



# PENN FOSTER HIGH SCHOOL

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# Student Catalog

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# Welcome to Penn Foster...



Dear Future High School Graduate,

Congratulations on your decision to enroll in the Penn Foster High School Program. You have taken an important first step toward success, and I am proud to welcome you to our student body.

This Student Catalog features general information about your Penn Foster High School experience, from how to contact Penn Foster High School to details on achieving your goal of a High School Diploma. *(Information about how to get started begins on page 3.)*

The Penn Foster administrative office is located in Scranton, Pennsylvania. If you have any concerns or questions, feel free to contact us via our website [www.pennfosterhighschool.com](http://www.pennfosterhighschool.com) or call us, anytime. We're here to help you make the most of your distance learning experience.

I wish you the best of luck with your studies, and I look forward to awarding you your High School Diploma!

**Lisa Rutsky**

Vice President of Education and Academic Dean

# MISSION AND INSTITUTIONAL GOALS

## MISSION STATEMENT

Penn Foster's mission is to enhance the lives of our students and clients through the acquisition of knowledge, skills, and credentials that will allow them to achieve their goals by advancing in their chosen field, starting a new career, or pursuing lifelong learning.

## PENN FOSTER INSTITUTIONAL GOALS

- Provide educational programs that enable self-motivated, independent learners to acquire core competencies in their chosen technical and professional fields
- Employ contemporary learning strategies based on academic standards of good practice in distance education
- Develop and maintain systems that optimize student opportunities for broadly participative, interactive learning
- Establish and communicate high standards of academic performance for students and the institution
- Assess student learning and institutional effectiveness systematically in order to improve student performance
- Provide an extensive suite of student support services based on student needs and interests

- Conduct fiscally responsible planning that Balances the institution's commitment to academic excellence with its concern for profitable financial performance

The mission is supported by an admissions policy that allows students with appropriate prior education to enroll in programs without regard to race, religion, gender, age,\* color, national origin, or physical disability.

The school regularly assesses fulfillment of its mission and achievement of its institutional goals through ongoing studies of student learning, measurement of student satisfaction, and evaluation of career outcomes of graduates.

## ADMISSIONS POLICY

- Penn Foster High School enrolls all students without regard to race, religion, gender, age, color, national origin, or physical disability.
- To enroll in Penn Foster High School, students must be at least 13 years old and have completed the 8th grade.
- Penn Foster High School requires that students have access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 10 or later or an Apple® Mac® computer running macOS® or later, access to a word processing program to complete written assignments, and an email account. Click here to view programs specific technology requirements: <https://www.pennfoster.edu/-/media/files/pdf/computerspecs/20191202.pdf>

\*Prospective students must meet the minimum age requirement for enrollment into Penn Foster High School.

# GETTING STARTED IS EASY

Getting started takes only a few minutes. First, let's look at important items that you should review.

## YOUR STUDENT CATALOG

Special information on the Penn Foster High School experience.

## PROGRAM OUTLINE

The information you will learn in your program and the order in which you will learn it.

## YOUR FIRST LESSON MATERIALS

All you need to get started.

## A SPECIAL OFFER FOR YOU

Earn \$50 cash (up to \$100 per year) for every student you recommend to us!

If you have not chosen our convenient, automatic payment method, your coupon book will be mailed separately.

For the most up-to-date program pricing, please visit:

[www.pennfoster.edu/programs-and-degrees/high-school/high-school-diploma](http://www.pennfoster.edu/programs-and-degrees/high-school/high-school-diploma).

## Follow the four simple steps below and you will be on your way!



### Find your Student ID Card.

Your ID card is on the bottom of your welcome letter. You'll find your student number on your ID card, which you need to have available whenever you contact Penn Foster High School.



### Find your Program Outline.

Your Program Outline lists all of your courses and the order in which you should study them.



### Follow the Program Instructions for the first subject.

As you read the learning materials for your course, make sure to use the self-tests in your lessons to help you prepare for your first exam. If you have any questions about your lessons, email your instructors or visit [www.pennfosterhighschool.com](http://www.pennfosterhighschool.com), your resource for answers to any questions you might have.



### Take your first exam.

After completing all of your lesson assignments and you feel prepared for the exam, log into your student portal. Select your exam from the lessons column, click on Take Exam. Follow the directions to complete the exam.

That's all there is to it. The rest of this book contains useful information on contacting Penn Foster High School, taking exams, and answers to other questions you might have. Read on and learn more about your school.

# Contacting

## PENN FOSTER HIGH SCHOOL

At Penn Foster High School, your success is important to us. That's why we've made it easy for you to contact us whenever you have questions or problems.



### On the Web

Visit [www.pennfosterhighschool.com](http://www.pennfosterhighschool.com) for easy access to your student records, exams, assistance, and more. Take advantage of the comprehensive Questions and Answers section, compiled from years of student service excellence. The Penn Foster student website is your one-stop solution to any questions you might have.

(See page 6 for details.)

Have questions? With our custom-built help feature, you can ask a question right in your lesson and get answers immediately.



### Over the Phone

If you have a question that we can't address through the website or email, you can contact our toll-free Student Support Line, 1.888.427.1000.

