident (In-Region)	$185 per credit hour
Non-Resident (Out-of-Region)	$200 per credit hour
Out-of-State	$370 per credit hour

Tuition Identification Type	Charge
Early Entry (Dual Enrollment): Maximum 12 credit hours Resident (In-Region) Non-Resident (Out-of-Region) Out-of-State	 $60 per credit $65 per credit hour $100 per credit hour
Audit	$50 per credit hour

DEFINITIONS

Resident (In-Region) tuition identification type applies to a student with a permanent physical living address within one of the ten counties in the College's service region (Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren) for the 12 months preceding an academic term of enrollment.

Non-Resident (Out-of-Region) tuition identification type applies to a student with a permanent physical living address outside one of the ten counties in the College's service region (Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren) but still lives within Pennsylvania for the 12 months preceding an academic term of enrollment.

Out-of-State tuition identification type applies to a student with a permanent physical living address outside of the Commonwealth of Pennsylvania during the 12 months preceding the date classes begin for an academic term of enrollment and does not meet the requirements of a resident or non-resident status.

Early Entry (Dual Enrollment) is an entry type assigned to Non-Degree-Seeking Students who are enrolled in a public or private high school, homeschool, or other online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States who have not yet earned their high school diploma or Commonwealth Secondary School Diploma (CSSD).

Audit applies to students who, at the time of enrollment, indicate to the Office of the Registrar they do not wish to earn credit or be held to the grading standards outlined in the syllabus of the course in which they seek to enroll. Students are required to update any change to their address and/or name with the Office of the Registrar within 15 calendar days of the change.

Textbook Charges

Required textbook purchases are the responsibility of the individual student. Students that have been awarded institutional aid in the form of a book scholarship are provided with information regarding their award amount and the college bookstore. Please note, financial aid book scholarships are awarded in amounts that assist in the purchase of necessary books and materials on a term-by-term basis with no overage allowances. More information about textbooks can be found in the Student Admission and Registration Resources section.

Payments

Payments may include a combination of sources such as self-pay, third-party pay, grant funding, scholarship, and financial aid.

Payment Methods

Students may choose to remit payment of charges by:

- Cash,
- Check/Money order,
- Credit or debit card, or
- Use of a payment plan (deferred payment).

Cash Payments

Cash payments are only accepted in person at the NPRC Administrative Center located at 300 Second Avenue, Suite 500, Warren, PA. Payments will be received on the 4th floor with the Business Office. Cash payments should not be sent by mail.

Check or Money Order Payments

Checks and money orders must be made payable to Northern Pennsylvania Regional College with the student's ID number on the memo line. Checks and money orders are posted when received by the Business Office. Post dated checks will not be accepted, and a $15 fee will be charged for returned checks and is subject to change. When notified by the College of a returned check, the student will be given the option to pay by cash, money order, cashier's check, or credit card. Checks and money orders should be mailed to:

Northern Pennsylvania Regional College
Attn: Cashier
300 Second Avenue, Suite 500
Warren, PA 16365

Credit Card Payments

Students may make secure credit card payments through the Student Payment Center. The College accepts Visa, Mastercard, Discover, and American Express. Refunds for charges paid by credit card will be refunded via the same card used for payment. A credit card processing fee is incurred at the time of the transaction. The processing fees are non-refundable.

Payment Plan

Students unable to pay their full bill prior to the start of the term must enroll in a payment plan through the Student Payment Center. Payment plans are available to help spread the student's educational costs over time. Students desiring a payment plan are encouraged to enroll after completing the registration process for each term in which a student is enrolled. Participating in a payment plan does not reduce the financial obligation incurred by enrollment and may result in a balance owed after a refund calculation. Payment plans are subject to change pending any changes in enrollment during the schedule adjustment period. Charges will be recalculated to reflect these changes.

Weekly, bi-weekly, and monthly payment plans are available for enrollment. Payment amounts and due dates may vary based on your plan enrollment date. For questions regarding custom payment plans or general payment plan inquiries, please contact Student Billing at studentbilling@rrcnpa.org or (814) 230-9010, option 2.

Tuition Adjustments

Adjustment of tuition and fee charges for academic courses will be granted as follows:

- Students who drop any courses prior to the start of the term or during the schedule adjustment period will have their student account fully adjusted for all applicable charges.
- After the schedule adjustment period, a student who withdraws from one or more courses, but not all enrolled courses, will have no adjustment to tuition or fees.
- The effective date of the withdrawal is determined by NPRC-9415: Withdrawal.
- Students who have interruptions for military services who can provide Deployment Request or Orders which results in a withdrawal will have their tuition and fees adjusted for the term.

1098-T

NPRC students will receive a notice prior to January 31 from Student Billing when 1098-T forms are available in the My NPRC Portal for the tax year. Form 1098-T is filed for any student enrolled for any academic term and for whom the institution received payment of qualified tuition and related expenses during the calendar year. Upon eligibility for distribution of Title IV funds, institutions must also file 1098-Ts for students who are not currently enrolled but for whom there was a prior-year adjustment made in the current year.

Veterans

At this time, NPRC is unable to accept GI Bill funding.

Students enrolled in a branch of the Armed Forces of the United States or National Guard who can provide written proof of activation that results in the need to withdraw from all classes in a term will be institutionally withdrawn and their accounts will be adjusted to reflect no tuition charges and fees assessed. Should the adjustment of tuition and fees result in an overpayment on the student bill, the monies will be refunded to payments received.

Financial Aid

NPRC has recently completed the eligibility requirements for awarding and distributing federal and state financial aid to our NPRC degree-seeking students.

NPRC can now award both federal Title IV funds and PHEAA state grants to those students seeking an associate's degree. Forms of potential aid include: Federal Pell, Federal Direct Student Subsidized and Unsubsidized loans, and PHEAA state grants. All are awarded based on criteria established by both the applicable federal government and state agencies. To apply for aid every academic year, students must complete the Free Application for Federal Student Aid (FAFSA). It is a free application the student completes prior to college attendance. It becomes available to students at the beginning of every October for the next academic year. Once a student completes the FAFSA and adds the NPRC school code of 043159, the school is able to award aid that correspsonds to the calculated Student Aid Index (SAI) computed by the FAFSA process. Students are then awarded estimated aid based on the enrollment of each term they attend NPRC. The FAFSA must be completed each year so NPRC can continue to offer these sources of aid. For more detailed information on these forms of aid, please visit our Financial Aid website page, or contact us at financialaid@rrcnpa.org.

Final awards are dependent on satisfactory academic progress status and on the number of credit hours of enrollment at the conclusion of schedule adjustment for a term.

Other Sources of Outside Aid

Grow PA Scholarship Grant Program

To address the growing crisis of the declining workforce within our state, the new Grow PA scholarship has been developed by the Pennsylvania General Assembly. This grant program can provide up to a maximum award of $5000 per year to students that meet the criteria and can receive this grant for up to four years.

Eligibility requirements:

To be considered for the Grow PA Grant Program, you must:

- File the Free Application for Federal Student Aid (FAFSA®)
- Be a current resident of Pennsylvania
- Meet satisfactory academic progress for Title IV financial aid
- Have not earned a bachelor's degree
- Be enrolled at least half-time in an eligible associate or bachelor's degree program at an approved Pennsylvania institution
    - This degree must lead to a job in an in-demand occupation as determined by PHEAA
- Sign a Master Promissory Note (MPN) agreeing to repay all funds received if the work requirement is not met, including any potential interest accrued

How to apply:

1. Sign in to PHEAA Account Access (create an account if you do not have one).
2. Select File Upload.
3. Select PA Special Programs.
4. Select Grow PA Scholarship Grant Application.

Scholarships

Scholarships can help support the investment in a college education. Unlike loans, scholarships are not typically required to be paid back; however, some may have requirements of service or commitment. Many schools, employers, non-profit organizations, religious groups, and professional and social organizations offer scholarship support to students pursuing higher education. Students currently enrolled in high school are encouraged to reach out to their school’s guidance office for additional information on local scholarships.

Workforce Innovation and Opportunity Act/Trade Adjustment Assistance (WIOA)

WIOA offers funding to those who are facing barriers to employment, including, but not limited to, low income, disability, single parents, veterans, homelessness, and youth who are aging out of foster care. The second funding option that is part of WIOA is the Trade Adjustment Assistance (TAA) Program for dislocated workers who have been adversely affected by foreign trade.

The Pennsylvania Office of Vocational Rehabilitation (OVR)

OVR provides vocational rehabilitation services to help people with disabilities prepare for, obtain or maintain employment.

OVR provides a wide range of services to eligible applicants. Some services can help you overcome or lessen your disability; others can directly help you prepare for a career. This can include funding towards school costs if the applicant is deemed eligible by OVR.

Students who may be eligible for these funding sources should reach out to their local CareerLink® for more information.

Maintaining Financial Aid Eligibility

Students must meet basic eligibility criteria to be awarded aid. To continue receiving financial aid, students must make satisfactory academic progress (SAP). This process is completed at the end of each term, and students are notified of next steps if they have not maintained SAP for the prior term.

Satisfactory Academic Progress for Financial Aid (SAP)

Satisfactory academic progress for financial aid (SAP) is a measurement that evaluates a student's academic progress toward degree completion and subsequently their eligibility for sources of financial aid. The standards for satisfactory academic progress for financial aid apply only to institutional aid eligibility and may differ from academic progress and academic status standards set forth in NPRC-9320: Standards for Academic Progress for Students.

Student requirements to meet Financial Aid SAP:

- Maintain a cumulative GPA of 2.0 of all attempted credits
- Will meet the 67% threshold ("passed credits" divided by "attempted credits")
- Must complete intended degree within 150% of required credit hours. For example, if an associate degree requires 60 credit hours, financial aid is approved for no more than 90 credit hours regardless of whether a change of major occurs.

Students are responsible for monitoring and communicating with appropriate college personnel regarding their academic progress, academic status, and financial aid eligibility. Students who fail to make SAP toward their degree or certificate may lose eligibility to receive aid. A student who loses financial aid for failure to maintain satisfactory academic progress for aid eligibility may be able to regain eligibility by returning to "good academic standing" per financial aid guidelines. Students who lose eligibility may appeal this decision provided they can document extenuating circumstances. Students will be placed on a financial aid improvement plan or status of probation if granted an appeal.

If you have questions or concerns about SAP or aid eligibility, students should contact the Financial Aid Office at (814) 230-9010 or email us at: financialaid@rrcnpa.org.

The Financial Aid web page is also a very good source for more details on this topic and much more.

Learning Support Resources

Desire2Learn (D2L)

Desire2Learn, more commonly referred to as D2L, is the college's internet-based Learning Management System which is required for all courses. D2L is designed to create a rich online learning environment for students. The D2L system provides a platform for students to contact their instructors, collaborate with classmates, receive school-wide updates, and review course documents, assignments, discussion forums, exams, class recordings, and other necessary course content.

On their D2L homepage, students will have access to additional courses that give support beyond the classroom and answer frequently asked questions. Most notably, the "Career Services Discovery Hub" course shares important career-readiness preparation resources from the Office of Career Services, the "Navigating NPRC" course has student orientation information, and the "Get Help With…" course details relevant sources for students to use. Students can also access free academic tools such as tutor.com and GALE library resources through D2L.

To access D2L, navigate to regionalcollegepa.org, select "Current Students" from the navigation bar, and under the Resource tab select "Desire2Learn". D2L also has a mobile app under the name "Brightspace Pulse" that can be downloaded onto a mobile device. If you have difficulty using D2L, please contact IT Help Desk by emailing helpdesk@rrcnpa.org, calling (814) 313-7333, or visiting the Help Desk webpage.

Universal Design for Learning

NPRC applies the following accommodations universally for all students:

- All assignments, exams, and grading criteria are listed in course syllabi and administered within Desire to Learn (D2L);
- Grades and feedback are published in D2L;
- Progress grades are submitted to the Office of the Registrar at weeks 4, 8, and 12;
- Recordings of all class sessions are available to all students; and
- Live captioning is available through Microsoft Teams for all class sessions.

Office of Disability Support Services

The College strives to create an accessible learning experience for all students. Disability support services are available to any student enrolled at Northern Pennsylvania Regional College who would like to receive accommodations for equitable educational access.

For further information, to access the Disability Services Handbook for Students, or to submit a request for accommodations, visit the Disability Support Services webpage.

Tutoring and Online Academic Support Services

Students sometimes need assistance beyond that of an instructor in the classroom to understand and develop the knowledge and skills necessary to succeed. Faculty are available for one-on-one virtual or in-person appointments and by electronic communication. Students needing additional help are encouraged to utilize online tutoring.

The College offers live, in-person online tutoring services through Tutor.com at no additional cost to our students. Tutoring is available for all academic courses, general study skills, college success skills, resume building, and career services. Students can access Tutor.com by logging into Desire2Learn (D2L) and clicking on the Tutor.com link in the navigation bar of a specific course.

Library Resources

Many courses require independent research and reading outside of the classroom. Library resources provide the materials and opportunities to accomplish this goal and to help students learn and grow within and beyond the classroom. Gale Research Complete is NPRC's library resources provider. All NPRC students have access to the e-resources necessary to complete research for assignments across the curriculum. Students can also learn and grow through independent research outside of the classroom.

- **Digital Resources:** Gale Research Complete provides digital, full-text collections that contain newspapers, magazines, journals, e-books, primary sources, and more. No trip to a physical library or college campus is necessary. Students have free 24/7 access to these resources from anywhere with an internet connection and an NPRC username and password.
- **Library Assistance:** It is always helpful to begin by asking for assistance from the instructor who has created and assigned the research project. For additional help with navigating Gale Library Resources, citation questions, or research writing tips, visit Tutor.com and connect with a tutor 24/7.

Non-academic Support Services

NPRC is partnered with an outside organization to provide students with free counseling, life skills, and wellness resources that provide support for challenges that students may face outside of the classroom. To access these services, visit the Non-Academic Support Services web page.

Technology Resources

Students have the following technology resources:

- **Student Accounts:** Students will be given access to various online accounts to support educational engagement at NPRC. Access to these accounts will be sent through email with further instruction for activation and appropriate usage.
- **Productivity Tools:** Every registered student at NPRC receives a Microsoft Office 365 Student account. This account gives students access to the web versions of Microsoft Word, Excel, PowerPoint, and Outlook at no additional cost.
- **Loaner Equipment:** A limited number of laptops, graphing calculators, and other technology resources are available for use by enrolled students each academic term. Students may request loaner equipment by contacting their advisor and completing FORM-5010-02 Equipment Loan Request or emailing helpdesk@rrcnpa.org. Students who are loaned equipment are expected to return it in usable condition at the end

of the term. Students who fail to return the equipment will be responsible for the replacement cost of that equipment. The cost associated with the replacement will be billed to the student's account and NPRC will pursue all legal means to collect the corresponding charge and will have a financial hold placed on their account until a resolution is reached. Students whose accounts have a financial hold are not eligible for re-enrollment.

- **Wi-Fi Access:** At NPRC instructional locations, Wi-Fi access is provided at no charge to students.

More information on technology resources and acceptable use can be found in NPRC-5010: Information Security. If further assistance is needed in accessing these tools and resources, or for assistance with technology, the IT Department can be reached by sending an email to helpdesk@rrcnpa.org or filling out the online support form.

English Language Learners

For more information and support for English Language Learners, please visit the English Language Learners webpage.

Career Services

NPRC's Career Services empowers students on their journey to success by guiding them to explore career possibilities, equipping them with the essential knowledge, skills, and resources for the job search process, and inspiring them to actively engage in their communities.

Resources are available through the Career Services Discovery Hub in D2L to help students identify their career strengths and interests; explore various career fields and career outlooks for the next several years; lay the groundwork for a job search through resume and interview preparation; and search job opportunities within the region.

Services are available to support students through all aspects of their career-readiness development including career coaching, mock interview opportunities, and resume and cover letter review.

Career Services learning outcomes align with academic program outcomes in select NPRC courses. The outcomes are intentionally addressed within the scope of the courses.

For detailed information and to contact Career Services visit the Career Services web page.

Academic Programs

Associate Degrees

Students may choose to pursue any of the following Associate degrees:

- Associate of Arts in General Studies
- Associate of Arts in Human Services
- Associate of Science in Business Administration
- Associate of Applied Science in Business Management
- Associate of Science in Criminal Justice
- Associate of Applied Science in Industrial Technology
- Associate of Arts in Education Studies
- Associate of Applied Science in Early Childhood Education

Work-Ready Certificates

Students may choose to pursue any of the following Work-Ready Certificates:

- Social Work (12 credits)
- Human Services (12 credits)
- Accounting (9 credits)
- Business Information Systems (12 credits)
- Small Business Entrepreneurship (9 credits)
- Marketing (9 credits)
- Human Resources (9 credits)
- Offender Rehabilitation (9 credits)
- Police Science (9 credits)
- Computer Aided Drafting and Manufacturing (12 credits)
- Applied Horticultural Operations (11 credits)

Program Sequencing

Each academic program at NPRC has recommended program sequencing based on a student's term of entry. Students should speak with their assigned advisor about the best structure and degree-planning path.