# PENN FOSTER HIGH SCHOOL

## On The Web

The Penn Foster High School website features information on the school and details on every program we offer, as well as links to other educational resources. From our website, you can view your student record, take exams, email your instructor, and more. Visit our site at [www.pennfosterhighschool.com](http://www.pennfosterhighschool.com).

### Get your education quickly and conveniently through the ease of online learning.

- Ease and convenience at [www.pennfosterhighschool.com](http://www.pennfosterhighschool.com) — your home for 24-hour-a-day student services. With a few clicks of your mouse, you are in control of your education! Be sure to visit the enhanced Frequently Asked Questions (FAQs) section for helpful information.
- Access program material, grade and shipment records, and account information, all online. Make payments the easy way or quickly access tuition information.
- Support from your instructors, and from Student CARE, is available via email at your convenience.
- Exams are taken and submitted online.

You will need high-speed internet access to begin your program. You will need access to a Microsoft® Windows® based computer running Windows® 10 or later or an Apple® Mac® computer running macOS® or later, access to a word processing program to complete written assignments, and an email account to complete your program with Penn Foster. There are certain exceptions to these requirements. Please click here to view these requirements: <https://www.pennfoster.edu/-/media/files/pdf/computerspecs/20191202.pdf>



# ACADEMIC POLICIES

## ACCREDITATION & LICENSURE

Penn Foster High School is accredited for grades 9 through adult by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools.

Penn Foster is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).

Penn Foster High School is accredited by the AdvancED Accreditation Commission.

Penn Foster High School is also licensed by the Pennsylvania State Board of Private Licensed Schools.

## Cancellation Policy

You can cancel your enrollment via telephone, email or first class mail to the address or number listed in the “contact us” section of Penn Foster’s student portal. If you cancel or withdraw from the Program, you will receive a tuition refund, as follows:

1. If you cancel within six days after midnight of the day you enroll, you will receive a refund of all monies paid to Penn Foster;
2. If you cancel more than six days after enrolling but before submitting a completed Program assignment, you will receive a refund of all monies paid to Penn Foster less the registration fee (the “Non-Refundable Registration Fee”);
3. If you cancel after completing at least one Program assignment but less than 50% of the Program assignments, then Penn Foster will retain the Non-Refundable Registration Fee and you will remain responsible for paying Penn Foster for the following:
  - a). 10% of the tuition if you cancel after having completed up to and including 10% of the Program assignments;
  - b). 25% of the tuition if you cancel after having completed more than 10% and up to and including 25% of the Program assignments; and
  - c). 50% of the tuition if you cancel after having completed more than 25% and up to and including 50% of the Program assignments.
4. You are responsible for paying and Penn Foster shall be entitled to receive the entire Program Tuition and the Non-Refundable Registration Fee if you cancel (a) more than 18 months after your enrollment, or (b) after completing more than 50% of the Program assignments.

All refunds will be issued within 30 days of Penn Foster’s receipt of your notice of cancellation. For refund examples go to [www.pennfoster.edu/admissions/refund-policy](http://www.pennfoster.edu/admissions/refund-policy).





# ACADEMIC INTEGRITY

## COURSE PROGRESSION

As an accredited educational institution, Penn Foster has a responsibility to the entire student body to ensure the value of a Penn Foster diploma is maintained. We must monitor student progression through the program and identify any irregular study patterns. If, after a review of a study record, Penn Foster feels an irregular study pattern exists, we reserve the right to inquire how you completed the coursework. If such an inquiry is initiated, you must provide a well written response. Your response will be reviewed by the department chairman and members of the staff associated with your school, who will determine if any disciplinary action must be taken. Penn Foster High School also reserves the right to request to see all practice exercises should the school determine an irregular study pattern exists. Finally, in order to assist all students in reaching their maximum learning potential, Penn Foster High School will limit each student to no more than 15 exams in a calendar week (Sunday through Saturday).

Students using GI Bill® benefits who have a lesson average below 65 after completing 25% of their lessons will be placed on academic probation and their performance will be monitored by instructors and academic advisors. Students using GI Bill® benefits who have a lesson average below 65 after completing 50% of their lessons will be referred to the Academic Review Board for potential academic dismissal from the program. Students using GI Bill® benefits who have a lesson average below 65 after completing 75% of their lessons will be cancelled from the program by the Academic Review Board for failure to benefit academically.



## STUDENT IDENTITY VERIFICATION

All new students are provided with a unique student number. This student number should not be shared with anyone else. In order to gain entry into the online learning management system and access student materials, students need to enter their student number and a unique password that restricts anyone else from accessing their student record. Sharing student numbers or passwords with any other individual is in violation of the Code of Conduct and can lead to disciplinary action.

Students are required to update Penn Foster with any change to their account information, including name, address, email, and phone number.

Penn Foster official communications are sent by electronic communication (email, message center, etc.) or postal mail. Most official forms require electronic communication by email, unless forms or directions state otherwise. Students are responsible for official Penn Foster communications sent to them, and should check their email accounts and message center regularly and respond, when needed to any communications sent from Penn Foster.

## STUDENT CODE OF CONDUCT

Penn Foster students, faculty and staff are held to the highest standards of academic integrity. Penn Foster's Student Code of Conduct protects the rights of students, faculty, staff, and Penn Foster itself. This code ensures that all student and faculty/staff interactions are characterized by mutual respect and civility. All Penn Foster students and those authorized to speak on students' behalf are required to abide by all standards and policies established by the school in their academic work and their personal conduct.