Transfer Considerations

Acceptance of transfer credit, including the determination of whether and how courses transferred may meet graduation requirements at the receiving institution, is at the discretion of the institution to which the student plans to transfer. To maximize progress toward four-year degree completion, it is recommended that students consult the catalog and transfer policies of their intended transfer institution to seek additional guidance from that institution's advisors and registrar.

Associate of Arts
General Studies
60 Credit Hours

Program Purpose

The Associate of Arts in General Studies provides a foundation of first- and second-year coursework upon which a student may build a four-year degree. Students are introduced to a broad range of foundational courses while providing flexibility to sample courses related to multiple fields of study and to tailor the program to correspond to many intended four-year majors. Coursework establishes a baseline postsecondary education for those who may plan to pursue a general entry-level job while continuing their education by focusing on coursework that includes highly sought-after skills in communication, reasoning, respect for diversity, and professionalism. As much as possible, students should select courses that meet requirements within their planned four-year field of study.

Program Goals

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals

Additionally, upon successful completion of the program, the graduate should be able to:

6. Analyze and evaluate qualitative and quantitative information, including primary sources, within the humanities, arts, and sciences;
7. Develop critical thinking skills to articulate an informed position; and
8. Acquire competency in a broad range of academic courses.

Associate of Arts
General Studies
60 Credit Hours

General Education Foundational Courses (minimum of 33 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as a General Education Reasoning (SCI) *Lab science courses are recommended for students who intend to transfer*		3 or 4	See College Catalog
	PHL 110 or any 3 credits designated as a General Education Reasoning (PHL)		3	See College Catalog
	MTH 225 or any 3 credits designated as a General Education Reasoning (MTH) Students intending to transfer should consult the program requirements of their intended four-year college or university. MTH 225 and MTH 130 are recommended for transfer students.		3	See College Catalog
Analysis of Diverse Perspectives	**FIN 110** or any 3 credits designated as General Education Analysis of Diverse Perspectives (FIN)		3	
	PSY 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	
	SOC 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	
	POL 210 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	

[See general education course descriptions]

General Studies Major Courses (minimum of 27 Credit Hours)

Program Requirement	Course Information	Credit Hours	Prerequisite
Communication Electives	Choose an additional 3 credits from the Communication block above	3	See College Catalog
Science Electives	Choose 3 or 4 credits designated as a General Education Reasoning (SCI) in addition to science courses completed to fulfill General Education Requirements If a science course with lab was taken to fulfill General Education requirements above, a science with no corresponding lab course is sufficient to fulfill this requirement.	3 or 4	See College Catalog
Analysis of Diverse Perspectives Electives	Choose 6 credit hours designated as General Education Analysis of Diverse Perspectives (GEN or FIN) in addition to Analysis of Diverse Perspectives courses completed to fulfill General Education requirements	6	See College Catalog
Free Electives	Choose 15 credit hours of free electives from the NPRC course catalog Students intending to transfer should consult the program requirements of their intended four-year college or university to ensure that degree requirements are being properly met when choosing elective courses	15	See College Catalog

[See general education course descriptions]

Associate of Arts
Human Services
60 Credit Hours

Program Purpose

The Associate of Arts in Human Services provides a foundation of coursework upon which a student may build a four-year degree in various majors within the social sciences. The flexible curriculum allows students to explore courses related to multiple human service-related four-year degrees. Students earning the degree have a competitive advantage for entry-level career opportunities with social and human service agencies. Required general education coursework prepares students for future careers by developing sought-after skills in communication, reasoning, respect for diversity, and professionalism. Students seeking transfer into four-year programs should select courses which fulfill requirements within their planned field of study in consultation with advising staff at their intended transfer institution.

Work-Ready Certificates

Students may choose to pursue Work-Ready Certificates in social work and human services as part of their degree program. Students should speak with their advisor for more information on how to pursue Work-Ready Certificates within the associate degree program.

Program Goals

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals

Additionally, upon successful completion of the program, the graduate should be able to:

6. Develop foundational knowledge of a variety of theories, perspectives, and findings of the social sciences;
7. Analyze and evaluate qualitative and quantitative information, including primary sources, within the social sciences;
8. Use methods and theories of the social sciences to analyze current and historical social issues; and
9. Explore and analyze proposed solutions related to societal challenges and evaluate their ethics and potential impact.

Associate of Arts
Human Services
60 Credit Hours

General Education Foundational Courses (minimum of 30 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as a General Education Reasoning (SCI) *Lab science courses are recommended for students who intend to transfer*		3 or 4	See College Catalog
	PHL 110 or any 3 credits designated as a General Education Reasoning (PHL)		3	See College Catalog
	MTH 120 or any 3 credits designated as a General Education Reasoning (MTH)		3	See College Catalog
Analysis of Diverse Perspectives	Choose any 9 credits designated as General Education Analysis of Diverse Perspectives (FIN) or General Education Analysis of Diverse Perspectives (GEN).		9	

[See general education course descriptions]

Human Services Major Courses (30 credit hours)

Choose 30 credit hours of additional coursework based upon your career goals and/or your planned baccalaureate major in consultation with your Advisor and the catalog/transfer agreement for your intended transfer institution.			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
PHL 210	Ethics	3	ENG 125
PSY 110	Introduction to Psychology	3	
PSY 210	Human Development	3	PSY 110
REL 210	World Religions	3	ENG 110
SOC 110	Introduction to Sociology	3	
HUM 230	Human Diversity	3	
Choose a certificate (12 credit hours) or a combination of 12 unique credit hours from the following courses			
Social Work Certificate			
SWK 105	Introduction to Social Work	3	
SWK 205	Human Behavior and the Social Environment I	3	
SWK 210	Human Behavior and the Social Environment II	3	
SWK 215	Human Behavior and the Social Environment III	3	
Human Services Certificate			
HUM 110	Introduction to Human Services	3	
HUM 120	Child Welfare	3	
HUM 210	Human Services Competencies	3	HUM 110*
HUM 225^	Social Problems, Services, and Issues	3	

*May be taken as a corequisite.

^Field experience embedded throughout the term. Attainment of mandatory clearances is required for on-site and virtual modalities. Students may request an alternate video review in lieu or an on-site or virtual environment.

[See human services major course descriptions]

Associate of Science
Business Administration
60 Credit Hours

Program Purpose

The Associate of Science in Business Administration provides groundwork upon which a student may build a four-year degree in various business-related majors. The program establishes foundational business knowledge, skills, and abilities for increased marketability applicable to a variety of business-related occupations. The general education component of the program focuses on course goals that include highly sought-after skills in communication, reasoning, respect for diversity, and professionalism.

Program Goals

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge using information technology, critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals

6. Use digital technology, business application software, and technology-mediated collaboration tools to complete tasks;
7. Develop foundational knowledge of a variety of business models and apply business model appropriately in decision-making situations;
8. Apply effective communication and interpersonal skills to diverse business environments; and
9. Apply ethical reasoning to business situations through the demonstration of knowledge pertaining to how business behavior and policies impact society or the individual.

Associate of Science
Business Administration
60 Credit Hours

General Education Foundational Courses (minimum of 30 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as a General Education Reasoning (SCI) *Lab science courses are recommended for students who intend to transfer*		3 or 4	
	PHL 110 or any 3 credits designated as a General Education Reasoning (PHL)		3	
	MTH 225 or any 3 credits designated as a General Education Reasoning (MTH)		3	
Analysis of Diverse Perspectives	**FIN 110** or any 3 credits designated as General Education Analysis of Diverse Perspectives (FIN)		3	
	PSY 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	
	SOC 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	

[See general education course descriptions]

Business Administration Major Courses (30 credit hours)

Choose 30 credit hours from the courses below. Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.		Credit Hours	Prerequisite
Course Number	**Course Name**		
ACC 120	Accounting I	3	
ACC 125	Accounting II	3	ACC 120
BIS 155	Introduction to Business Information Systems	3	CIS 110
BIS 225	Business and Data Analytics	3	CIS 110
BUS 105	Business Foundations	3	
BUS 115	Personal Finance	3	
BUS 125	Introduction to Entrepreneurship	3	
BUS 210	Business and Professional Communication	3	
BUS 220	Principles of Marketing	3	
BUS 230	Principles of Management	3	
BUS 240	Business Law	3	
BUS 260	Digital Marketing	3	
BUS 265	Human Resources Management	3	
ECN 220	Microeconomics	3	
ECN 225	Macroeconomics	3	

[See business administration major course descriptions]

Associate of Applied Science
Business Management
60 Credit Hours

Program Purpose

The Associate of Applied Science (AAS) in Business Management equips students with the practical skills and industry knowledge needed to excel in leadership, operations, and decision-making within various business environments. This program emphasizes hands-on learning and real-world applications, preparing graduates for immediate entry into the workforce or career advancement in management roles. The curriculum fosters key skills for today's dynamic business landscape including critical thinking, problem-solving, and adaptability. The program's general education component strengthens communication, reasoning, diverse perspectives, and professionalism; attributes that enhance workplace effectiveness and career success.

Work-Ready Certificates

Students may choose to pursue Work-Ready Certificates in accounting, small business entrepreneurship, marketing, and human resources as part of their degree program. Students should speak with their advisor for more information on how to pursue Work-Ready Certificates within the associate degree program.

Program Goals

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals

Additionally, upon successful completion of the program, the graduate should be able to:

1. Develop a strong foundation in various business models.
2. Apply business theories, concepts, and management practices with cultural awareness and adaptability in diverse professional settings.
3. Apply ethical reasoning and strategic decision-making to business scenarios by understanding the broader impact of business operations, policies, and leadership decisions on organizations, individuals, and society.
4. Complete an externship or work-based learning experience to apply business management concepts in a real-world setting, develop professional skills, and build industry connections for career readiness.

Associate of Applied Science
Business Management
60 Credit Hours

General Education Foundational Courses (minimum 18 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**MTH 120** or any 3 or 4 credits designated as: General Education Reasoning (PHL) OR General Education Reasoning (MTH)		3 or 4	
Analysis of Diverse Perspectives	**POL 210** or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	

[See general education course descriptions]

Applied Business Major Courses (42 Credit Hours)

Business Foundation (15 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
BUS 105	Business Foundations	3	
BUS 210	Business and Professional Communication	3	
BUS 115	Personal Finance	3	
ECN 220	Microeconomics	3	
ECN 225	Macroeconomics	3	
Choose a minimum of 3 credit hours of Externship			
ACC 19X	Externship in Accounting (I, II, III)	1-3	Academic Director Approval
BUS 19X	Externship in Business (I, II, III)	1-3	Academic Director Approval
ENT 19X	Externship in Entrepreneurship (I, II, III)	1-3	Academic Director Approval
HMR 19X	Externship in Human Resources (I, II, III)	1-3	Academic Director Approval
MKT 19X	Externship in Market (I, II, III)	1-3	Academic Director Approval
Choose a combination of 24 unique credit hours from the following courses. Students may consider pursuing the following certificates when choosing the required number of unique credits but are not required to do so.			
Accounting Certificate			
ACC 120	Accounting I	3	
ACC 125	Accounting II	3	ACC 120
CIS 110	Computer Applications	3	
Business Information Systems Certificate			
CIS 110	Computer Applications	3	
BIS 155	Introduction to Business Information Systems	3	CIS 110
BIS 225	Data Management and Analytics	3	CIS 110
BUS 260	Digital Marketing	3	
Small Business Entrepreneurship Certificate			
ACC 120	Accounting I	3	
BUS 125	Introduction to Entrepreneurship	3	
BUS 260	Digital Marketing	3	
Marketing Certificate			
BUS 220	Principles of Marketing	3	
BUS 260	Digital Marketing	3	
SPC 205	Interpersonal Communication	3	
Human Resources Certificate			
BUS 230	Principles of Management	3	
BUS 240	Business Law	3	
BUS 265	Human Resources Management	3	

[See business management course descriptions]

Associate of Science
Criminal Justice
60 Credit Hours

Program Purpose

The Associate of Science in Criminal Justice provides a groundwork upon which a student may build a four-year degree in various majors within the criminal justice field. The program provides students with foundational knowledge, skills, and abilities for increased marketability for entry-level jobs in some criminal justice-related occupations. The general education component of the program focuses on course goals that include highly sought-after skills in communication, reasoning, respect for diversity, and professionalism.

Work-Ready Certificates

Students may choose to pursue work-ready certificates in offender rehabilitation, police science, and protective services as part of their degree program. Students should speak with their advisor for more information on how to pursue work-ready ceritifcates within the associate degree program.

Program Goals

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge using information technology, critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals

Additionally, upon successful completion of the program, the graduate should be able to:

6. Acquire, organize, analyze, and evaluate qualitative and/or quantitative information related to the criminal justice system, the corrections industry, modern policing organizations, and/or the private sector security industry through technological and traditional means;
7. Identify internal and external challenges associated with the criminal justice system, the corrections system, modern policing organizations, and/or the private sector security industry; explore and prioritize potential solutions and evaluate their veracity; and revise priorities as a means for purposeful action;
8. Evaluate issues of justice, professionalism, and ethics within law enforcement, the courts, the corrections industry, modern policing organizations, and/or the private sector security industry; and
9. Discuss and compare a range of academically accepted theories about the causes of criminal behavior, types of criminal behavior, and methods for predicting future crime.

Associate of Science
Criminal Justice
60 Credit Hours

General Education Foundational Courses (minimum of 30 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as a General Education Reasoning (SCI) *Lab science courses are recommended for students who intend to transfer*		3 or 4	
	PHL 110 or any 3 credits designated as a General Education Reasoning (PHL)		3	
	MTH 120 or any 3 credits designated as a General Education Reasoning (MTH)		3	
Analysis of Diverse Perspectives	**FIN 110** or any 3 credits designated as General Education Analysis of Diverse Perspectives (FIN)		3	
	PSY 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	
	SOC 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	

[See general education course descriptions]

Criminal Justice Major Courses (30 credit hours)

Course Number	Course Name	Credit Hours	Prerequisite
Choose 30 credit hours of additional coursework based upon your career goals and/or your planned baccalaureate major in consultation with your Advisor and the catalog/transfer agreement for your intended transfer institution.			
Criminal Justice Foundation Certificate (15 credit hours required for all students)			
CRJ 110	Introduction to Criminal Justice	3	
CRJ 120	Report Writing and Oral Communication in Criminal Justice	3	
CRJ 160	Introduction to Criminal and Constitutional Law	3	
CRJ 235	Criminal Procedure	3	
CRJ 240	Criminal Justice Ethics	3	
Choose a combination of 15 unique credit hours from the following courses.			
Offender Rehabilitation Certificate			
CRJ 200	Corrections	3	
CRJ 265	Parole and Probation	3	CRJ 200*
CRJ 270	Juvenile Justice	3	
Police Science Certificate			
CRJ 225	Criminology	3	
CRJ 230	Police Function	3	
CRJ 250	Investigations	3	
Protective Services			
SPS 115+	Introduction to Emergency Medical Services	3	
SPS 125+	Fundamentals of Private Security Services	3	
SPS 235^+	Municipal Policing	3	
SPS 245+	Fire Science and Prevention	3	
SPS 255	Emergency Communication	3	
Field Experiences			
CRJ 19x^	Externship in Criminal Justice	1-3	Academic Director Approval

^Field experience embedded throughout the term. Attainment of mandatory clearances is required prior to enrollment.
*May be taken as a co-requisite.
+Prior Learning Credit available with active Industry-Recognized Credential. Please speak to an Advisor for eligibility criteria.

[See criminal justice major course descriptions]

Associate of Applied Science
Industrial Technology
60 Credit Hours

Program Purpose

The Associate of Applied Sciences (A.A.S.) degree in Industrial Technology is designed to equip students with the essential skills and knowledge needed to excel in various industrial and manufacturing environments. The core technical proficiencies of the degree are completed through on-the-job training in an approved apprenticeship program. Given the hands-on experience and extensive number of hours in the field, graduates are well prepared for careers aligned with their apprenticeship experience. Industrial technology includes a variety of fields and positions such as mechatronics, tool and die, and plastics process technician.

**Enrollment in the AAS in Industrial Technology is restricted to individuals in existing registered apprenticeships in the specializations outlined below. Admission to this program is dependent on availability to participate in one of the approved registered apprenticeships in collaboration with a sponsoring agency and employer. Students interested in this program should connect with the Director of Apprenticeships and Customized Training. NPRC does not guarantee interested individuals the opportunity to participate in an employer-based apprenticeship.*

Specializations

With the differences in content, training duration and competencies associated with the various apprenticeships and on-the-job training, students can choose from four specializations within the Associate of Applied Sciences in Industrial Technology:

- Mechatronics
- Tool and Die
- Building Maintenance and Repair
- Plastics Process Technician

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Outcomes across all specializations

1. Apply the principles of project management in the day to day work of industrial technology to complete tasks;
2. Examine various approaches to management and leadership in order to effectively lead and manage a team or project; and
3. Summarize the different career paths and positions related to the specific industrial technology specialization.

Program-Specific Goals by Specialization

Mechatronics

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Evaluate the principles and applications of programmable controllers in industrial automation to enhance operational efficiency and safety.
2. Implement foundational knowledge of Industry 4.0, including the internet of things, smart factories, and cyber-physical systems, to modernize manufacturing processes.
3. Build and troubleshoot AC/DC circuits, and apply safe practices in working with electricity to decrease production downtime and improve efficiency.
4. Utilize pneumatic and hydraulic systems, including the design, construction, and maintenance of actuators, valves, and ancillary equipment, to ensure safe and effective automation.
5. Set up, commission, and troubleshoot industrial electric motor controllers and programmable logic controllers to maintain and improve industrial systems.