Students should

- Treat fellow students, faculty, and staff with courtesy, respect, and dignity and behave in a manner that reflects the integrity of the school.
- Abide by all published policies, including but not limited to, those that appear in Penn Foster catalogs, study materials, and enrollment agreements.
- Present themselves and their relationship to Penn Foster honestly.
- Behave professionally and follow all policies set by practicum, externship, and field experience sites.
- Comply with directions of Penn Foster officials acting in the performance of their duties.
- Never misrepresent the school or its staff in any online social communities.

The Student Code of Conduct, as well as the preceding guidelines, applies to all Penn Foster students. An official of Penn Foster may, at his or her discretion, take disciplinary action that ranges from a warning to academic probation to dismissal from the school for failure to comply with any aspect of the Student Code of Conduct.

## ONLINE BEHAVIOR

### Netiquette

Penn Foster expects students to be courteous and polite in the online environment. Students should use good judgement when communicating online with faculty, staff, and other students through email, chat, social media groups, and other online forums sponsored or supported by Penn Foster.

In course or classroom environments such as webinars and discussion forums, students should demonstrate respect for their instructor and classmates by

honoring others' opinions, acknowledging disagreements honestly and thoughtfully, and being prepared to clarify statements others may have misinterpreted or misunderstood.

Students should always sign their names on any online communications and contributions. Students should also respect their own privacy and the privacy of others by not revealing personal or embarrassing information about themselves or others.

Students should avoid discourteous behavior such as using all-caps, trolling, flaming, spamming, and any other forms of inappropriate behavior and communication.

### **Bullying**

Penn Foster defines bullying as an intentional electronic, written, verbal, or physical act or series of acts that

- Occur in a school setting, whether in person or online;
- Is severe, persistent or pervasive;
- Is directed at another student(s) or member(s) of the Penn Foster faculty, staff, or administration; and
- Impacts the institution in any of the following ways:
  - Substantially interferes with a student's education
  - Creates a threatening environment; or
  - Substantially disrupts the orderly operation of the school.

As an online institution, Penn Foster is not limited or prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts fall under the above definition of bullying.

Penn Foster does not tolerate bullying in any form. Abusive behavior, such as threatening, insulting, and doxing, in any of Penn Foster's digital environments, including Penn Foster's social media sites and groups, email, chat, and phone calls, should be reported to a faculty or staff member for investigation.

Violations of Penn Foster's netiquette and bullying policies will result in disciplinary action.

### **ACADEMIC HONESTY**

Students are expected to complete coursework, exams, and graded projects according to instructions and to contact their instructors for help with coursework.

Students should

- Complete all coursework as directed, including required reading, self-check and discover more exercises, discussion boards, exams, skills, and graded projects, as well as required paperwork for site selection, field experience, externships, and practicums.
- Use materials provided by Penn Foster to complete coursework, and properly acknowledge any outside resources used in the preparation of exams and graded projects.
- Contact a faculty or staff member for help with coursework.
- Never ask for, receive, or give unauthorized help on graded assignments, quizzes, projects, or examinations via any method including email or the internet.

Violations of Penn Foster's Academic Honesty policy include but are not limited to:

- Collaborating with another student or students, either in person or online, to complete an assignment or project and/or submitting the same essay as a classmate or classmates.
- Colluding with another student or students, either in person or online, who are enrolled in or have completed a course, to share an assignment or project and/or to make revisions to the same graded assignment or project to deliberately disguise similarities.
- Providing unauthorized help to another student or students by sharing coursework privately or publicly by uploading it to an online forum.
- Submitting a previously graded exam or project without first receiving permission from an instructor.
- Submitting documentation that misrepresents qualifications, clearances, and/or authorizations required for site selection, field experience, practicum, or externship.
- Submitting documentation that misrepresents the amount of time spent at a site and/or the skills or tasks performed during field experience, practicum, or externship.

Plagiarism is a violation of academic honesty that includes, but is not limited to:

- Submitting coursework that is not your own, including assignments found at online help or tutoring sites; assignments purchased online, and assignments you have paid someone else to complete for you.
- Misrepresenting someone else's work as your own.
- Failing to cite and document sources properly.
- Using online or other resources to alter someone else's work or to disguise the original source.

The Academic Honesty policy applies to all Penn Foster students. An official of Penn Foster may, at his/her discretion, take disciplinary action that ranges from a warning to academic probation to dismissal from the school for failure to comply with the Academic Honesty policy.

## **PROGRAM MATERIAL AND COPYRIGHT NOTICE**

Penn Foster or its vendors hold all ownership rights in the Program materials. Students are strictly prohibited from copying and/or providing to any third party all or any part of the Program materials that Penn Foster provides to students without Penn Foster's written consent. If a student violates this prohibition, they may be subject to criminal and civil penalties and fines, as well as disciplinary action up to and including expulsion from the Program.

## **DISCIPLINARY ACTION**

Any inappropriate behavior can result in disciplinary action ranging from a failing grade on an exam or for a course, to academic probation, to dismissal from Penn Foster. Faculty and staff members will report inappropriate behavior by students to the Academic Review Board (ARB) for review, at which point the student will be asked to respond in writing to the charge. The ARB will then make a final decision regarding the student's standing with Penn Foster.