Tool and Die

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Apply safety principles to ensure a secure working environment in industrial settings.
2. Demonstrate proficiency in using basic measurement tools such as dial calipers, micrometers, machinist rules, bore gauges, and dial indicators.
3. Interpret engineering prints and general dimensioning and tolerancing (GD&T) to accurately read and understand technical drawings.
4. Operate various manufacturing equipment, including CNC machines, milling machines, lathes, and grinding machines, to perform precise machining tasks.
5. Implement quality control concepts and techniques, including press breaks, laser and plasma cutting, and shearing, to ensure product standards and specifications are met.

Building Maintenance and Repair

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Complete preventive maintenance requirements on engines, motors, pneumatic systems, hydraulic systems, conveyor systems, and production machines by following diagrams, operations manuals, manufacturer's instructions, and engineering specifications.
2. Troubleshoot malfunctions in machinery and equipment, utilizing logical analysis and a basic understanding of industrial systems to support troubleshooting efforts.
3. Engage in industry partnership meetings to discuss daily tasks and jobs, ensuring that their training aligns with the practical needs and expectations of the industry.

Plastics Process Technician

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Explain core principles and practices of injection molding including plastic materials, mold design, processes, and part design.
2. Effectively Operate and maintain injection molding equipment, troubleshoot problems, and optimize processes.
3. Apply critical thinking and problem-solving skills to address varied challenges that arise in the injection molding process.
4. Communicate effectively with other professionals in the industry, including engineers, technicians, and managers.

Associate of Applied Science
Industrial Technology
60 Credit Hours

General Education Foundational Courses (minimum 15 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	Any 3 credits designated as a General Education Reasoning (MTH) and any 3 credits designated as a General Education Reasoning (PHL)		3	

[See general education course descriptions]

Specializations
The remaining 45 credits consist of at least 15 credit hours of approved apprenticeship or on-the-job training

Mechatronics Specialization (45 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
MEC 299	Mechatronics OJT	42	Program-Specific
ITC 299	ITC Capstone	3	Program-Specific

[See industrial technology course descriptions]

Tool and Die Specialization (45 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
TLD 299	Tool and Die OJT	30	Program-specific
Complete the following 15 credit hours			
PMT 120	Introduction to Project Management	3	
BIS 155	Introduction to Business Information Systems	3	
BUS 230	Principles of Management	3	
BUS 115	Personal Finance	3	
ITC 299 OR BUS 125	ITC Capstone or Introduction to Entrepreneurship	3	

[See industrial technology course descriptions]

[See business course descriptions]

Building Maintenance and Repair Specialization (45 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
BMR 299	Building Maintenance and Repair OJT	21	Program-specific
Complete the following 15 credit hours			
PMT 120	Introduction to Project Management	3	
BIS 155	Introduction to Business Information Systems	3	
BUS 230	Principles of Management	3	
BUS 115	Personal Finance	3	
ITC 299	ITC Capstone or BUS 125 (Introduction to Entrepreneurship)	3	
Choose 9 additional elective credit hours			
Recommended courses include those in business management, writing, and communication			

[See industrial technology course descriptions]

[See business course descriptions]

Plastics Processing Technician Specialization (45 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
PPT 299	Plastics Process Technician OJT	15	Program-Specific
Complete the following 15 credit hours			
PMT 120	Introduction to Project Management	3	
BIS 155	Introduction to Business Information Systems	3	
BUS 230	Principles of Management	3	
BUS 115	Personal Finance	3	
ITC 299	ITC Capstone or BUS 125 (Introduction to Entrepreneurship)	3	
Choose 15 additional elective credit hours			
Recommended courses include those in business management, writing, and communication. Students should also meet with an advisor to discuss other elective options, particularly if the student has an interest in pursuing a bachelor's degree.			

[See industrial technology course descriptions]

[See business course descriptions]

Associate of Applied Science
Early Childhood Education
60 Credit Hours

Program Purpose

The Associate of Applied Science in Early Childhood Education provides students with knowledge, skills, and abilities associated with guiding the social, emotional, physical, language, and cognitive development of children from birth to age ten in a variety of educational and childcare settings. The program establishes a foundation that permits students to prepare for a baccalaureate degree in early childhood education. Students with this educational goal should select course requirements within their planned four-year major field of study. The program allows for increased marketability for direct entry into the workforce in an entry-level position with an early childhood education provider and affords those currently employed by early childhood education providers with professional growth opportunities to take advantage of the benefits associated with attainment of formal credentials associated with the profession.

Specializations

Students should select courses and/or specializations which fulfill requirements within their planned field of study and intended career pathway. Students can choose from two specializations within the Associate of Applied Science in Early Childhood Education.

- Early Childhood Concepts and Methods[1]
- Pennsylvania Childcare Director Credential Preparation[2]

1. Attainment of mandatory clearances is required. Please speak to an advisor for specific requirements.
2. Coursework towards the Pennsylvania Childcare Director Credential can be completed at NPRC. Additional requirements and the award of the credential are through The Pennsylvania Key.

Program Goals

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge using information technology, critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals

Additionally, upon successful completion of the program, the graduate should be able to:

6. Analyze physical, cognitive, language, and social-emotional development of typical and atypical children;
7. Identify and apply major theories and concepts associated with developmentally appropriate practices in teaching, learning, and quality care at the early childhood level;
8. Develop performance skills in concepts and methods associated with curriculum planning, instructional design, lesson delivery, assessment, and classroom environment; and
9. Promote positive relationships and effective communication strategies between children, families, and early learning professionals while acknowledging sensitivity to the cultural contexts in which children are developing.

Associate of Applied Science
Early Childhood Education
60 Credit Hours

General Education Foundational Courses (18 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	6 or 7+ credits designated as: General Education Reasoning (SCI) OR General Education Reasoning (PHL) OR General Education Reasoning (MTH)		6 or 7	
Analysis of Diverse Perspectives	3 credits designated as General Education Analysis of Diverse Perspectives (GEN)+		3	

+Students planning to pursue a bachelor's degree in education or special education at a 4-year institution should complete a science course with lab, two math courses, and ENG 220 as well as selecting major courses in consultation with their academic advisor.

[See general education course descriptions]

Early Childhood Education Major Courses (42 credit hours)

Choose 42 credit hours of additional coursework based upon your career goals and/or your planned baccalaureate major in consultation with your Advisor and the catalog/transfer agreement for your intended transfer institution.			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Early Childhood Education Foundation			
ECE 110*	Introduction to Early Childhood Education	3	
ECE 150	Creative and Expressive Arts	3	
ECE 220	Children's Literature	3	ENG 125
ECE 240	Co-Teaching in the Early Childhood Classroom	3	
EDU 118*	Family Involvement and Collaboration	3	
EDU 120	Instructional and Classroom Design	3	
EDU 225*	Observation and Assessment	3	
EDU 235	Cognitive Development and Learning	3	
EDU 255	Educational Psychology	3	
EDU 285	English Language Learners (ELL) Foundations	3	
SPD 245	Meeting Learning Needs for Children with Exceptionalities	3	
Complete all courses listed in one of the Specializations given below.			
Early Childhood Concepts and Methods Specialization			
ECE 222^	Concepts and Methods: Language and Literacy Development	3	EDU 120
ECE 224^	Concepts and Methods: Mathematical and Scientific Thinking	3	EDU 120
ECE 228^	Integrated Curriculum for Early Childhood Education	3	EDU 120
Pennsylvania Childcare Director Credential Preparation			
ECE 250**	PA Director Credential I: Early Childhood Leadership and Advocacy	3	
ECE 252**	PA Director Credential II: Principles of Childcare Administration	3	
ECE 254**	PA Director Credential III: Business and Fiscal Management for Early Childhood Programs	3	

^Field experience embedded throughout the term. Attainment of mandatory clearances is required.

* Upon request, prior learning credit may be awarded to eligible students who have completed 120 hours of professional development towards a Child Development Associate credential.

**Prior Learning Credit available with active Industry-Recognized Credential. Please speak to an Advisor for eligibility criteria.

[See early childhood education course descriptions]

Associate of Arts
Education Studies
60 Credit Hours

Program Purpose

The Associate of Arts in Education Studies provides students with knowledge, skills, and abilities associated with guiding the social, emotional, physical, language, and cognitive development of children from birth to age ten in a variety of educational and childcare settings. The program establishes a foundation that permits students to prepare for a baccalaureate degree in early childhood education or special education. Students with this educational goal should select course requirements within their planned four-year major field of study.

Specializations

Students seeking transfer into four-year programs should select courses and a specialization which fulfill requirements within their planned field of study in consultation with advising staff at their intended transfer institution. Students can choose from three specializations within the Associate of Arts in Education Studies:

- Early Childhood Education
- Family and Cultural Perspectives in Education
- Special Education

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals

Additionally, upon successful completion of the program, the graduate should be able to:

6. Identify and apply major theories and concepts associated with teaching and learning.
7. Employ cultural competence to approach a broad range of topics within the field of education.
8. Implement strategies for evaluating student learning and development.
9. Utilize a practical approach to special education support from PreK to 12th grade.

Associate of Arts
Education Studies
60 Credit Hours

General Education Foundational Courses (minimum of 30 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as BIO, CHM, or PHY^ *Lab science courses are recommended for students who intend to transfer*		3 or 4	
	MTH 130 and MTH 225 or any 6 credits designated as a General Education Reasoning (MTH)+ OR Any 3 credits designated as a General Education Reasoning (MTH) and any 3 credits designated as a General Education Reasoning (PHL)+		6	
Analysis of Diverse Perspectives	Any 9 credits designated as General Education Analysis of Diverse Perspectives (GEN)+		9	

+Students planning to pursue a bachelor's degree in education or special education at a 4-year institution should complete a science course with lab, two math courses, and ENG 220 as well as selecting major courses in consultation with their academic advisor.

[See general education course descriptions]

Education Studies Major Courses (30 credit hours)

Choose 30 credit hours of additional coursework based upon your career goals and/or your planned baccalaureate major in consultation with your Advisor and the catalog/transfer agreement for your intended transfer institution.			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Foundations of Teaching and Learning (Required for all students)			
EDU 120	Instructional and Classroom Design	3	
EDU 225*	Observation and Assessment	3	
EDU 235	Cognitive Development and Learning	3	
EDU 255	Educational Psychology	3	
Complete 18 credit hours from the courses given below.			
Early Childhood Education			
ECE 110 *	Introduction to Early Childhood Education	3	
ECE 150	Creative and Expressive Arts	3	
ECE 240	Co-Teaching in the Early Childhood Classroom	3	
Family and Cultural Perspectives in Education			
EDU 118*	Family Involvement and Collaboration	3	
ECE 220	Children's Literature	3	
EDU 285	English Language Learners (ELL) Foundations	3	
Special Education			
SPD 230	Assessment in Special Education	3	
SPD 245	Meeting Learning Needs for Children with Exceptionalities	3	
SPD 285	Learning Disabilities and Emotional / Behavioral Disorders	3	

* Upon request, prior learning credit may be awarded to eligible students who have completed 120 hours of professional development towards a Child Development Associate credential.

[See education course descriptions]

Applied Horticultural Operations Certificate (11 credits)

Students earning the Applied Horticultural Operations Certificate will learn concepts and skills that will equip them for success in greenhouse operations, landscaping, and plant cultivation practices. This certificate is firmly rooted in practical applications and experiential learning practices that students can easily translate into future endeavors.

Applied Horticulture Operations Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Co/Prerequisite**
AGR 110	Introduction to Horticulture	3	
AGR 111	Introduction to Horticulture Lab	1	AGR 110
AGR 120	Introduction to Sustainable Agriculture	3	
AGR 121	Introduction to Sustainable Agriculture Lab	1	AGR 120
BUS 125	Introduction to Entrepreneurship	3	

[See course descriptions]

Computer Aided Drafting and Manufacturing Certificate (12 credits)

Students earning the Computer Aided Drafting and Manufacturing Certificate will gain concepts and skills that can be applied to a wide array of industries and careers, or future study in the field. This certificate is firmly rooted in practical applications and experiential learning practices that students can easily translate into future endeavors.

Computer Aided Drafting and Manufacturing Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Co/Prerequisite**
CAD 105	Introduction to Engineering Graphics	3	
CAD 110	Two-Dimensional Computer-Aided Design	3	CAD 105
CAD 115	Three-Dimensional Parametric Modeling	3	CAD 105
CAD 205	CAM - Introduction to Additive Manufacturing	3	CAD 110 or CAD 115
CAD 240	CAM – Special Topics		CAD 110 or CAD 115

[See computer aided drafting course descriptions]

Course Descriptions

GENERAL EDUCATION

ENG 125 College Composition
3 credit hours..... Fall, Spring, Summer

This course applies a process-oriented approach to developing effective written communication skills applicable to various written assignments across the curriculum. It progressively builds from basic composition to argumentation, emphasizing organization and the logical progression of ideas to develop and support an idea, opinion, or thesis; sensitivity to audience and purpose; and editing skills. Students will participate in the research process emphasizing proper citation format, information literacy, and the critical evaluation of sources.

CIS 110 Computer Applications
3 credit hours..... Fall, Spring, Summer

This course provides a hands-on introduction to the application of personal computers in professional contexts. Students develop functional skills within desktop and cloud- based software application suites. Students analyze specific technological needs and choose the most appropriate software for the context or project.

CCR 110 College and Career Readiness
3 credit hours..... Fall, Spring, Summer
**This course must be taken by all degree-seeking students within their first 12 credits*

This course develops self-regulated learners and professionals. Students are introduced to effective academic strategies for meeting college-level expectations and psychological concepts that influence success in academic and professional settings. Strategies for balancing personal responsibilities while still meeting the expectations of the college classroom and the workplace are provided. Students will also explore the support services available through the College and research intended degree and career paths to create a plan for success in college and beyond.

SPC 205 Interpersonal Communication
3 credit hours..... Spring, Summer
Prerequisite: ENG 125

This course introduces students to the basic theories of interpersonal communication and develops communication skills necessary for success in a variety of personal and professional contexts. This course also increases students' understanding of relationship stages and types, self-concept formation, and aspects that influence interpersonal communication, such as power and conflict.

SPC 210 Public Speaking
3 credit hours..... Fall
Prerequisite: ENG 125

This course introduces fundamental principles and practices of effective verbal communication in a variety of contexts involving public speaking. Students develop knowledge, skills, and abilities in voice production, nonverbal communication, confidence, and poise necessary to produce optimal verbal presentations. The course cultivates improved listening and interviewing skills, the ability to appropriately respond to verbal communication in a variety of public settings, and incorporates the use of technology in required verbal presentations.

GENERAL EDUCATION REASONING (MTH)

MTH 110 Consumer Math
3 credit hours.....Spring, Summer

This course surveys the math skills needed to work with money in either personal or business applications as related to practical financial matters. Calculations related to budgeting, interest, loans, savings, and insurance rates and the mathematical principles that underly them will be covered. Problem-solving strategies and math-based decision-making principles will be infused throughout the course.

MTH 120 Foundations of Math
3 credit hours.....TBD

This course promotes interpretation and communication of quantitative information presented in verbal, symbolic, graphical, or numerical form, and the ability to draw conclusions about and make decisions with quantitative information. An understanding of mathematical and statistical concepts is built through the development of number sense and problem-solving skills as applied to financial literacy, mathematical perspective, logical reasoning, linear and exponential models, conversions, descriptive statistics, probability, and data.

MTH 130 College Algebra
3 credit hours.....Spring

This course promotes interpretation and communication of relationships and functions presented in verbal, symbolic, graphical, or numerical form. An understanding of algebraic concepts and the ability to apply algebraic skills and reasoning to linear, quadratic, cubic, radical, rational, exponential, and logarithmic functions is developed using modeling, algebraic manipulation, and exploration of data to determine the solution set for equations and inequalities and their associated systems with and without the use of technology. The course explores conic sections from the perspective of pattern recognition with focus on graphing and application to solving nonlinear systems of equations and inequalities. The course develops basic understanding of matrix operations and the use of matrix concepts to solve linear systems.

MTH 180 Pre-Calculus
4 credit hours.....TBD
Prerequisite: Requires Academic Director Approval

This course introduces trigonometry and foundational analysis that equip students to be successful in Calculus courses with emphasis on functions and graphs. Areas covered include properties of absolute value, rational, polynomial, exponential, logarithmic and trigonometric functions, trigonometric inverses and identities, limits and the difference quotient concepts, and techniques for solving equations and inequalities.

MTH 210 Calculus I
4 credit hours.....TBD
Prerequisite: MTH 180

This course introduces students to plane analytic geometry, functions, limits, continuity, differentiation of algebraic and trigonometric functions, application of the derivative, and indefinite and definite integrals.

MTH 220 Calculus II
4 credit hours.....TBD
Prerequisite: MTH 210

Building on the concepts of MTH 210, this course covers the following topics: logarithms, exponentials, and inverse trigonometric functions; applications of the definite integral and techniques of integration; sequences and series; power series and Taylor polynomials; and parametric equations and polar functions.