## **TRANSFER CREDIT POLICY**

To receive high school transfer credits, an official transcript from an accredited institution recognized by Penn Foster must be submitted for evaluation. Transfer credits will be evaluated for comparable high school subjects where a full credit has been earned. Since high school programs vary, only an evaluation by Penn Foster will determine the actual number of transfer credits to be awarded. The maximum number of transfer credits allowed is 16.

# STUDENT GRIEVANCE POLICY

## STUDENT GRIEVANCE POLICY

Most student complaints can be handled at first point of contact with the school.

Student complaints are addressed using the policies and provisions of the enrollment agreement, student catalog, and academic requirements of the school. Students who have a complaint should contact their instructor regarding academic issues or a student service supervisor regarding servicing issues. The instructor or student service supervisor will provide a verbal or written response depending on the student's preferred choice of communication. If the student believes that the complaint has not been properly handled at that point, the student should use the following procedure to register a grievance.

## STEPS IN GRIEVANCE PROCEDURE:

1. The student should contact the Academic Team Lead for academic issues or Manager, Student Services either by phone or in writing expressing his/ her concern within 30 days of receiving a response to the original complaint. The Academic Team Lead or Manager, Student Services will respond either by phone or in writing within two weeks of receiving the complaint.
2. If the student feels that the issue is still unresolved, he/she has 30 days to express continued concerns either by phone or in writing to the Program Director or Director, Student Services. A response will be sent to the student within 2 weeks.
3. If the student still believes the grievance is unresolved, he/she may complete the school's grievance form within 30 days from receiving the response from the Vice President of Education and Academic

Dean or Director, Student Service. This form can be obtained by contacting Student Service Center. The form can be emailed, faxed, or mailed to the student.

4. All grievance forms will be returned to the Vice President of Education and Academic Dean, who will turn them over to the Dispute Resolution Committee. The Dispute Resolution Committee will meet and render a decision within two weeks of receipt of the grievance form. The decision of the Committee will be final and will be sent to the student in writing.
5. All grievance forms and final decision notifications will be filed in the office of the Vice President of Education and Academic Dean.
6. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Pennsylvania State Board of Private Licensed Schools, Harrisburg PA, PA Department of Education, 333 Market Street, 12th floor, Harrisburg, PA 17126; phone: 717-783-6788; website address: <https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Private-Licensed-Schools.aspx>

The student may also contact the DEAC, 1101 17th Street NW, Suite 808 Washington, D.C. 20036 and at [www.deac.org](http://www.deac.org). Tel.: 202-234-5100

7. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student also may choose to file a complaint in their state of residence.

## GENERAL SERVICES

### EXTENSIONS

Students are given a certain amount of time to complete all the lesson assignments. Students may request a six-month paid extension. Students who do not complete

the program within the required time may need to re-enroll in the program that is current at that time. Previous work would be evaluated against the current curriculum to determine which courses or lessons could be transferred into the new enrollment.

## ONLINE LIBRARY

Students at Penn Foster High School will have access to an online library for use during their studies with the school. Students can use this library to do the required research in the courses they complete or can use it for general reference and links to valuable resources. The library contains helpful research assistance, articles, databases, books, Web links, and email access to a library services manager. Students can access the library from their homepage. A library services manager is available to answer questions on general research-related topics via email and assist students in research activities during their studies with Penn Foster High School.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides you with certain privacy rights with respect to student records if (A) you are over the age of 18 or enrolled in a post-secondary program, and (B) you are a parent or legal guardian of a student who is under the age of 18 and not enrolled in a post-secondary program. These rights include:

1. The right to inspect and review your or the minor student's education records within 45 days after Penn Foster receives a written request from you for such access.
2. The right to request an amendment to your or the minor student's education records if you believe something is inaccurate, misleading, or otherwise in violation of your or the minor student's privacy rights; this does not give you any rights to have your or the minor student's grades changed or similar changes made to the record of your or the minor student's academic performance. You need to provide us with a written request for the change and an explanation for why you think it should be made. If we agree, we will make the correction; if we disagree, we will communicate further with you as to the issue.

3. The right to provide written consent before we disclose personally identifiable information (PII) from your or the minor student's education records, except (a) with respect to Directory Information (discussed more below), and (b) in certain defined situations where FERPA authorizes disclosure without consent, including disclosures to school officials and regulatory bodies with legitimate educational interests.
4. The right to file a complaint with the Family Compliance Office of the U.S. Department of Education, located at 400 Maryland Avenue, SW, Washington, DC 20202, if you believe Penn Foster has violated your or the minor student's FERPA rights.

For Penn Foster students, Directory Information includes:

- Student name
- Dates of attendance
- Penn Foster program
- Enrollment status (graduate, attending, pending, withdrawn)
- Honors and Awards

Unless you notify Penn Foster in writing that you do NOT want your Directory Information disclosed to anyone without your consent, Penn Foster may disclose these categories of information without your consent. Please send any such "opt out" notice to Penn Foster Student CARE at 925 Oak Street, Scranton, PA 18515 or fax it to (570) 961-4888. Your decision to "opt out" will remain in effect unless and until you elect to "opt in." In addition, whether or not you have decided to "opt out," Penn Foster will not disclose any of your Directory Information to any third party during the first two weeks following your enrollment.