MTH 225 Applied Statistics
3 credit hours.....Fall

This course develops problem-solving and decision-making skills by applying concepts related to descriptive measures, elementary probability, and statistical inference procedures including estimation and hypothesis testing to a variety of situations with wide applications. The course explores statistical concepts including random sampling, confidence interval estimation, chi-square testing, regression analysis and correlation, and analysis of variance.

GENERAL EDUCATION REASONING (PHL)

PHL 110 Introduction to Philosophy
3 credit hours.....Fall, Summer

This course examines the fundamental nature of knowledge, reality, and existence beginning with the dawn of philosophical awareness among the ancient Greek philosophers. Traditional and modern approaches to the understanding of the human condition are incorporated with consideration given to the importance of skepticism and critical reasoning in human affairs. The relationship between certainty, belief, and doubt is explored, and the boundaries of human knowledge is examined.

PHL 210 Ethics
3 credit hours.....Spring
Prerequisite: Requires Academic Director Approval

This course examines major areas of ethical analysis and representative thinkers through a philosophical perspective. Students investigate the foundations and status of morality, what the correct moral standards might be, and what solutions there may be to contemporary moral problems.

GENERAL EDUCATION REASONING (SCI)

AGR 110 Introduction to Horticulture
3 credit hours.....TBD

Students embark on a foundational exploration of the science and art of cultivating plants. Students explore plant biology, propagation, and pest management. The course details how environmental factors affect plants and how these factors are controlled in horticultural practice. Students prepare for careers in nurseries, landscaping, or further education.

AGR 111 Introduction to Horticulture Laboratory
1 credit hour.....TBD
Corequisite or Prerequisite: AGR 110

This lab complements the topics covered in AGR 110 with the application of concepts in a practical context. Students participate in medium preparation, propagation, and management of live plants. Surveillance and management of pests and diseases, along with the growth and

development of plants, will be assessed by students with appropriate interventions resulting. Skills and knowledge gained by students will be directly applicable in future endeavors in horticulture.

AGR 120 Introduction to Sustainable Agriculture
3 credit hours.....TBD

This course introduces students to the principles and practices of sustainable agriculture, emphasizing the integration of environmental health, economic viability, and social impacts in food production systems. Students will explore topics such as soil management, biodiversity, water conservation, and organic farming methods. The course highlights real-world applications by connecting concepts with sustainable practices and career opportunities. Students will identify the solutions presented by sustainable agriculture to address global challenges and the future of farming.

AGR 121 Introduction to Sustainable Agriculture Laboratory
1 credit hour.....TBD
Corequisite or Prerequisite: AGR 120

This lab complements the topics covered in AGR 120 with the application of concepts in a practical context. Students engage in sustainable practices such as soil preparation, planting, composting, pest management, irrigation, and harvesting. Students gain practical experience in the function and management of hydroponic and/or aquaponic systems. Students work together to achieve sustainable production of food through the integration of holistic sustainability practices.

BIO 100 The Bugs: An Introduction to Entomology
3 credit hours.....Summer (Odd Years)

Though often overlooked, “bugs” (insects and other terrestrial arthropods) are one of the most important and consequential groups of organisms on Earth. To illuminate the impact bugs have on our world, this course will survey arthropod classification and biology, behaviors, interactions with other organisms, and important associations with people. Foundational principles and concepts of biology will be featured using insects as examples.

BIO 105 Environmental Biology
3 credit hours.....Spring

This is an interdisciplinary course exploring the complex relationships between the major groups of living organisms. It examines the physical and biological systems of Earth from the perspective of ecology and considers populations and communities of organisms in terms of their relationship with the environment and other organisms, rather than individuals. The course facilitates critical questioning about global and regional environmental issues, current and future energy issues, sustainable development, and viability of green initiatives.

BIO 106 Environmental Biology Lab
1 credit hour.....TBD
Corequisite or Prerequisite: BIO 105

This course is a laboratory investigation of the concepts covered in BIO 105, including the nature of energy flow through ecosystems, population and community dynamics, field surveys of animal and plant diversity, and investigation of local and national environmental and conservation issues. Students will be expected to participate in field investigations outdoors.

BIO 110 Human Biology
3 credit hours.....Fall

This course is an introduction to human body systems with the repeated demonstration of the interconnection between structure and function. It includes a general study of the basic principles of chemistry as related to biological function, an overview of cellular structure and metabolism, the general study of selected organ systems, the impacts of globalization on human health, and exploration of medical and research technologies impacting society, including cloning, genetic engineering, stem cell research, and gene therapy.

BIO 111 Human Biology Lab
1 credit hour.....TBD
Corequisite or Prerequisite: BIO 110

This course is a laboratory investigation of the concepts covered in BIO 110, including the nature of the chemistry of life, cell and tissue dynamics, the structure and physiology of selected human organ systems, and an exploration of human genetics with biotechnology applications.

BIO 115 The Science of Food
3 credit hours.....Summer (Even Years)

Taking inspiration from the interdisciplinary collaborations between the scientific and culinary worlds, this course explores the science of food. The kitchen table is the setting for blending biology, chemistry, physics, and mathematics principles and their applications. The biochemistry of food molecules, their transformations, and the biological, chemical, and physical principles used to achieve these transformations is a key emphasis, along with the aspects of human physiology that allow for the sensation and enjoyment of food. At-home and class projects will serve as hands-on demonstrations of scientific principles at work in the kitchen.

BIO 120 Human Anatomy & Physiology I
3 credit hours.....TBD

Students in this course participate in a study of the anatomy, physiology, and systems of homeostasis at both the gross and microscopic level of the human body, which emphasizes the structure-function relationship found throughout. Specific topics covered include cell and tissue dynamics including water balance and tissue morphology; the integumentary system; the skeletal system, joints, and bone metabolism; the muscular system; the nervous system; and the special and somatic senses.

BIO 121 Human Anatomy & Physiology I Lab
1 credit hour.....TBD
Corequisite or Prerequisite: BIO 120

This course requires a series of laboratory investigations that explore the concepts from BIO 120, including chemical principles that govern living systems; the use of microscopes to examine cells and tissues; the structural and functional characteristics of cells and tissues; and the structure and functional characteristics of the integumentary system, skeletal system, muscular system, and nervous system with general and special senses.

BIO 150 Biotechnology I
4 credit hours.....TBD

This course provides an overview of biotechnology, covering core concepts and their applications in molecular biology, biochemistry, research, bioethics, and safe laboratory practices within a regulated setting. It includes engaging hands-on lab activities and explores real-world research and industry examples, helping students develop essential skills for biotechnology lab work (i.e. preparing solutions, safely managing hazardous materials, isolating nucleic acids, performing recombinant DNA cloning, and conducting PCR and Electrophoresis). The course includes an exploration of bioscience career paths, including applied research, biomanufacturing, biomedical devices, and clinical trials.

BIO 210 Biology I
4 credit hours.....TBD

A contemporary survey of the field of modern biology, this course focuses on the scientific process, the chemistry of living things, cytology, basic metabolism, molecular genetics, inheritance patterns, and related biotechnology applications. This course includes a laboratory experience to enhance the concepts covered in class with hands-on experiences and experimental procedures.

BIO 220 Biology II
4 credit hours.....TBD
Corequisite or Prerequisite: BIO 210

A detailed survey of the major phylogenetic lineages, this course expands upon the themes established in Biology I. Of particular focus will be the diversity of living things on Earth, a comparison of their structures, functions, and survival strategies, an analysis of the complex ways in which they interact with one another and the environment around them, and the importance of evolutionary processes as they relate to the survival and adaptation of organisms. This course includes a laboratory experience to enhance the concepts covered in class with hands-on experiences and experimental procedures.

CHM 110 Introduction to Chemistry
3 credit hours.....Spring

This course is a survey of the properties of matter that include atomic theory, electron configurations, chemical bonding, molecular geometry, properties of the phases of matter, stoichiometry, and thermochemistry. The course emphasizes experimental techniques and technology used to measure and quantify matter.

CHM 111 Introduction to Chemistry Lab
1 credit hour.....TBD
Corequisite or Prerequisite: CHM 110

This course is a laboratory investigation of the techniques and technology discussed in CHM 110 to focus on the nature of elements, phases of the elements, stoichiometry, thermochemistry, and chemical bonding.

CHM 210 Chemistry I
4 credit hours.....TBD

This course introduces students to the basic theory and practice of chemical principles with emphasis on atomic structure, chemical bonding, chemical reactions, stoichiometry, thermochemistry, and physical states of matter. Lab activities will reinforce lecture topics and will also introduce students to safety procedures, experimental techniques, lab notebook protocols, and interpretation of data.

CHM 220 Chemistry II
4 credit hours.....TBD
Prerequisite: CHM 210

This course builds upon concepts covered in CHM 210 and examines chemical principles including kinetics, oxidation-reduction and acid-base reactions, inorganic complexes, and nuclear chemistry. Lab activities will reinforce lecture topics and will introduce students to writing a formal laboratory report, use of the chemical literature, and interpretation of data with statistics.

PHY 150 Applied Physics
3 credit hours.....TBD

This course establishes foundational principles and processes of physics from a conceptual and applied approach. Using large-scale and small-scale perspectives, the basic concepts of measurement, motion, forces, energy transformation and transfer processes, heat, electricity, magnetism, and wave properties associated with sound and light are examined.

PHY 151 Applied Physics Lab
1 credit hour.....TBD
Corequisite or Prerequisite: PHY 150

This course investigates the foundational principles and processes of physics through a broad range of laboratory activities and experiments designed to explore how measurement, motion, forces, energy transformation and transfer processes, heat, electricity, magnetism, and wave properties associated with sound and light relate to the physical world.

PHY 210 Physics I
4 credit hours.....TBD

This course introduces the major concepts of physics and their mathematical foundations, with a primary emphasis on Newtonian mechanics, momentum, energy and rotational dynamics, static equilibrium and properties of materials, general properties of waves, temperature, heat, and kinetic theory, and thermodynamic laws. Lab activities will reinforce lecture topics and will also introduce students to safety procedures, experimental techniques, lab notebook protocols, and interpretation of data.

GENERAL EDUCATION ANALYSIS OF DIVERSE PERSEPECTIVES (FIN)

FIN 110 Music Appreciation
3 credit hours.....Spring

This course introduces students to music by examining the art form from a variety of different time periods, cultural movements, and creators, incorporating the elements of music and the instrumentation used by musical artists. Students will explore the significance of surroundings and time periods and how they influenced and were influenced by the music of the day. This course promotes enjoyment and understanding of music through use of recorded music and song literature.

FIN 115 Art Appreciation
3 credit hours.....TBD

This course asks students to explore various art forms and analyze influential works of art. Students will examine the influence of contextual factors on artists and works of art. The use of art as a method of communication and expression and the ways that art can be a meaningful part of people's lives will also be examined.

FIN 205 Humanities Through the Arts
3 credit hours.....Fall
Prerequisite: ENG 125

This course explores human values, attitudes, and ideas by examining the history and nature of creative expression representing a variety of art forms, including architecture, painting, sculpture, dance, film and video, photography, drama, music, and literature. Students will examine art forms from a variety of different time periods, cultural movements, and creators, incorporating the terms, processes, and tools used by artists.

GENERAL EDUCATION ANALYSIS OF DIVERSE PERSEPECTIVES (GEN)

ANT 110 Anthropology
3 credit hours.....TBD

This course introduces students to the major sub-fields of anthropology, including physical anthropology, archeology, linguistics, and cultural anthropology. Students will examine biological and cultural processes that made human beings unique among living organisms.

ECN 220 Microeconomics
3 credit hours.....Fall

This course develops the techniques necessary for an understanding of basic economics from a microeconomic standpoint. The specific topics explored include the concepts of scarcity (paucity), supply and demand, cost-production decision making, the operation of a firm in the product market under varying assumptions of competition, monopolistic competition, monopoly, and oligopoly, plus the operation of the firm in the factor market.

ECN 225 Macroeconomics
3 credit hours.....Spring

This course develops tools for an understanding of macroeconomic issues and theory, including application to current social issues, such as unemployment, economic growth, and inflation. The role of money and financial institutions is examined, along with the use and effectiveness of economic policy to control the macroeconomy.

ENG 220 Introduction to Literature
3 credit hours..... Spring (Odd Years)
Prerequisite: ENG 125

This course develops an appreciation of literature as it reflects human experience in diverse cultural contexts and an understanding of the essential elements of prose, drama, and poetry. Students will compare, contrast, and evaluate a variety of readings from different genres, time periods, and cultural contexts. Though multiple assessment measures may be used, students will be required to draw on research and writing skills from ENG 125. The completion of a research paper will be required.

GEO 210 Geography
3 credit hours.....TBD

This course is a survey of physical geography, including the physical systems and processes that create many types of landforms and shape the earth's environment. Students will analyze human geography and its effect on aspects of political and cultural development, social and technological change, and human-environment interaction.

HST 110 Western Civilization (1600 – Present)
3 credit hours.....Spring, Summer

This course surveys the social, political, economic, cultural, religious, and intellectual history of the Western World, the interactions of the West with other regions of the world, the regions of the Western World with each other, and how the West influences and is influenced by other regions of the world from the Seventeenth Century through the present.

POL 210 US Government and Politics
3 credit hours.....Fall, Summer

This course examines the historical backgrounds, governing principles, and institutions of the government of the United States. The course explores the content and application of the Constitution and identifies the duties of, and interactions between, the legislative, executive, and judicial branches of government. The course analyzes politics, the political process, and political events, including the roles played by, and stances of, political parties and interest groups. The course explores the relationship of individual values to political views and develops the ability to formulate and articulate one’s own political views.

PSY 110 Introduction to Psychology
3 credit hours..... Fall, Spring, Summer

Students study the mental processes and behavior of the individual and examine psychological phenomena including development, intelligence, personality, emotion, memory, perception, learning, abnormal behavior, language, and behavior as influenced by biological and social factors.

PSY 210 Human Development
3 credit hours.....Spring
Prerequisite: PSY 110

This course investigates the theories and research findings related to the understanding of complex behavior as it evolves throughout the lifespan.

REL 210 World Religions
3 credit hours.....Spring
Prerequisite: ENG 125

This course is an introduction to the major tenets and cultural expressions of a diverse range of major eastern and western world religions, including Buddhism, Christianity, Hinduism, Islam, Jainism, Judaism, Native American traditions, and Taoism. Religions are compared and contrasted thematically, structurally, and culturally. Interdependence of politics, religion, and culture throughout the world is also explored.

SOC 110 Introduction to Sociology
3 credit hours..... Fall, Spring, Summer

This course emphasizes the systematic study of human social activity with focus on the characteristics of human group life as it relates to the structure of the social environments, institutions, and organizations and their influences on the individual, as well as the manner individuals shape the group life of the social environments, institutions, and organizations to which they belong. It also develops a greater capacity to assess, interpret, and evaluate the social world.

HUMAN SERVICES

Field Experience Requirements
For enrollment in course(s) which include a prerequisite of field experience clearances, a student must submit the following documents:

- PA Criminal History Background Clearance
- Child Abuse History Clearance
- FBI Fingerprinting Clearance
- PA Mandated Reporter Training
- National Association of Social Workers Basic HIPAA Privacy Course
- **Dependent upon the needs and regulations of a specific field experience assignment, the cooperating agency may request further clearances be attained prior to the start of the term.

Students may not report to nor participate in their required practicum assignment until all mandated clearances have been completed, submitted, and meet approval guidelines through NPRC's Screening Center. Students enrolled in courses with practicum assignments who fail to complete all field experience clearances prior to the start of the term shall be administratively dropped from the course. A student has until the end of the schedule adjustment period for the term to complete and submit their clearances in order to register for the course again.

Clearances are good on file for five years from date of issue. Per federal/state guidelines, clearances are kept on file for active students at NPRC. Resubmission of all clearances is required for students whose entry type is assigned as a Re-entry Student. Refer to Student Admission and Registration Resources for additional information.

HUM 110 Introduction to Human Services
3 credit hours.....TBD

This course provides a survey of the human services field including the history and philosophy of human services, human services careers, and the function of human services agencies. Students explore the reciprocal interactions between human service providers and their consumers. This course is aligned with NPRC Career Services Outcomes.

HUM 120 Child Welfare
3 credit hours.....Spring (Even Years)

This course engages students in the study of child welfare, its historical roots, the services provided to families and children, the problems and policy issues in the current child welfare system. Students will examine the current and future provisions of child welfare services, with emphasis given to legislative mandates for service.

HUM 195 Externship in Human Services I
1 credit hour.....TBD

This externship is an experiential learning opportunity for observation and exploration in Human Services. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

HUM 196 Externship in Human Services II
2 credit hours.....TBD

This externship is an experiential learning opportunity for observation and exploration in Human Services. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

HUM 197 Externship in Human Services III
3 credit hours.....TBD

This externship is an experiential learning opportunity for observation and exploration in Human Services. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

HUM 210 Human Services Competencies
3 credit hours.....TBD
Corequisite or Prerequisite: HUM 110

In this course, students will study and apply the practical application of competencies essential for respectful and validating work in human services agencies. Students will explore approaches for developing humanizing environments and interactions in various settings. Health Insurance Portability and Accountability Act (HIPAA) training is embedded within this course.