If you have any questions about your FERPA rights, you can learn more at the government's helpful website at <http://familypolicy.ed.gov/content/general-information-and-guidance-parents-and-eligible-students>.



**PENN  
FOSTER**

/ CORE VALUES

BE A STUDENT  
**ACHIEVEMENT CHAMPION.**

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PROVIDE SERVICE WITH  
**UNDERSTANDING,  
RESPECT + EMPATHY.**

---

BE **RESPONSIBLE** + ACT  
WITH **INTEGRITY.**

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**COLLABORATE** TO CREATE  
BETTER OUTCOMES.

**SURPRISE + DELIGHT.**

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TAKE CARE OF THE  
**EARTH + COMMUNITY.**

## **ACCOMMODATING STUDENTS WITH DISABILITIES**

Penn Foster High School believes in opportunity for everyone. Therefore, the school strives to meet the needs of all students by providing instructional support and student services which will enable them to reach their maximum potential. The school does not discriminate on the basis of race, color, gender, religion, national origin, age, or physical disability. The school will offer a reasonable accommodation for any qualified student with known disabilities provided the accommodation does not pose an undue hardship on the school or does not force the school to fundamentally alter the educational course, compromise its academic standards, or place the disabled individual in a better than equal position with nondisabled students. Students who need special accommodations should call a Student CARE representative and request an accommodation form. The student must also provide documented evidence of the disability.

## **CAREER ASSISTANCE**

Penn Foster offers many resources to current students and alumni to help with career planning and job search efforts. Career Cruising, a self-service employment tool is available to students and alumni and provides various resources on employability, including school/job exploration, employment

recommendations, career portfolio development, resume-building, nationwide job search engine, tips and advice on improving job search success, and interview tips. Students and alumni can access Career Cruising through the student portal. Penn Foster's Career Coaches work with students and alumni to assist with career exploration, resume review and revision, social media presence, and mock interviews. The Learning Resource Center, which is located in the library, includes guides for career planning, instructions for writing a winning resume, tips and advice to succeed at a job interview and how to follow-up after the interview, and information on negotiating and understanding compensation levels and offers. Job placement is not guaranteed to graduates, upon program completion.

## **SCHOOL CALENDAR**

Penn Foster High School operates 12 months of the year. The Student Service Center and the instructors are available Monday through Friday from 9:00 a.m. to 6:00 p.m. E.T. The school is closed for 8 holidays during the year. The holidays usually include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. Also, Penn Foster holds select in-service hours throughout the year for meetings and professional development.



# ANSWERS TO QUESTIONS YOU MAY HAVE

## **Q. Where can I find my student number?**

**A.** The number is on your Student ID card (see page 4 for information on your ID card). Your student number will also be on the shipping labels of your future lesson shipments.

## **Q. How often do I get access to new course material online?**

**A.** Additional lessons become available as soon as you complete certain exams. That's why it's important to submit your exams for grading as soon as possible.

## **Q. How do I submit exams?**

**A.** You'll submit your exams online using the Penn Foster exam system. Log on to your student portal. Click **Take Exam** within the lesson you're ready to complete. (See page 16 for more information.)

## **Q. Do I need to complete all lessons on my record?**

**A.** Yes, including all retakes for any written exam.

## **Q. What if I change my address?**

**A.** The easiest way to change your address is to log on to your student portal at **www.pennfosterhighSchool.com**, make the necessary changes, and save.

## **Q. How do I make payments?**

**A.** If mailing in your payment, please submit payment along with the appropriate coupon from your payment book to:

**Penn Foster High School  
925 Oak Street  
Scranton, PA 18515-0001**

Please be sure to include your student number on all payment materials. Allow one week for your account to be updated.

## **Q. Are all students required to submit transcripts?**

**A.** No. You should submit a transcript only if you are seeking credit for high school coursework already completed.

## **Q. What is Penn Foster's Policy on Foreign Transcripts?**

A transcript submitted from a country, whose main language is not English, must be translated to English and properly notarized that the translation is official.

## **Q. When should I send in my transcript?**

**A.** If you did not mail your transcript with your Enrollment Form, you should contact your former high school and request an official transcript be sent to Penn Foster High School immediately. All transcripts are reviewed and evaluated and you will be notified by mail if you have been awarded transfer credits. Please allow up to four weeks from the time you mailed your transcript to receive your Transfer Credit Evaluation. If you have not received an evaluation in that time, please contact Penn Foster High School.

## **Q. Will I receive credit for all of the high school course work on my former transcript?**

**A.** Not necessarily. Transfer credits may be awarded for comparable high school courses in which a full credit was earned. Since high school programs vary, including grading scales, the final determination of transfer credits will be determined by an official Penn Foster transcript evaluation. The maximum number of transfer credits allowed is 16. We reserve the right to modify financial and academic credit deductions if official transcripts do not reflect successful completion of comparable courses.

## **Q. As I progress through my studies, how do I know how many credits I have?**

**A.** With the exception of the Orientation, which is worth .5 credit, for every subject that you successfully complete with an overall lesson average of 70% (65% effective May 1, 2012), or above, you earn one credit.

## **Q. What happens if I don't pass a subject?**

**A.** Once you complete all of your scheduled assignments, including your electives, your record will be reviewed by our staff. If you have not passed certain subjects, you will receive notification of new subjects or alternate exams you can take to make up the credits. There is a fee for makeup subjects and alternate examinations. The amount depends on the number of subjects you need to make up. Your notification letter will include the amount of the fee.

## **Q. Are any Penn Foster courses mandatory for all students?**

**A.** High School course requirement as of March 1, 2014. Today's world requires every citizen in every industry to communicate effectively.

Penn Foster High School's goal is to ensure that our students receive an education that provides the tools to do just that. In order to accomplish this goal, all high school students are required to complete our **English Language Arts 4** course. This course requires completion of assignments and assessments designed to assess a student's preparedness to succeed in career and college. In addition to identifying valuable communication tools, students are also required to demonstrate their writing skills through completion of a graded writing assignment.

**Q. Can a student's enrollment be academically canceled by the school?**

**A.** Yes, if a student earns a significant number of failing grades, the student record is subject to an evaluation by the Academic Review Board. Since failing grades are an indication that the program is not serving as a productive learning experience, the Board may rule in favor of termination of the enrollment. Students are notified by letter when an enrollment is canceled by the Academic Review Board. Standard cancellation terms apply. A student's enrollment can also be canceled for serious violations of academic integrity, such as, cheating or plagiarism.

**Q. What is your cancellation policy?**

**A.** The cancellation policy is provided in detail on page 7 and on the Enrollment Agreement you signed. A copy of your Enrollment Agreement will be returned to you after your application is approved.

**Q. How long will it take me to complete my program and receive my High School Diploma?**

**A.** You are free to proceed through the program at your own pace. You have up to three years to complete your lessons. (If it seems you will need to take longer than three years to complete your program, you may contact Penn Foster High School and request an extension. Your request will be given careful consideration.) Your Diploma will be mailed to you as soon as you have successfully completed all of your subjects, and your account is paid in full. You will also receive a copy of your official transcript.

**Q. Will my diploma qualify me for entrance into the armed services?**

**A.** Military enlistment hinges on a variety of factors, and recruiting requirements vary

from region to region and from day to day. Therefore, inquire at your local recruiting station if you plan to enter the service.

**Q. Will all colleges and employers accept my diploma?**

**A.** Many of our graduates have been quite successful in going on to institutions of higher learning or receiving job promotions as a result of earning their diplomas. However, if you plan to attend college or seek a particular job, you should find out the entrance requirements. Some colleges and employers require a diploma earned through a resident program.

**Q. Are there any additional fees?**

**A.** The following fees are charged, if applicable:

- **Change of Elective**
  - \$10.00 (materials not shipped)
  - \$40.00 (materials shipped)
- **Alternate Exam for Failed Subject - \$25.00**
- **Replacement Subject for Failed Subject - \$50.00**
- **Additional Six-Month Extension - \$95.00**

**Q. Do I have to take ACT and SAT examinations?**

**A.** Only if you plan on going to college. These exams are NOT given through Penn Foster. Students can go to [www.collegeboard.com](http://www.collegeboard.com). Also, be sure to check with the college you plan on attending to see if any special admission tests are required.

**Q. What is the school code?**

**A.** The Penn Foster High School Program code number is 394413. You may need this number to complete forms for the ACT or SAT college entrance examinations.

**Q. Is the school accredited?**

**A.** Yes. Penn Foster High School is accredited for grades 9 through adult by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools located at 3624 Market Street, Philadelphia, PA 19104. Penn Foster High School is also accredited by the Distance Education Accrediting Commission and licensed by the Pennsylvania State Board of Private Licensed Schools. Penn Foster High School is also accredited by AdvancED.

**Expectation**

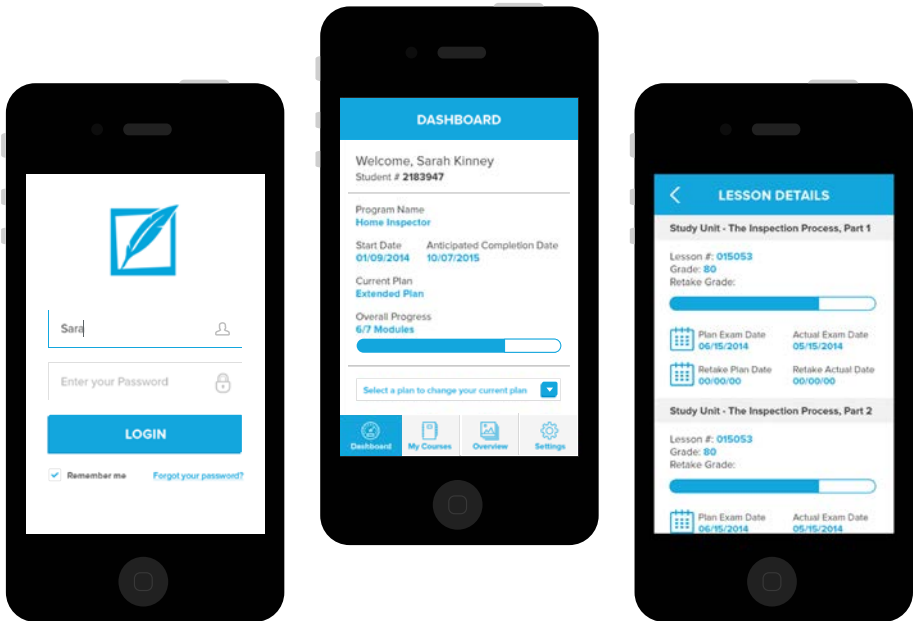
All Penn Foster High School students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action.