HUM 225 Social Problems, Services, and Issues
3 credit hours.....Spring (Even Years)
Prerequisite: Field Experience Clearances

This course is designed to provide students with a basic understanding of the historical development of social welfare policy in the United States. It provides students with an opportunity to explore career choices through study of, and interactions with, area human service delivery organizations. This course requires a 20-hour field experience through site-based observation, virtual observation, or alternate video review. This course is aligned with NPRC Career Services Outcomes.

HUM 230 Human Diversity
3 credit hours..... Fall (Odd Years)

This course celebrates human differences, developing an appreciation of diversity and multiculturalism. It also examines the impact of discrimination and inequality on specific and generalized groups in the United States. The course will examine the responses offered by specific fields of study as well as by the larger society and segments of that society as they relate to discrimination and inequality. Course includes exploration of methods of celebrating differences.

SWK 105 Introduction to Social Work
3 credit hours.....Fall

This course gives the student an opportunity to learn about social work. Students examine common human needs and the services which meet them. Values and issues related to social work and the roles assumed by social workers and related helping professionals in the social service delivery system are explored. This course is aligned with NPRC Career Services Outcomes.

SWK 205 Human Behavior and the Social Environment I
3 credit hours.....Spring

In this course, students begin to study the person from a biopsychosocial perspective. Students focus on the social environment and apply theoretical frameworks in order to put human behavior into perspective, looking first at the individual from a biological perspective. Next, students examine development of the self. This course examines the impact of culture, the physical environment, and social institutions in shaping human behavior. Students begin to see how social systems impact individual health and well-being.

SWK 210 Human Behavior and the Social Environment II
3 credit hours.....Fall

This course focuses on the person in their environment across the life span. Biological, psychological, sociological, and cultural variables that influence development are identified across the life cycle. This course addresses the impact of various systems on human behaviors, as well as issues of discrimination and social/economic justice.

SWK 215 Human Behavior and the Social Environment III
3 credit hours.....Spring (Even Years)

This course focuses on ways in which drugs and alcohol impact the individual. It examines the major human biological systems with a special emphasis on understanding the brain as affected by drugs and alcohol and provides the student with a broad understanding and insight into the use and abuse of drugs within American society and their impact upon society in general.

BUSINESS

ACC 120 Accounting I
3 credit hours.....Fall

This course introduces the main aspects of accounting structure and principles as presented in the form of the balance sheet equation, followed by the logical development of the subject of debits and credits, journal entries, special journals, and specific account classifications. The course provides a thorough review of how accounting transactions affect financial statements and their analysis.

ACC 125 Accounting II
3 credit hours.....Spring
Prerequisite: ACC 120

This course continues the focus on the application of accounting principles inside the enterprise, i.e. the proprietorship, the partnership, and the corporation. It also includes the use of accounting topics such as budgeting, job costing, and break-even analysis to aid in the planning, controlling, and evaluation of company performance.

BIS 155 Introduction to Business Information Systems
3 credit hours.....Spring
Corequesite or Prerequisite: CIS 110

Building on the concepts in CIS 110, students explore technical aspects of information systems to improve business efficiency and effectiveness. Students are introduced to infrastructure, database concepts, data-driven decision-making, and business process issues related to operational and strategic information systems are covered.

BIS 225 Business and Data Analytics
3 credit hours.....Spring
Corequesite or Prerequisite: CIS 110

This course focuses on database design, including database development, access, and administration. Students explore foundational concepts of data analytics and mining. Coursework utilizes information from libraries and datasets for data manipulation, preparation, and analysis of real-world scenarios and circumstances.

BUS 105 Business Foundations
3 credit hours.....Fall, Spring

This course provides the foundation for the business program, helping students to gain a solid understanding of the components of a business, its external environment, and the interactions between them. Students will engage in decision-making and problem-solving exercises. Ethics, leadership, employee empowerment, the impact of technology, and the global market are also explored. Students will develop critical thinking, written and oral communication, and team skills through case-based learning and a term project. This course is aligned with NPRC Career Services Outcomes.

BUS 115 Personal Finance
3 credit hours.....TBD

This course introduces managing personal finances, covering essential topics like budgeting, consumer spending habits, and the responsible use of credit. Students will explore saving, borrowing, insurance, retirement planning, and investment strategies. Key financial decisions, such as home buying and estate planning, are also discussed. The course offers practical solutions for personal financial challenges and for students to gain understanding of the importance of personal finance

BUS 125 Introduction to Entrepreneurship
3 credit hours..... Fall

This course introduces students to key aspects of entrepreneurship, integrating the roles of planning, operations, human resources, finance, marketing, and ethical responsibilities. Students will examine the entrepreneurial process and its application to various business contexts.

BUS 210 Business and Professional Communication
3 credit hours..... Fall

This course develops advanced communication skills used in general business communication. The course applies this concept to career-related writing and oral presentation skills for internal and external audiences within an organization. Students will develop and refine these skills through assignments that include letters, emails, proposals, reports, and other types of business messages.

BUS 220 Principles of Marketing
3 credit hours..... Fall

This course helps students to understand and apply the fundamentals of marketing from a global perspective. The examination of buyer behavior, marketing research, marketing planning, as well as societal, consumer, and ethical issues of marketing are examined through readings, experiential exercises, class discussions, and a comprehensive marketing planning project.

BUS 230 Principles of Management
3 credit hours.....Spring

This course analyzes principles of management and their applications. From the organizational and behavioral aspects, to process and management techniques of everyday business, this course is designed to give students social, historical, legal, economic, and environmental knowledge within an understanding of today's complex business world.

BUS 240 Business Law
3 credit hours.....Spring

This course addresses the global, political, social, environmental, and regulatory legal issues confronting businesses. Students will explore important topics in business law, including entity formation, corporations, contracts, agency, and other topical areas. Because decision-making at all levels in the firm must take legal consequences into account, the study of the legal environment requires and develops critical thinking skills, logic, and reasoning.

BUS 260 Digital Marketing
3 credit hours.....Spring

This course analyzes the similarities and differences between traditional and digital marketing. Students will leverage digital tools and marketing tactics to improve brand perception, efficiently generate leads, increase customer satisfaction, and apply them to various business contexts.

BUS 265 Human Resources Management
3 credit hours.....Fall

This course analyzes the similarities and differences between traditional and digital marketing. Students will leverage digital tools and marketing tactics to improve brand perception, efficiently generate leads, increase customer satisfaction, and apply them to various business contexts.

CRIMINAL JUSTICE

Field Experience Requirements

For enrollment in course(s) which include a prerequisite of field experience clearances, a student must submit the following documents:

- PA Criminal History Background Clearance
- Child Abuse History Clearance
- FBI Fingerprinting Clearance
- PA Mandated Reporter Training
- National Association of Social Workers Basic HIPAA Privacy Course
- **Dependent upon the needs and regulations of a specific field experience assignment, the cooperating agency may request further clearances be attained prior to the start of the term.

Students may not report to nor participate in their required practicum assignment until all mandated clearances have been completed, submitted, and meet approval guidelines through NPRC's Screening Center. Students enrolled in courses with practicum assignments who fail to complete all field experience clearances prior to the start of the term shall be administratively dropped from the course. A student has until the end of the schedule adjustment period for the term to complete and submit their clearances in order to register for the course again.

Clearances are good on file for five years from date of issue. Per federal/state guidelines, clearances are kept on file for active students at NPRC. Resubmission of all clearances is

required for students whose entry type is assigned as a Re-entry Student. Refer to Student Admission and Registration Resources for additional information.

CRJ 110 Introduction to Criminal Justice
3 credit hours.....Fall

This course introduces students to the field of the American criminal justice system through the examination of police, courts, and corrections. It includes a review of historical data, statistical information, and evaluation of criminal justice system policies, procedures, and trends. Students learn the terminology of the field, gain an awareness of the methods of inquiry used in the field, and examine attitudes and values regarding crime and responses to crime. This course is aligned with NPRC Career Services Outcomes.

CRJ 120 Report Writing and Oral Communication in Criminal Justice
3 credit hours.....Fall

This course is intended to help students develop the critical skills needed for effective law enforcement report writing and oral communication. Students will examine essential components of police reports, including factual accuracy, objectivity, and proper documentation techniques. Additionally, students will work to develop communication skills for oral interview boards and testifying in various criminal justice courts.

CRJ 160 Introduction to Criminal and Constitutional Law
3 credit hours.....Spring

This course emphasizes the practical application of the law. It examines the dynamic balance of power between the government to enforce the criminal law against the rights of the individual to come and go as they please without government interference. Specific emphasis will be placed on the difference between laws that deal with persons and that of property as well as criminal liability and defenses to criminal liability. In addition, the course will look at what elements are needed to classify crimes as well as the differences in grading.

CRJ 195 Externship in Criminal Justice I
1 credit hour.....TBD

This externship is an experiential learning opportunity for observation and exploration in Criminal Justice. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

CRJ 196 Externship in Criminal Justice II
2 credit hours.....TBD

This externship is an experiential learning opportunity for observation and exploration in Criminal Justice. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

CRJ 197 Externship in Criminal Justice III
3 credit hours.....TBD

This externship is an experiential learning opportunity for observation and exploration in Criminal Justice. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

CRJ 200 Corrections
3 credit hours..... Summer

This course provides an analysis of punishment in our criminal justice system, with focus on why we punish and how we punish, all examined within the context of correction philosophies. The history and development of corrections, including relevant theories, practices, systems analysis, and treatment modalities, is evaluated.

CRJ 225 Criminology
3 credit hours..... Summer

This course is designed to provide an overview of the scientific study of crime as a social phenomenon of criminal behavior. Criminological theory will be addressed from a sociological perspective. Major schools of thought will be discussed utilizing the founders of each school and supplementing their premises with supporting criminology research.

CRJ 230 Police Function
3 credit hours.....Spring

This course is an introduction to American policing with an analytical framework for understanding the police as a product of a balance of social, historical, political, legal, individual, and organizational forces. It examines theoretical propositions about the police and analyzes the three major functions of policing in the United States: law enforcement, service provision, and the maintenance of order. Legalities involved in policing and police administration are explored in relation to contemporary issues that pose substantial challenges to police officers and administrators.

CRJ 235 Criminal Procedure
3 credit hours..... Fall

This course examines the application of law as it pertains to criminal procedures including judicial review, constitutional protections, search and seizure, and the historical development of how laws are changed through case law. Additionally, the course explores laws that govern procedures of interrogation, confessions, identifications, court procedures, and the rights of the defendant and victim. The course will also cover a review of remedies afforded by law to an individual when the government violates the rights guaranteed by the constitution and statutes.

CRJ 240 Criminal Justice Ethics
3 credit hours.....Spring

This course is an introduction to the application of ethical theories relevant to the practice of the criminal justice system. The course is designed to focus on and emphasize the most significant moral issues faced by criminal justice professionals today. The student is required to conduct a detailed examination of these issues and to apply the various ethical theories, codes, and canons to arrive at a moral decision.

CRJ 250 Investigation
3 credit hours.....Fall

This course examines the tactics and fundamentals that law enforcement utilize in criminal investigations to include types of evidence and interrogations. The course looks at different crimes that require specific evidence to meet the elements of the crime. Additionally, the course evaluates the history and evolution of investigations as well as the rules of criminal procedure that govern how evidence is found, collected, maintained, and eventually leads to an arrest. Finally, the course analyzes how evidence is processed to include an overview of forensics.

CRJ 265 Parole and Probation
3 credit hours.....Fall
Prerequisite: CRJ 200

This course guides students through comprehensive, historical, and current evidence-based practices for probation, release from prison, and community-based alternatives. Students will analyze different release theories, bail and petition hearings, revocation penalties, and legal constitutional issues that emerge through the probation and parole system.

CRJ 270 Juvenile Justice
3 credit hours.....Spring

This course examines the juvenile justice system focusing on the origins of the juvenile system as well as current and projected trends in the United States. Students will analyze the procedural differences between the adult and juvenile systems, as well as the theory of rehabilitative punishment goals. Students will evaluate theories of delinquency, interdisciplinary communication, and diversion of selected juvenile offenders from the formal justice system.

SPECIALIZED PROTECTIVE SERVICES

SPS 115 Introduction to Emergency Medical Services
3 credit hours.....TBD

This course provides training and skills necessary for activating the EMS system and providing immediate care for life threatening illness and injury, controlling the scene, and managing the patient until the arrival of additional medical personnel or transport services.

SPS 125 Fundamentals of Private Security Services
3 credit hours.....TBD

This course differentiates the roles and responsibilities of private and public law enforcement. Student will examine contemporary topics in private security services including the training and legal responsibilities of personnel; risk management; defense operations; use of force; counterterrorism; and cybersecurity.

SPS 235 Municipal Policing
3 credit hours.....TBD

This course is a broad overview of municipal policing including law enforcement, juvenile justice, special population relations, community policing, homeland security, vehicle code enforcement, crash investigation, drug law enforcement, use of force, and firearms. This course includes a 30-hour field experience. This course is aligned with NPRC Career Services Outcomes.

SPS 245 Fire Science and Prevention
3 credit hours.....TBD

This course analyzes the history of fire prevention, fire safety education, and the organization and operation of a fire prevention bureau. Students will assess and apply codes, plans, and fire inspections at the residential, commercial, and industrial levels. Fire investigation practices will be examined and evaluated.

SPE 255 Emergency Communications
3 credit hours.....TBD

This course is designed to help students develop skills to effectively prioritize and manage communication with first responders during crises. Students will explore the principles of emergency communications and dispatching, including the role of technology and public messaging in crisis management. Students will complete the NECI Basic 911 Dispatch National Course and prepare for the National Certification exam as well as complete certifications in the National Incident Command System and Hazmat Awareness.

INDUSTRIAL TECHNOLOGY

BMR 299 Building Maintenance and Repair OJT
21 credits.....TBD

Credits are awarded based on successfully completing the on-the-job training hours and related technical instruction of the registered apprenticeship as well as competency in each of the following areas:

1. Complete preventive maintenance requirements on engines, motors, pneumatic systems, hydraulic systems, conveyor systems, and production machines by following diagrams, operations manuals, manufacturer's instructions, and engineering specifications.

2. Troubleshoot malfunctions in machinery and equipment, utilizing logical analysis and a basic understanding of industrial systems to support troubleshooting efforts.

3. Engage in industry partnership meetings to discuss daily tasks and jobs, ensuring that their training aligns with the practical needs and expectations of the industry.

ITC 299 Industrial Technology Capstone
3 credits.....TBD

This capstone course provides students with the opportunity to apply the knowledge and skills acquired throughout the Industrial Technology program. Students will engage in a comprehensive project that integrates principles of project management, team leadership, advanced technology utilization, and career development strategies.

MEC 299 Mechatronics OJT
42 credit hours.....TBD

Credits are awarded based on successfully completing the on-the-job training hours and related technical instruction of the registered apprenticeship as well as competency in each of the following areas:

1. Evaluate the principles and applications of programmable controllers in industrial automation to enhance operational efficiency and safety.

2. Implement foundational knowledge of Industry 4.0, including the internet of things, smart factories, and cyber-physical systems, to modernize manufacturing processes.

3. Build and troubleshoot AC/DC circuits, and apply safe practices in working with electricity to decrease production downtime and improve efficiency.

4. Utilize pneumatic and hydraulic systems, including the design, construction, and maintenance of actuators, valves, and ancillary equipment, to ensure safe and effective automation.

5. Set up, commission, and troubleshoot industrial electric motor controllers and programmable logic controllers to maintain and improve industrial systems.

PMT 120 Introduction to Project Management
3 credit hours.....TBD

Introduction to Project Management provides students with a foundational understanding of project management principles and practices. This course covers the project lifecycle, including initiation, planning, execution, monitoring and controlling, and closure. Students will explore key concepts such as scope management, time management, cost management, risk management, and communication. Through practical exercises and real-world examples, students will learn to apply project management tools and techniques to effectively plan, execute, and complete projects within defined constraints. This course is designed to equip students with essential skills applicable across various industries and career paths.

PPT 299 Plastics Process Technician OJT
15 credit hours.....TBD

Credits are awarded based on successfully completing the on-the-job training hours and related technical instruction of the registered apprenticeship as well as competency in each of the following areas:

1. Explain core principles and practices of injection molding including plastic materials, mold design, processes, and part design.

2. Effectively Operate and maintain injection molding equipment, troubleshoot problems, and optimize processes.

3. Apply critical thinking and problem-solving skills to address varied challenges that arise in the injection molding process.

Communicate effectively with other professionals in the industry, including engineers, technicians, and managers.

TLD 299 Tool and Die OJT
30 credit hours.....TBD

Credits are awarded based on successfully completing the on-the-job training hours and related technical instruction of the registered apprenticeship as well as competency in each of the following areas:

1. Apply safety principles to ensure a secure working environment in industrial settings.
2. Demonstrate proficiency in using basic measurement tools such as dial calipers, micrometers, machinist rules, bore gauges, and dial indicators.
3. Interpret engineering prints and general dimensioning and tolerancing (GD&T) to accurately read and understand technical drawings.
4. Operate various manufacturing equipment, including CNC machines, milling machines, lathes, and grinding machines, to perform precise machining tasks.
5. Implement quality control concepts and techniques, including press breaks, laser and plasma cutting, and shearing, to ensure product standards and specifications are met.

EARLY CHILDHOOD EDUCATION

Field Experience Requirements
For enrollment in course(s) which include a prerequisite of Field Experience Clearances, a student must submit the following documents:

- Act 34 Criminal History Background Clearance
- Act 33/151 Child Abuse History Clearance
- Act 114 FBI Fingerprinting Clearance
- An Arrest of Conviction Report and Certification Form as associated with Act 82 of 2012 which expands the provision of Act 24. Resubmission of the form is required to report arrests or convictions within 72 hours of the occurrence of such arrests or convictions. See the form for a list of reportable offenses.
- Completion of Mandated Reporter Training is mandated by the Pennsylvania Department of Education Act 126 Child Abuse Recognition and Reporting Act.
- A valid National Crime Information Center / National Sex Offender Registry (NSOR) Clearance
- A Negative Tuberculin Test Certificate signed by a physician as mandated by Pennsylvania Public School Code.
- Students under the age of 18 are also required to complete a Minor Student Affirmation for Qualification of Service form.

Students may not report to nor participate in their required practicum assignment until all mandated clearances have been completed, submitted, and meet approval guidelines through NPRC's Screening Center. Students enrolled in courses with practicum assignments who fail to complete all field experience clearances prior to the start of the term shall be administratively dropped from the course. A student has until the end of the schedule adjustment period for the term to complete and submit their clearances in order to register for the course again.

Clearances are good on file for five years from date of issue. Per federal/state guidelines, clearances are kept on file for active students at NPRC. Resubmission of all clearances is required for students whose entry type is assigned as a Re-entry Student. Refer to Student Admission and Registration Resources for additional information.

ECE 110 Introduction to Early Childhood Education
3 credit hours.....Fall (Even Years)

This course examines the structure of early childhood education as a dynamic field encompassing childcare and elementary school in both public and private settings. Social and cultural foundations are examined within their influences on children, families, and early childhood professionals. This course is aligned with NPRC Career Services Outcomes as students explore job opportunities within Early Childhood fields.

ECE 150 Creative and Expressive Arts
3 credit hours..... Spring (Odd Years)

This course emphasizes the importance of the arts as a foundation for expression in childhood. Students examine how to use art, music, dance, and drama to help children express and communicate their developing ideas, experiences, and feelings about themselves and the world. The development of the arts as process-driven over product-driven disciplines is evaluated and discussed.

ECE 220 Children's Literature
3 credit hours.....Spring (Even Years)
Prerequisite: ENG 125

This course provides students with a knowledge base of children's books, authors, and illustrators, including all genres of traditional and contemporary literature. The course will include analysis of quality of literary resources in the early childhood classroom. The historical and contemporary mores that influence children's literature, including the impact of digital literacy media, will be discussed.

ECE 222 Concepts and Methods of Language and Literacy
3 credit hours..... Fall
Prerequisite: Field Experience Clearances, EDU 120

This course focuses on developing effective instructional strategies for teaching receptive language, expressive language, emergent literacy, and English Language Arts in Early Childhood Classrooms. Research and standard-based understanding of instructional reading strategies, including traditional and holistic approaches, and the development of reading and writing assessments for a diverse population are emphasized as pre-service teachers learn how to facilitate children becoming independent readers and speakers. A 30-hour field experience is required. This course is aligned with NPRC Career Services Outcomes.

ECE 224 Concepts and Methods: Mathematical and Scientific Thinking
3 credit hours..... Spring (Odd Years)
Corequisite: Field Experience Clearances, EDU 120

This course provides a conceptual framework, appropriate strategies, and methods in teaching mathematics and science in pre-kindergarten through fourth grade. Study includes appropriate standards and instructional goals to promote mathematical growth, the scientific method of inquiry, intellectual curiosity, and an investigative-learning mindset during the early childhood years in typical and atypical learners. The use of manipulatives and project-oriented inquiry will be explored and evaluated. A 30-hour field experience is required. This course is aligned with NPRC Career Services Outcomes.

ECE 228 Integrated Curriculum for Early Childhood Education
3 credit hours.....Spring
Prerequisites: Field Experience Clearances, EDU 120

This course provides a conceptual framework for developing and implementing appropriate curricula for typical and atypical children. The relationships between instruction, curriculum, and assessment will be explored as guides to effective curricular planning at the instructional unit, age group, or grade level. The integration of content across multiple standards areas is stressed as pre-service teachers plan, adapt, and analyze curriculum content, instructional materials, and strategies to enhance learning. A 30-hour field experience is required. This course is aligned with NPRC Career Services Outcomes.

ECE 240 Co-Teaching in the Early Childhood Classroom
3 credit hours.....Fall (Odd Years)
Corequisite or Prerequisite: EDU 120

In many Early Childhood classrooms, teams of educators work together to seamlessly provide care, instruction, and behavioral support. In this course, students will overview and practice various models of co-teaching within both childcare settings and elementary schools. Additional topics in the course will include strategies for planning, communication, and support between co-teachers.

ECE 250 PA Director Credential I: Early Childhood Leadership and Advocacy
3 credit hours.....Fall

This course introduces the student to opportunities for assuming a leadership role in both micro and macro settings. Students will evaluate effective leadership strategies used with colleagues at varying career levels within the workplace. The roles of professional organizations and advocacy groups at the regional, state, and national levels and their impacts on the early childhood education profession, children's growth and development, and family support will be analyzed and evaluated.

ECE 252 PA Director Credential II: Principles of Childcare Administration
3 credit hours.....Spring

This course overviews key areas within childcare administration and program management including organizational structure; creating effective policy and procedure; maintaining standards for health and safety; establishing human resources and personnel guidelines; creating advisory and/or governing boards; and program assessment.

ECE 254 PA Director Credential III: Business and Fiscal Management for Early Childhood Programs
3 credit hours.....Summer

This course builds upon the structure and principles of business administration while developing sound fiscal management strategies as they apply in a childcare setting. Students evaluate business models and funding sources for establishing childcare as a business. Budgeting, record keeping, marketing, and tax obligations are all discussed. Students prepare and present a business plan as a culminating project.

EDUCATION

EDU 118 Family Involvement and Collaboration
3 credit hours.....Fall (Even Years)

This course examines the symbiotic relationship between family and care environments while emphasizing a team approach utilizing family, educational and childcare providers, and community resources to promote early development and learning. Focus is placed on practical components of family involvement that teachers encounter, effective home and educational provider communications, parent and teacher conferences, facilitation of connections with community resources, administrative issues, and challenges with family involvement in the educational system.

EDU 120 Instructional and Classroom Design
3 credit hours.....Fall

This course introduces pre-service teachers to best practices in creating and managing instruction in the early childhood learning environment. The course fosters quality teaching and learning through lesson development designed to connect learning theories, academic standards, subject content, the learning process, student achievement, assessment of student learning, and arrangement of the classroom environment for improved instruction. Effective strategies for classroom behavior management that promote a safe, respectful learning environment are emphasized.

EDU 225 Observation and Assessment
3 credit hours.....Fall (Odd Years)

This course identifies appropriate assessment strategies used to evaluate cognitive, physical, and psychosocial development of children and considers implications for curriculum planning. It explores the use of systematic observations, documentation, and other effective assessment strategies including but not limited to formal, informal, authentic, and benchmark assessments. Students will interpret and translate assessment data to effectively inform instruction and decision making.

EDU 235 Cognitive Development and Learning
3 credit hours.....Spring (Even Years)

This course examines child development and learning theory. Students discuss social-emotional, ecological-systems, and physical-motor dimensions of human growth and change as they impact cognition and learning.

EDU 245 Educational Technology in the Classroom
3 credit hours.....TBD

In this course, students examine emerging digital technologies and their applications in educational settings. Students explore a variety of digital learning applications, develop proficiency in their use, and evaluate their effectiveness in real learning contexts. Ethical, cultural, accessibility, and legal considerations in digital tool implementation are examined. Additionally, students explore instructional technology integration models and apply them to authentic educational scenarios. Through hands-on activities and reflective practice, students articulate their learning experiences using current and appropriate technologies.

EDU 255 Educational Psychology
3 credit hours..... Spring (Odd Years)

This course examines key psychological principles, theories, and methodologies with a focus on the application of course concepts to the needs of typical and atypical individuals in learning environments.

EDU 285 English Language Learners (ELL) Foundations
3 credit hours.....Spring (Even Years)

This course examines research-based English Language Learner (ELL) teaching and learning methods in classrooms and in interactions with families. Theories of second language acquisition will be researched and applied with respect to implications for the second language classroom.

SPECIAL EDUCATION

SPD 195 Externship in Early Childhood Special Education I
1 credit hour.....TBD
Pre-requisite: Requires Academic Director Approval

This externship is an experiential learning opportunity for observation and exploration in an Early Childhood or Special Education classroom. Students will complete at least 40 hours of field experience per credit hour, documented experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

SPD 196 Externship in Early Childhood Special Education II
2 credit hours.....TBD
Pre-requisite: Requires Academic Director Approval

This externship is an experiential learning opportunity for observation and exploration in an Early Childhood or Special Education classroom. Students will complete at least 80 hours of field experience per credit hour, documented experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

SPD 197 Externship in Early Childhood Special Education III
3 credit hours.....TBD
Pre-requisite: Requires Academic Director Approval

This externship is an experiential learning opportunity for observation and exploration in an Early Childhood or Special Education classroom. Students will complete at least 120 hours of field experience per credit hour, documented experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar.

SPD 230 Assessment in Special Education
3 credit hours..... Spring (Odd Years)

This course examines assessment practices specific to Special Education and related services. Students will analyze the steps in the process for identification of atypical needs from observation, referral, evaluation, and diagnosis. During class sessions, students will practice assessment methods of diagnostic evaluation, benchmarking, pre-post assessment, and summative evaluation. Students will analyze data for documentation, goal setting, and reporting practices with a focus on communication techniques for sharing results.

SPD 245 Meeting Learning Needs for Children with Exceptionalities
3 credit hours.....Fall (Odd Years)

This course examines the educational programming for PreK through third grade for children with delays or exceptionalities. Pre-service teachers explore historical legislation and current legal issues in special education; the concept and processes involved in early intervention; the Individual Family Service Plan (IFSP) and the Individual Education Plan (IEP); and best practices in teaching, managing, and supporting children with exceptionalities in the educational environment. Best practices for behavioral intervention approaches of behaviors typically associated with exceptionalities are explored.

SPD 285 Learning Disabilities and Emotional / Behavioral Disorders
3 credit hours.....Fall (Even Years)

This course focuses on the nature of specific learning disabilities and emotional and behavioral disorders and familiarizes the student with the classification systems and theoretical models. This course also emphasizes the history, etiology, characteristics, assessment, and treatment/ instructional approaches as they pertain to children and adolescents in classroom settings.

COMPUTER AIDED DRAFTING AND MANUFACTURING

CAD 105 Introduction to Engineering Graphics
3 credit hours.....TBD

This course introduces students to the principles of engineering graphics and drafting. Topics include manual sketching techniques, including orthographic, oblique, perspective, and isometric projections, as well as sectioning, dimensioning practices for mechanical and architectural applications, and basic print reading. The course emphasizes industry-standard practices to prepare students for CAD software applications.

CAD 110 Two-Dimensional Computer-Aided Design
3 credit hours.....TBD
Prerequisite: CAD 105

Students are introduced to 2D computer-aided design using industry-leading software. Students learn to create, edit, and annotate technical drawings; manage drawing files; and produce plotted outputs. The course emphasizes proficiency in software commands and adherence to industry standards, building on foundational drafting knowledge.

CAD 115 Three-Dimensional Parametric Modeling
3 credit hours.....TBD
Prerequisite: CAD 105

Students are introduced to three-dimensional parametric modeling using industry-leading software. Students learn to create parametric parts, assemble components, and generate 2D drawings from three dimensional models. Topics include basic to advanced modeling techniques, preparing students for complex design tasks in mechanical and product design.

CAD 205 CAM - Introduction to Additive Manufacturing
3 credit hours.....TBD
Prerequisite: CAD 110 or CAD 115

This course provides a comprehensive introduction to additive manufacturing (3D printing) technologies, processes, and applications. Students will apply their existing CAD skills to design models specifically for additive manufacturing processes. Students will prepare, print, and post-process 3D models using various additive manufacturing technologies. Topics include safety practices, material selection, design for additive manufacturing (DfAM), and industry applications, preparing students for entry-level roles in manufacturing and design.

CAD 240 CAM - Special Topics
3 credit hours.....TBD
Prerequisite: CAD 110 or CAD 115

This course explores advanced and emerging topics in Computer-Aided Manufacturing (CAM), focusing on the integration of computer-aided design (CAD) and manufacturing processes. Students will investigate specialized CAM techniques, such as CNC programming, additive manufacturing, robotics, and digital twin technologies, through hands-on projects and case studies. The course emphasizes practical applications with tie-ins to industries like aerospace, automotive, and medical device manufacturing. Topics vary by semester based on industry trends and technological advancements, ensuring relevance to current workforce demands. Students will use industry-standard software and equipment to design, simulate, and produce prototypes, preparing them for advanced roles in manufacturing and engineering.

Workforce Development

The Workforce Development Division offers relevant training for high-priority occupations to drive the region's economy and help communities thrive in our ten-county service area and beyond. Training opportunities feature a variety of courses and programs in technical education and professional training. Many courses serve as pre-certification experiences that prepare students for national exams and credentialling. While enrollment in various programs is generally open, some programs (e.g. commercial driver's license, nurse aide, and emergency medical services) have specific enrollment requirements.

The Workforce Development Division is committed to providing regional business and industry with training opportunities that are unique to their employees and courses that will help to grow and sustain business operations. We are committed to providing quality programming that is delivered in a timely manner to the immediate needs of the employer.

Through partnership with an organization, NPRC can customize courses to address specific needs. We assign instructors whose experience aligns with the organization's needs and schedule classes at the convenience of the organization and its employees. Most program offerings can be run using a customized training approach.

As appropriate, non-customized training may be offered by NPRC to the public. Much of the training through this offering includes hands-on activities and requires in-person attendance during scheduled class times. Courses may be offered at varying times during the week and weekends depending on the requirements of the class.

Unemployed and underemployed residents may be eligible for financial assistance through the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Assistance (TAA) programs. If you are interested in this financial assistance, consult with your local CareerLink® to determine your eligibility.

For more information about the Workforce Development Division visit our web site.

Child Development Associate (CDA)

This program provides 120 hours of focused study on the CDA essentials. Students who successfully complete this course will be prepared to take the CDA exam and complete their verification visit. The hours completed in this course will be earned and recorded in the Pennsylvania Professional Development Registry (the statewide Early Childhood Workforce Registry). The course covers the following 13 functional areas: Safe, Healthy, Learning Environment, Physical, Cognitive, Communication, Creative, Self, Social, Guidance, Families, Program Management, and Professionalism.

Students who are granted the CDA Credential by the Council for Professional Recognition may apply for prior learning credit toward an Associate of Applied Science in Early Childhood Education. Please see the Prior Learning Credit Section for more details.

Commercial Truck Driver

The College has partnered with PA Pride, LLC to deliver commercial truck driving training. This short-term training is designed to teach individuals the skills necessary to safely operate a commercial vehicle. At the completion of a four-, five-, or six-week program, the CDL graduate will possess the skills and knowledge necessary to gain employment with a variety of national, regional, and local companies.

Students will need to obtain a driving permit, physical examination, criminal background check, and a drug screen before entering training.

NPRC has also contracted with CNB Wagner Enterprise LLC to offer an accelerated CDL Class A License course. Obtaining your CDL Class A license is a two-step process: Complete entry level driver training (ELDT) required for the CDL permit and then complete 40 hours of behind the wheel training. Behind the wheel training consists of 40 hours of range and road driving. At the conclusion of the course, students may test for the CDL Class A license.

Students need to be 18 years of age, hold a valid Driver's License, obtain a CDL permit and a valid email address.

CPR, first aid, and AED training

This program teaches you everything you need to know to deal with an emergency calmly and confidently until first responders arrive. Emergency Care and Safety Institute (ECSI) programs are offered in association with the American Academy of Orthopedic Surgeons and the American College of Emergency Physicians. NPRC's programs are consistent with the International Liaison Committee on Resuscitation (ILCOR) recommendations and meet or exceed the American Heart Association (AHA) guidelines.

Standard CPR and Basic Life Support (BLS) for the healthcare professional are available for customized training.

Emergency Medical Services and Fire Services

Our emergency medical services (EMS) and firefighting courses are offered to enhance the quality of safety and well-being in our communities. These programs provide nationally recognized curriculum to prospective emergency personnel. The continuing education components of this program area serve the staff training needs of fire departments, ambulance services, and other pre-hospital care providers. The successful completion of the EMT and EMR courses, coupled with a passing mark on the industry-recognized exam, leads to a nationally recognized credential.

Students who successfully achieve their EMR and EMT credential may receive prior learning credits in the Protective Services Specialization of the Associate of Arts in Criminal Justice. Please see the Prior Learning Credit Section for more details.

Industrial Maintenance

Industrial maintenance classes focus on preparing students for entry-level technician positions in industry and building trades. The program is founded in maintenance theory and practical application and features both laboratory and classroom instruction in content areas like industrial electricity, motor control, programmable logic controls, hydraulics, and pneumatics.