# STUDY TIPS AND TAKING YOUR EXAMS

When you complete a lesson, you must also complete and submit an exam using the Penn Foster online exam system. Most exams consist of multiple-choice questions. Lessons also feature helpful self-checks, such as flash cards and self-tests you can use to determine how well you understand the new concepts you have learned. Future lessons become available online when you submit exams, so avoid delays in your studies by submitting exams promptly.

## USING YOUR PROGRESS-TRACKING AND GOAL-SETTING TOOLS

The embedded progress-tracking and goal-setting tools help you stay organized and on track with your studies. Use it to create a customized exam schedule so you can finish your program when you want to, track your progress, and set alerts for when you would like to take your next exam. Use this tool to set a study plan that works with your schedule and stick to it to reach your graduation goal!



## SUGGESTIONS FOR MORE EFFECTIVE STUDYING

Set up a special place in your home to do your studying and keep all your materials there, within easy reach.

Schedule your study time. Make sure it doesn't conflict with other important activities.

Frequent, brief study sessions are more effective than long, "cramming" marathons.

Make sure to do all the self-test exercises in your lessons.

## TIPS ON COMPLETING YOUR EXAMS

When it comes time to take your exam, make sure you follow the directions carefully. If you don't understand what you are supposed to do, don't hesitate to call Penn Foster High School and ask for help.

## SUBMITTING YOUR EXAMS

You must submit all exams online using the Penn Foster exam system that you access from your Student Portal.

To access an exam, click on **Take Exam** section within the appropriate lesson title. If the exam involves an essay or a writing assignment, you'll be asked to attach a file of the assignment to submit it to the school.

Read each question carefully before you choose your answer. If you're unsure of an answer, you can mark the question for review by clicking a button at the bottom of the question. Before you submit the exam, you'll be able to see a summary of all of your answers and make changes if you so desire.

## EXAM RESULTS

You must go to **www.PennFosterHighSchool.com** to get your evaluation. The evaluations will tell students which answers (if any) were incorrect. If you have a question or problem with your exam evaluation, contact the school immediately.

### Multiple choice Exam Retake Policies

Exams Taken between May 21, 2013 and December 14, 2016	Students may retake the exam whether their score was passing or failing on the first attempt. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade. Students earn the higher of the two grades.
Exams taken between December 15, 2016 and October 18, 2017	Students earning a passing score on the first attempt are not eligible for a retake. If the first attempt score is failing (below 65%), students have the option to retake the exam. The highest score a student can earn on a retake exam is 65%. If a student scores below 65% on the retake exam, the student will earn the higher of the two scores.
Exams taken starting October 19, 2017	Students are given two chances to pass each exam. An exam may be retaken as soon as the first attempt has been graded; there is no waiting period. Regardless of whether the first attempt resulted in a passing or failing grade, students are given one opportunity to retake the exam and earn the higher of the two scores. This policy is effective for all open exams on a student's record as of October 19, 2017.

Students are presented with a new exam for the retake and must submit the ENTIRE retake online. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade.

For all other exams (subjective, non-multiple choice exams), retakes are required for a failed first attempt, and not offered if the exam was passed. The highest score a student can earn on a retake exam is 65%. The retake grade becomes the final grade.

Previous exam policies will cease as of October 19, 2017, and the above policies will apply to all open exams on a student’s record on and after this date.

### EXPECTATION

All Penn Foster students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action. Students who do not achieve passing grades may be subject to academic probation or dismissal.

### THE PENN FOSTER HIGH SCHOOL GRADING SYSTEM:

Exams and projects will be graded on the following scale:

Lesson Grade (Percentage)	Letter Equivalent	Rating
92-100	A	Excellent
81-91	B	Good
75-80	C	Average
70-74	D	Passing

**(Effective to April 30, 2012)**

An overall course grade of 70%, or above, in each subject is required to graduate and earn your diploma.

Lesson Grade (Percentage)	Letter Equivalent	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

**(Effective May 1, 2012)**

An overall course grade of 65%, or above, in each subject is required to graduate and earn your diploma.



“An investment in knowledge pays the best interest.”

- Benjamin Franklin

# GRADUATION

When you have successfully completed your program and your account is paid in full, you will achieve your goal — a High School Diploma. To be awarded your Diploma, you must have:

- Passed all subject requirements.
- Achieved an overall course grade of 70% (65% effective May 1, 2012), or above, in each subject.
- Met all your financial obligations.\*  
\* All payments must be clear before diploma will be issued

## TRANSCRIPTS

Along with your High School Diploma, you will receive one free copy of your official transcript. If you desire additional copies, they are available at a cost of \$13.00 for an electronic copy or \$15.00 for a paper copy. Utilize the transcript ordering service on your student portal or the Contact Us Page to submit your request. If you want the transcript sent to someone else (i.e., an employer or school), please have the address handy when you call. (You must be current in your payments to receive this service.) If you request your official transcript prior to graduation, it will only be released if certain financial criteria is met.