Insurance Agent Technical Certification

The Insurance Agent Technical Certification program is a collaboration between NPRC and the National Association of Insurance Professionals, Inc. (NAIP). This program provides theoretical knowledge and practical skills for success in the insurance industry through a synchronous, online learning experience. Emphasis is placed on hands-on training covering diverse industry facets such as consultancy, customer service, underwriting, claims handling, and agency management systems. This program will help learners work towards state licenses in property, casualty, life, accident, and health insurances.

Manufacturing

Whether it be in powder metal, forging, plastics, or tool and die, manufacturing continues to be a major economic driver in northern Pennsylvania. To survive and thrive, it is important to accurately assess training and development needs and implement subsequent training. The training can be done in a multitude of ways including customized training, apprenticeships, or open enrollment public workshops. NPRC suggests organizations be strategic in determining training and development needs. Strategic planning for training allows evaluation at a business results level, resulting in calculating an ROI.

NPRC has a vast portfolio of training categories for manufacturers including Blueprint Reading, Geometric Dimensioning and Tolerancing, Operational Excellence, and a broad collection of courses in Mechatronics.

Medical and Dental

The classes in the medical and dental series can be used for entry-level employment or as a primer or refresher for medical or allied health careers, which may include work in doctor's offices, hospitals, nursing homes, home health, corporate health, laboratories, dental practices, or other health care facilities. NPRC courses are designed using evidence-based practice to optimize the skill development that promotes excellence in patient care and prepares individuals to successfully pass industry certification exams.

Micro-credentials

NPRC now offers micro-credentials in Quality Management and Industrial Maintenance. These programs are available to manufacturing businesses and organizations by working with our customized training team. To complete either of these programs, it is required for students to complete all six of the respective courses that last from a few hours to a few weeks. However, individual course certifications are an option as part of this program.

Courses available in Quality Management include Statistical Process Control, Basic Industrial Mathematics, Blueprint Reading, Geometric Dimensioning and Tolerance, Problem Solving and Root Cause Analysis, and Quality System Fundamentals for Non-Quality Professionals. Courses are available in the areas of Safety, Communication, and Professional Development in Manufacturing (including OSHA 10), Applied Industrial Mathematics, Hydraulics/Pneumatics (including fundamentals and basic troubleshooting), AC/DC Electric, Three-Phase Motor Control, and PLC Robotics Maintenance.

Nurse Aide

Nurse Aide Program is a 129-hour accelerated training that equips students with essential nursing assistant skills and principles of restorative care. Learners begin with classroom instruction and hands-on practice in a simulated skills lab before completing supervised clinical experience in a long-term care setting. This course is offered at the Pitt-Titusville Education and Training Center. After successful course completion, students will be set up with state certification exam appointments. Students must be at least 16 years old, provide proof of Pennsylvania residency and state-issued ID, and complete required background checks, health screenings, and immunizations.

Online Course Offerings

Courses through this delivery method are provided online asynchronously through a third-party provider. These courses are meant to provide intensive, hands-on experience to prepare you for industry exams and credentials. Many of these opportunities also come with funding support and student advising and support services related to job searches and career readiness.

Operational Excellence

Instruction in this area helps organizations execute their business strategy more consistently and reliably, lower their operational risk and operating costs, and increase their revenues relative to its competition. Students can expect to learn primary tools of operational excellence to meet the demands of their industry.

Supervision and Leadership

Teaching new and experienced supervisors the skills to manage multiple roles is an ever-increasing challenge of effective organizations. The interest in developing leaders who can build upon their skills to motivate employees and take on leadership roles in their organizations is a time-sensitive need for human resource managers and CEOs. The supervision and leadership program offers eight, four-hour individual and interactive modules that can be stacked and customized according to business and industry needs. The complete series provides 40 hours of training.

Wastewater Treatment

NPRC's water and wastewater treatment training courses concentrate on water and wastewater treatment in municipal plants. These courses are most beneficial to those who are interested in water treatment as a career. The courses are also eligible for required professional development for those currently working in wastewater treatment. All courses are designed to assist an individual in passing the Pennsylvania Department of Environmental Protection (DEP) Operator examination.

For more information and for the most up-to-date list of available classes, visit the Employee Customized Training web page or the All Programs page.

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Glossary

A

Academic Advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals.

The **Academic Calendar** defines the landmark dates that drive the day-to-day business of the College and establishes significant enrollment and academic progress reporting dates.

The **Academic College Catalog** is a resource that covers a complete academic year and is the compilation of all course listings, curriculum information, graduation requirements, application information, financial aid details, resources, and policies for NPRC programs.

An **Academic Complaint** is a report made by a student relating to the final grade in a specific course or a pattern of unfair academic practices carried out by the instructor.

Academic Engagement is active participation by a student in an instructional activity related to the student's course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting agency. Activities include attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; submitting an academic assignment; taking an assessment or an exam; participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; participating in a study group, group project, or an online discussion that is assigned by the institution; interacting with an instructor about academic matters.

An **Academic Faculty** is any instructor (part-time or full-time) who teaches one or more courses for academic credit at the College.

Academic Forgiveness is a provision by which some or all grades of D and/or F may be disregarded in determining the student's eligibility for graduation.

Academic Freedom is an individual's right to engage in intellectual inquiry, debate, speech, and in writing, on and off campus, without fear of censorship, retaliation, or sanction. It allows the exploration of significant and controversial questions as an essential component of education and advancing knowledge. The intellectual search for transmission of knowledge provides the college community opportunities for critical thinking and understanding of conflicting viewpoints. Academic freedom allows individuals to investigate, to form conclusions, and to express judgments and opinions without interference from special interests or conflicting public opinion. Academic freedom includes the right to constructively criticize college policies in appropriate forums as part of the governance process without fear of retribution.

Academic Progress is a measure of a student's overall achievement and advancement toward successful degree or certificate completion. At the conclusion of each academic term, students are assigned a designation of good standing or not in good standing as an indicator of their overall academic progress.

Academic Status is a measure of a student's academic term performance and its impact upon the student's overall progress toward successful degree or certificate completion. This includes

assigned statuses of satisfactory academic progress, academic warning, academic probation, and academic suspension.

An **Academic Student** is any individual enrolled in any credit-bearing course(s) of instruction offered by the College the first day of the term start.

An **Academic Term** or Semester includes the period commencing with the first day of class and concluding with the last day of the final exam period as communicated by the academic calendar

An **Academic Year** is defined by the period beginning with the fall term of one calendar year and ending at the conclusion of the summer term of the following calendar year. Specific dates for each term are established by the Academic Calendar. Fall and spring are standard academic terms. Summer is a non-standard academic term.

Accreditation is an academic distinction given to colleges and universities that shows they meet standards for excellence in post-secondary education. Accreditation is a requirement for eligibility to award federal, state, and other types of student financial aid.

Administrative Drop is the process by which the College removes a student from enrollment in an academic term for non-attendance and whereby no grade is assigned.

Administrative Removal is the process by which the College removes a student from enrollment in one or more workforce development courses or a program of study during a given training period and whereby an evaluative rating of non-completion is assigned for the course.

Advanced Placement is a program in the United States and Canada created by the College Board which offers college-level curricula and examinations to high school students. American colleges and universities may grant placement and course credit to students who obtain high scores on the examinations.

Amnesty is the act of releasing or protecting an individual from discipline associated with policy violations, determined not to be egregious by the College, which occur around the time of or related to a complaint or report of an alleged violation of policy.

An **Associate Degree** is an academic program of study with an established curriculum which may be completed by a full-time student in two academic years.

Attendance (of a course) is a student's required presence during class time in an enrolled course as determined by the syllabus.

Attendance (of a term) is the situation in which a student is enrolled and attends at least one class meeting for courses with live instruction or actively engages in the teaching-learning process for fully online courses prior to the conclusion of the roster verification period.

Audit applies to students who, at the time of enrollment, indicate to the Office of the Registrar they do not wish to earn credit or be held to the grading standards outlined in the syllabus of the course in which they seek to enroll.

B

Baccalaureate is the degree of bachelor conferred by universities and colleges.

A **Bookstore** is any provider associated with the College from which students may elect to purchase required textbooks or other course materials.

A **Business Day** is a day of normal college operation.

C

Catalog of Record is the academic catalog in effect during a student's first term of enrollment. Students must enroll in at least one academic course each academic year after their initial academic term of enrollment to maintain their assigned catalog of record. Students may request reassignment of their catalog of record to any more recent catalog at any time.

A **Certificate** is an academic program of study with an established curriculum which may be completed by a full-time student in one academic year.

Cheating is the improper taking or giving of any information or material with intent to obtain an unfair advantage on an assessment or evaluation. Acts of cheating include, but are not limited to, copying from another student's exam or other written, oral, mode of artistic expression, or computer-based work product; allowing another student to copy from one's own exam or other written, oral, mode of artistic expression, or computer-based work product; using unauthorized materials including, but not limited to, notes, textbooks, formula lists, virtual or hard-copy sources of information, or electronic media or devices during a proctored or un-proctored evaluation or assessment of student learning; obtaining any part of an exam, assessment, or other evaluation before it has been released to the class; submitting the work of another individual or entity as one's own, including, but not limited to, work products purchased through online providers; and submitting the same project or paper in more than one course.

A **Class** or **Class Meeting** is a scheduled block of time allocated for instructional activities and the teaching/learning process as part of the delivery of a course of instruction.

The **College Level Examination Program (CLEP)** are standardized tests created and administered by the College Board. These tests assess knowledge in thirty-six subject areas and provide a mechanism for earning college credits without taking college courses.

A **Complainant** is an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination on the basis of sex or otherwise or is alleged to be a victim of retaliation for engaging in a protected activity. A complainant is also any individual who submits an allegation of a violation of NPRC policy.

Completion Rate is the ratio of credit hours earned to credit hours attempted, expressed as a percentage rounded to the nearest hundredth.

Conditional Admission is the process by which a student enters the College and is assigned a student type which restricts the number of credit hours or courses of permitted enrollment and results in additional monitoring of academic progress.

Consent is informed, knowing, and voluntary. Consent is active; silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, provided those words or

actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent may not be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Consent may not be granted by someone you know to be, or should be, able to know to be mentally or physically incapacitated by alcohol or drug use.

A **Controlled Substance** is a drug or chemical whose manufacture, possession, or use is regulated by government, such as illicitly used drugs or prescription medications that are designated by law.

Co-Requisite is a course that must be taken at the same time as another course.

Co-Requisite Support Courses are pre-college level courses designed to accompany a student's first college-level math and/or writing courses.

Course Name is the title of the course.

Course Number is the number assigned to a course. Pre-college level coursework, including co-requisite support for first-year mathematics and writing courses are assigned course numbers less than one hundred. Courses typically taken during the first year of full-time study are assigned course numbers of 100-199. Courses assigned numbers of 200-299 are typically taken by students who have completed thirty or more credit hours.

A **Credit Hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement through an equivalency that reasonably approximates not less than

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work or their combined equivalent for approximately fifteen weeks, or the equivalent amount of work over a different amount of time, equals for one credit hour or

- At least an equivalent amount of work as required in 4.1.1 for other academic activities as established by the institution, including laboratory work, internships, practica, and other academic work leading to the award of credit hours.

Credit Hours (attempted) for purposes of assigning academic progress and academic status includes all credit hours for which a grade of A, B, C, D, or F is assigned, including grades for courses for which the C/D/F repeat rule applies.

Credit Hours (earned) for purposes of assigning academic progress and academic status includes all credit hours with an assigned grade of A, B, C, D, P, or TR, excluding grades for courses for which the D/F repeat rule applies.

D

Dantes Subject Standardized Tests (DSST) are credit-by-examination tests originated by the United States Department of Defense's Defense Activity for Non-Traditional Education Support program. The program is an extensive series of thirty-three examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate college

courses.

Dating Violence is an act of violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a romantic or intimate relationship is determined by the length of the relationship, the type of relationship, and the frequency of interactions between the individuals involved in the relationship. Acts of violence may include but are not limited to recklessly causing bodily injury; attempts to cause bodily injury; and causing fear of immediate, physical harm through threat of force.

Degree Planning Worksheets are forms that students may use to keep track of their progress toward academic program completion.

Degree-Seeking Student is a student type assigned to students who have a high school diploma from a credentialed organization, a Commonwealth Secondary School Diploma (CSSD), or its equivalent recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and who wish to enroll in credit-bearing courses with the intent to meet the requirements for a degree or certificate.

Desire2Learn (D2L) or Brightspace is a web-based Learning Management System. The D2L system provides a platform for instructors to post course documents and other content, assignments and exams, as well as collaborative learning experiences such as discussion forums and more.

Directory Information includes student name, county of residence, college email address, enrollment status (part-time or full-time), major, honors and awards, and term of attendance.

A **Discrimination Complaint** is a report made by a student or participant that meets the parameters outlined in NPRC-1205: Sexual Discrimination and Sexual Misconduct or NPRC-1210: Nondiscrimination to qualify as a violation of those respective policies.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Pennsylvania's domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Drop (administrative) is the process by which the College removes a student from enrollment in an academic term for non-attendance and whereby no grade is assigned.

Dual Enrollment Students are enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and at NPRC.

E

Early Entry Student is an entry type assigned to Non-Degree Seeking Students who are enrolled in a public or private high school, homeschool, or other online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States who have not yet earned their high school diploma or CSSD. Early Entry Students include the following:

1. Dual Enrollment Students are enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and at NPRC.

2. Home Education Program Students (Homeschool Students) are taught the secondary school curriculum at home under the supervision of their parent(s) or guardian(s).

3. Online High School Students are enrolled in an online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Educational Activities are College-sanctioned or College-associated events, meetings, or gatherings of students which include, but are not limited to, class meetings; field experiences; trainings; club or committee meetings; entertainment, sporting, or other recreational events; seminars; presentations; or other educational events, whether scheduled or impromptu.

Educational Integrity includes, but is not limited to, the expression of original ideas, proper acknowledgement of sources, avoidance of plagiarism or cheating, maintenance of educational standards, independence of work product, and the accurate and honest reporting of results.

An **Elective** is a course not specifically required by an academic program of study.

An **"eligible student"** under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.

An **Employee** shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty

To **Enroll** is to officially register and attend course(s) during an academic term.

Ethical Behavior is the demonstration of integrity and honesty in educational interactions. Such behavior includes acting in ways consistent with what society and individuals typically think are good values and includes adherence to moral principles including, but not limited to, honesty, fairness, dignity, respect for differing opinions, diversity, and individual rights.

Expulsion is the permanent separation of a student from the College.

F

Facility/ies and Facility Property/ies refer to any NPRC Administrative Center(s), NPRC Education and Training Center(s), Instructional Locations, Instructional Sites, or other physical space utilized by NPRC which may not be directly owned or controlled by the College at which any College activity, educational or otherwise, occurs.

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student educational records.

Fees are charges assessed in addition to tuition. No fees are currently assessed for academic programs of study at NPRC.

Financial Aid is any grant, scholarship, loan, or paid employment offered to help a student meet college expenses. Such aid may be provided by a variety of sources, including, but not limited to, federal and state agencies, foundations, and corporations.

Firearms and Offensive Weapons are defined as any tool, instrument, material, or implement capable of inflicting serious bodily injury, which include but are not limited to knives, cutting instruments, cutting tools, nun-chuck sticks, handguns, shotguns, rifles, explosive devices, or crossbows/bow and arrows.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

A **Formal Complaint** is a filed document that is physically or digitally signed by an individual, the Title IX Coordinator, Director of Student Services, or other NPRC employee alleging discrimination, harassment, or retaliation as categorized in the definitions of this policy whether on the basis of sex or otherwise and requesting the College investigate the allegation.

Free Application for Federal Student Aid (FAFSA) is the student aid application provided for under section 483 of Title IV of the Higher Education Act (HEA), which is used to determine an applicant's eligibility for the federal student aid programs.

A **Full-Time Student** is a student enrolled in twelve or more credit hours.

G

General Education Foundational Courses are courses that provide students with basic knowledge of a variety of topics that are essential to all programs and are required for graduation. Examples of general education foundational courses are Writing I, Introduction to Sociology, Foundations of Mathematics, and Introduction to Psychology.

General Student is an entry type assigned to regular degree-seeking students for whom no other entry type is applicable.

Grade Point Average (GPA) is an indication of a student's academic achievement and is calculated as the total number of quality points earned divided by the total number of credit hours for which a grade of A, B, C, D, or F was assigned where the resulting decimal value is rounded to the nearest hundredth.

Graduation with Honors refers to recognition for overall academic achievement in the completion of the requirements for an associate degree.

A **Guest Student** is an entry type assigned to a non-degree seeking student who seeks to enroll on a term-by-term basis and who is concurrently enrolled at a college or university other than NPRC.

H

Hazing is the imposition of any task or behavior on an individual that causes physical or emotional distress to that individual to gain acceptance into a group or activity sanctioned by the College. Hazing includes, but is not limited to, physical abuse; exposure to extreme temperatures; forcible consumption of liquids or solids; excessive mental stress; sleep

deprivation; verbal abuse; or subservience.

Honorlock is an online proctoring service utilized to monitor academic integrity for some evaluation instruments, such as quizzes or exams, in academic courses.

Hostile Environment Sexual Harassment is conduct on the basis of sex that is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to NPRC's educational program, employment, or activity.

I

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Independent Study is study under the supervision, guidance, instruction, and evaluation of student performance by a faculty member.

An **Informal Complaint** is verbal or written notice from an individual alleging discrimination, harassment, or retaliation whether on the basis of sex or otherwise and requesting the College investigate the allegation.

Institutional Aid is need-based financial aid provided by the College and may include, but is not limited to, tuition waivers for all or a portion of assessed tuition, textbook voucher awards, and need- or merit-based institutional scholarship awards.

Institutional Withdrawal is the process by which a student voluntarily requests and is granted removal from all credit-bearing courses in which the student is enrolled during a given academic term by the established date listed in the Academic Calendar, communicates the intent to permanently separate from the College, and whereby a grade of W is assigned for all course grades.

An **Instructional Delivery System** is a video-conference system allowing multiple classrooms in multiple locations the ability to share course environments. NPRC utilizes Microsoft Teams.

An **Instructional Location** is defined as a domestic or international physical facility or location that is geographically separate from the main campus and within the same ownership structure of the institution, at which the institution will offer at least 50 percent of an educational program that is credit-bearing and/or Title IV eligible. An additional location may be a classroom building, clinic, hospital, hotel, office building, shopping center, high school, church, or any other appropriate type of facility where instruction can take place as long as the 50 percent applies.

An **Instructional Site** is defined as any off-campus site, other than those meeting the definition of a main campus, branch campus, or additional location, at which the institution offers one or more credit-bearing or Title IV eligible courses, including dual enrollment courses at high schools. Sites offering less than 50 percent of an educational program are not defined in Federal regulation.

International Student is an entry type assigned to a non-degree seeking student who is in the US on a non-immigrant or temporary visa of type F-1 or M-1 and who seeks to enroll in credit-bearing courses.

An **ISBN** is the International Standard Book Number associated with a published work.

L

Learning Management System is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses. NPRC utilizes Desire2Learn (D2L).

A **Loan** is a form of financial aid that must be paid back. Loans usually require interest payments and may be from federal (US government) or private (banks, credit unions, or other) sources.

M

Main Campus is the primary physical facility at which the institution offers eligible programs, within the same ownership structure of the institution, and certified as the main campus by the Commission (and the USDE if applicable). The institution's primary administration, classroom buildings, residence halls, library, and other buildings are housed within the same reasonably contiguous geographic area or parcel of land of the main campus. For an institution that only offers distance education programs, the main campus is where the administrative offices are located and approved by its accrediting agency.

A **Major** is a student's primary area of study.

A **Mandated Reporter** is an individual who has a duty to report all incidents of sexual harassment, sexual violence, sexual assault, relationship violence, stalking, or other sexual misconduct.

The **Microsoft Office 365 suite** is a hosted, online version of the traditional installed version of Microsoft Office software. This online service is subscription-based and includes Office, Exchange Online, SharePoint Online, Lync Online, and Microsoft Office Web Apps, including PowerPoint, Word, and Excel. Every NPRC student is assigned an Office 365 account at no charge for use during their enrollment with the College.

Microsoft Outlook is a personal information manager software system from Microsoft available as part of the Microsoft Office suite. Though primarily an email client, Outlook also includes such functions as calendaring, task managing, contact managing, note-taking, journal-logging, and web browsing. Enrolled students are provided with an assigned student email account through Outlook to be utilized for all official correspondence with College personnel.

A **Model Release** is a form utilized by the Marketing and Public Relations Department for larger production projects and signed by the subject of photos, videos, or written materials granting permissions to publish the respective form of collateral.

The **My NPRC Portal** is the electronic interface for NPRC's student information system through which students may register for courses, view interim and final grades, request transcripts, pay tuition or other charges, review, and request changes to personal information, review institutional aid awards as applicable, and review other educational and student account information.

N

A **Non-Academic Complaint** is a report made by a student or participant relating to classroom experiences or other experiences that a student or participant believes to be unjustified and

that does not fall under the definition of academic complaints.

Non-academic Support Services are available to students through the Student Resources section of D2L. They can provide free counseling, life skills, and wellness resources for support outside of the classroom.

Non-attendance (of a term) is the situation in which a student is enrolled and fails to attend any class meetings for courses with live instruction or actively engage in the teaching-learning process for fully online courses prior to the conclusion of the roster verification period.

Non-consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or woman upon a man or a woman, without consent.

Non-consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without consent.

Non-degree-seeking Student is a student type assigned to students who may or may not have a high school diploma or its equivalent. These are students who wish to enroll in credit-bearing courses and are not pursuing a specified degree or certificate.

A **Non-Academic Complaint (General Complaint)** is a report made by a student relating to classroom experiences or other experiences that a student believes to be unjustified and that does not fall under the definition of academic complaint, discrimination complaint, or other defined complaint.

Non-Resident (Out-of-Region) tuition identification type applies to a student with a permanent physical living address outside one of the ten counties in the College's service region (Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren) but still lives with Pennsylvania for the 12 months preceding an academic term of enrollment.

O

Open Educational Resources (OER) refers to free, editable, and accessible materials produced under the auspices of expert individuals, reputable companies, or organizations, or officially recognized institutions of higher learning.

Out-of-State tuition identification type applies to a student with a permanent physical living address outside of the Commonwealth of Pennsylvania during the 12 months preceding the date classes begin for an academic term of enrollment.

P

Penetrative Sexual Assault is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

Pennsylvania Higher Education Assistance Agency (PHEAA) is an agency of the Commonwealth of Pennsylvania that administers state-funded student aid programs and provides educational outreach related to state and federal financial aid among other services to citizens of the Commonwealth of Pennsylvania.

The Pennsylvania Office of Vocational Rehabilitation (OVR) provides vocational rehabilitation services to help people with disabilities prepare for, obtain or maintain employment.

Personal Enrichment Student is an entry type assigned to a Non-Degree-Seeking Student who wishes to enroll in credit-bearing courses for personal reasons.

A **Photo Release** is preemptive permission given by employees and students to photograph them during informal student-related activities for social media and other informal outreach.

A **Placement Exam** is a tool utilized to determine a student's eligibility to be exempt from the co-requisite support courses for math and writing. NPRC uses Accuplacer to assess math, writing, and reading competencies.

Plagiarism is the use of another's ideas, words, or actions without giving credit to the owner of those ideas, words, or actions, either committed intentionally or unintentionally through improper use of citation and formatting guidelines. Acts of plagiarism include, but are not limited to, representing the written, oral, mode of artistic expression, or computer-based work of another, including a past or present NPRC student, as a product of one's own thoughts or actions, whether the work is published or unpublished.

A **Prerequisite** is a course or other requirement that a student must have taken prior to enrolling in a specific course or program.

Prior Learning Credit is college credit awarded for college-level knowledge and skills an individual has gained outside of the classroom.

A **Proctor** is a person who monitors students and class delivery at instructional locations.

A **Protected Activity** is speech, action, or conduct that is not considered a violation of NPRC policy when taken under the auspices of academic freedom or freedom of expression under the first amendment.

Provisional Student is an entry type assigned to a Non-Degree Seeking Student who is 18 years of age or older without a high school diploma, CSSD, or its equivalent as recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Q

Quality Points are the cumulative points used to calculate GPA. Quality points are assigned to each credit as follows: Four points for A; three points for B; two points for C; one point for D; and zero points for F. Quality points are not assigned to any other grades.

Quid Pro Quo is a person's submission to unwelcome sexual conduct that is implicitly or explicitly made as a basis for employment decisions, academic evaluations, grades, advancements, or other decisions affecting participation in a college program or activity.

R

Re-entry Students are non-degree- or degree-seeking students who interrupt their enrollment by failing to earn a grade in at least one course per academic year.

The **Registrar** is the college official responsible for maintaining a student's official educational

records.

Registration is the process of enrolling in academic courses for an academic term.

Removal (Administrative) is the process by which the College removes a student from enrollment in one or more workforce development courses or a program of study during a given training period and whereby an evaluative rating of non-completion is assigned for the course.

A **Report** is verbal or written notification submitted to an NPRC employee from any source alleging discrimination, harassment, or retaliation whether on the basis of sex or otherwise.

Replacement Cost is the cost necessary to replace a lost, stolen, or damaged item with the same model or one of similar specifications.

Resident (In-Region) tuition identification type applies to a student with a permanent physical living address within one of the ten counties in the College's service region (Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren) for the 12 months preceding an academic term of enrollment.

A **Respondent** is an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination on the basis of sex or otherwise or retaliation against an individual for engaging in a protected activity.

Restricted Probation is a one-term extension of academic probation status.

Retaliation occurs when a harmful action is taken against an individual for engaging in legally protected activity and includes, but is not limited to acts of intimidation, verbal or physical threats, coercion, or discrimination.

Roster Verification is the process by which student engagement in course(s) of enrollment during an academic term or part-of-term is established through the reporting of attendance by the instructor(s) of those course(s). The verification reporting period concludes prior to the completion of 15% of the scheduled course meeting time.

S

Safety-intensive Educational Devices and Materials are defined as any tools, instruments, or materials provided by the College to students enrolled in classes with specific hands-on experiences (laboratory or industrial workshop classes) which could, if used in an unintended fashion with disregard for safety protocols dictated by instructors, pose a risk of inflicting serious bodily injury.

Sanctions are the penalties resulting from a determination that a violation of policy occurred.

Satisfactory Academic Progress is an academic status assigned to students who are in Good Standing at the conclusion of an academic term provided they have academic term GPAs of 2.0 or higher.

Schedule Adjustment is the timeframe for each academic term (fall, spring, summer) denoted on the academic calendar during which a currently registered student may change their course(s) of enrollment for the current term by adding or dropping course(s).

A **Scholarship** is an award of financial aid provided to a student in support of attainment of an educational goal. Scholarships are awarded based upon criteria which usually reflect the values and purpose of the donor or founder of the award and may be need- or merit-based. Scholarship money is not required to be repaid.

Sex/Gender Discrimination occurs when a behavior or policy has the purpose or effect of restricting or denying an individual's or group's access to opportunities, programs, or resources in relation to sex, gender, gender identity, gender expression, or sexual orientation in a manner that interferes with an individual's working, academic, residential, or social environment or athletic participation or performance.

Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and the behavior does not otherwise constitute another form of sexual misconduct. Examples include, but are not limited to, prostituting another student; non-consensual video or audio-recording of sexual activity; going beyond the boundaries of consent (such as permitting a friend to hide in a closet to watch you having consensual sex); engaging in voyeuristic behavior; or knowingly transmitting a sexually transmitted disease to another.

Smoking means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco and any other lit tobacco products.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person with similar characteristics under similar circumstances to fear for their safety or the safety of others or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant's property. Stalking governed by Title IX refers to stalking that is sex or gender based.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Student Engagement Specialists (SES) are advisors assigned to each student at the time of application based on the student's geographic location. The assigned SES serves as the student's academic advisor and go-to contact point for the College throughout the duration of the student's time with NPRC.

Student ID is the unique number assigned to all full-time and part-time students at NPRC. All students receive an identification card displaying their name, ID number, 5-year expiration date, and a photo of themselves. Student ID cards may be used to access library services and to verify a student's identity to college personnel and college service providers, including, but not limited to, proctors and online proctoring services.

Suspension is the temporary separation of a student from the College for violation of college policy.

A **Syllabus** provides written communication between instructors and students. A syllabus sets the expectations and responsibilities for teaching and learning and identify the knowledge and skills to be attained upon successful completion of a course.

T

Textbooks and Course Materials refer to any published items used as an aid for or supplements to the standard curriculum for a given course. These include items such as textbooks, books, access codes, bundles (one or more textbooks or other supplemental materials packaged together and sold for one price), custom textbooks (compilations created by publishers), subscriptions, software and other technology, consumable materials, supplemental materials, internet website access, electronically distributed materials, and open educational resources (OER).

Third Party Payment refers to payment of tuition/fees by an entity other than a student or family member of a student. Common third-party payors include employers, community organizations, and state-related agencies.

Third Party Payor is an entity or individual, other than a student or family member of the student, that or who provides payment of tuition. Common third-party payors include employers, community organizations, and state-related agencies.

A **Title IX Coordinator** is the employee or employees designated to coordinate the College's efforts to comply with Title IX and its regulations found in Part 106 of Title 34 of the Code of Federal Regulations.

Tobacco use means the personal use of any tobacco product, whether intended to be lit or not which shall include smoking, as defined above, as well as the use of an electric cigarette, vaping device, or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

Trade Adjustment Assistance (TAA) is a federally funded program that provides training and education for workers whose jobs have been impacted by imports.

A **Transcript (official)** is a complete representation of a student's academic record. It includes all courses attempted at NPRC, including courses from which a student withdraws or is administratively withdrawn, for which a student is awarded a grade of A, B, C, D, F, P, TR, or AU, and which are repeated. This transcript includes a seal and the signature of the Registrar. Transcripts must be sent from the Office of the Registrar directly to a receiving institution or through a clearinghouse to be received as an official transcript.

A **Transcript (unofficial)** is a complete representation of a student's academic record which is printed on plain paper and does not have a seal or the Registrar's signature. Unofficial transcripts are for student use only and may not be used to transfer credits to another college or university.

Transfer Credit is credit awarded for course(s) completed from any college or university for which an equivalent or related course exists at NPRC which may be eligible to fulfill academic program requirements provided eligibility criteria are met. Receipt of an official transcript is required for transfer credit evaluation.

Transfer Student is an entry type assigned to a degree-seeking student who has earned college credits at a college or university other than NPRC after earning a high school diploma or equivalency recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Tuition is a sum of money charged for teaching or instruction by a college, school, or university.

W

Withdrawal is the process by which a student voluntarily requests and is granted removal from one or more, but not all, credit-bearing courses of enrollment during a given academic term or part-of-term and whereby a grade of W is assigned as the course grade(s) by the established date listed in the Academic Calendar.

Withdrawal (administrative) is the process by which the College removes a student from enrollment in one or more credit-bearing courses or a program of study during a given academic term and whereby a grade of W is assigned as the course grade(s).

Withdrawal (institutional) is the process by which a student voluntarily requests and is granted removal from all credit-bearing courses in which the student is enrolled during a given academic term by the established date listed in the Academic Calendar, communicates the intent to permanently separate from the College, and whereby a grade of W is assigned for all course grades.

A **Workforce Development Instructor** is any individual who teaches a non-credit class or provides a non-credit training experience sanctioned by the College.

Workforce Development Location is any location where a non-credit class or non-credit training experience sanctioned by the College takes place.

A **Workforce Development Student** is any individual enrolled in any non-credit class or non-credit training experience sanctioned by the College at the start of the course.

The Workforce Innovation and Opportunity Act (WIOA) provides federal job training funds for adults and dislocated workers.

College Acronyms

A

AA – Associate of Arts
AAS – Associate of Applied Science
ACT – American College Test
ADA – Americans with Disabilities Act
ADCE – Assistant Director of Community Engagement
ADSE – Assistant Director of Student Engagement
AP – Advanced Placement
AS – Associate of Science
AU – Audit

B

BADM – Business Administration
BOT – Board of Trustees

C

CCAF – Community College of the Air Force
CCSD – Commonwealth Secondary School Diploma
CDA – Child Development Associate
CDL – Commercial Driver's License
CLEP – College-level Examination Program
COA – Cost of Attendance
CPR – Cardiopulmonary Resuscitation
CRJ – Criminal Justice
CWDS – Commonwealth Workforce Development System

D

D2L – Desire to Learn
DEP – Department of Environmental Protection
DPW – Degree Planning Worksheet
DSS – Disability Support Services
DSST – DANTES Subject Standardized Test

E

ECE – Early Childhood Education
ECUA – Educational Consortium of the Upper Allegheny
ELL – English Language Learners
EMR – Emergency Medical Responder
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
ETPL – Eligible Training Provider List

F

FA – Financial Aid
FAFSA – Free Application for Federal Student Aid
FERPA – Family Educational Rights and Privacy Act

G

GED – General Education Development test
GPA – Grade Point Average

H

HIPAA – Health Insurance Portability and Accountability Act

I

I/T – Infant/Toddler
I – Incomplete
IA – Institutional Aid
IB – International Baccalaureate Program
IT – Information Technology
IU – Intermediate Unit

N

NASW – National Association of Social Workers
NPRC – Northern Pennsylvania Regional College

O

OER – Open Educational Resources

P

PAPD Registry – Pennsylvania Professional Development Registry
PLC – Prior Learning Credit
Pre-K – Pre-Kindergarten

R

R – Thursday
RTI – Related Technical Instruction

S

SAP – Satisfactory Academic Progress
SAT – Scholastic Aptitude Test
SaVE Act – Campus Sexual Violence Elimination Act
SES – Student Engagement Specialist

T

T – Tuesday
TAA – Trade Adjustment Assistance
TR – Transfer

V

VPAA/ALO – Vice President of Student Affairs and Accreditation Liaison Officer
VPASA – Vice President of Academic and Student Affairs
VPESS – Vice President of Enrollment and Student Services
VPFA – Vice President of Finance and Administration

W

W – Withdrawal, Administrative Withdrawal, Institutional Withdrawal
WFD – Workforce Development
WIOA – Workforce Innovation and Opportunity Act