## CERTIFICATE OF PRELIMINARY EDUCATION

In accordance with 22 Pa. Code §4.73, graduates of the program 18 years of age and older may apply to the Pennsylvania Department of Education for a Certificate of Preliminary Education. The Certificate of Preliminary Education is a document produced by the Department of Education stating that the individual has satisfactorily completed an approved course of correspondence study at the high school level. There is a fee of \$15.00 for the certificate. An application for the Certificate of Preliminary Education is available from Penn Foster High School. Letters of Recommendation Penn Foster High School will be proud to send a letter of recommendation on your behalf to other schools or potential employers. Contact our Student CARE Department for more information. (You must be a graduate of your program.)



# CURRICULUM REQUIREMENTS

The Penn Foster High School Program requires completion of 21.5 units of credit for graduation. Each credit is equivalent to approximately 120 hours of course work. The credit requirements include 16.5 core subjects and 5 elective credits. The 16.5 core subjects are in specified disciplines:

## **English (4 credits)**

Basic English  
Practical English  
Written Communication  
Literature

## **Math (3 credits)**

General Math I  
Consumer Math  
General Math II

## **Science (3 credits)**

Earth Science  
Biology  
Physical Science

## **Social Studies (3 credits)**

American History  
Civics  
World History

## **Arts and Humanities (2.5 credits)**

Orientation  
Human Relations  
Reading Skills

## **Health & Physical Education (1 credit)**

Fitness & Nutrition

Students may select **CareerKey**<sup>®</sup> vocational electives, academic/college prep, or general electives.

# PROGRAM GOALS & PROGRAM OUTCOMES

## HIGH SCHOOL

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete writing assessments
- Demonstrate the ability to complete entry level lessons from Penn Foster career modules, academic level electives, or general level electives

## HIGH SCHOOL WITH CONCENTRATION IN AUTOMOTIVE REPAIR TECHNICIAN

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level automotive repair technician courses



## HIGH SCHOOL WITH CONCENTRATION IN BUILDING TECHNOLOGY—CARPENTRY

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in Social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level carpentry courses

## HIGH SCHOOL WITH CONCENTRATION IN BUILDING TECHNOLOGY—ELECTRICAL

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level electrician courses

## HIGH SCHOOL WITH CONCENTRATION IN BUILDING TECHNOLOGY—PLUMBING

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level plumbing courses

## HIGH SCHOOL WITH CONCENTRATION IN CHILD CARE PROFESSIONAL

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level child care professional courses

## HIGH SCHOOL WITH CONCENTRATION IN CULINARY ARTS

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level culinary arts courses

## HIGH SCHOOL WITH CONCENTRATION IN HEALTH CARE

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level health care courses

## HIGH SCHOOL WITH CONCENTRATION IN INFORMATION SYSTEMS TECHNOLOGY\*

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level information systems technology courses

\* You will need high-speed internet access to begin your program. You will need access to a Microsoft® Windows® based computer running Windows® 10 or later, Microsoft® 365, and an email account to complete your program with Penn Foster.

## HIGH SCHOOL WITH EARLY COLLEGE COURSES

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level college courses

## HIGH SCHOOL WITH CONCENTRATION IN BUILDING PHARMACY TECHNICIAN

### Program Goal

Students will be able to demonstrate they possess the necessary knowledge and skills to enter the workforce or to continue their education at a college.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate 21st century skills such as the ability to use technology to complete learning tasks and to communicate effectively
- Use critical thinking and reasoning skills to complete learning tasks in English Language Art courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in English Language Art courses
- Use critical thinking and reasoning skills to complete learning tasks in science courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in science courses
- Use critical thinking and reasoning skills to complete learning tasks in math courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in math courses
- Use critical thinking and reasoning skills to complete learning tasks in social studies courses
- Use declarative knowledge and demonstrate understanding to complete learning tasks in social studies courses
- Apply fundamental mathematical skills to solve real world problems
- Utilize writing skills to complete graded writing assessments
- Demonstrate an ability to complete introductory level pharmacy professional courses

## ELECTIVES AND COURSE DESCRIPTIONS

### ELECTIVE SELECTIONS INCLUDE:

#### CAREER KEY VOCATIONAL ELECTIVES

Auto Repair Technician  
Child Care Professional  
Medical Administrative Assistant  
Small Business Management  
Veterinary Assistant

#### ACADEMIC/COLLEGE PREPARATION

Algebra I  
Algebra II (prerequisite Algebra I)  
American Literature  
Chemistry (prerequisite Algebra I)  
Geometry (recommended prerequisite Algebra I)  
Music Appreciation  
Psychology  
Spanish

#### GENERAL ELECTIVES

Business Math  
Economics  
English Communication  
General Science  
Microsoft® Word™ and Excel™

Career Key features specialized training to help you prepare for the career of your choice. If you choose to continue your career training after graduation, you'll have earned credit toward a Penn Foster Career Diploma.

#### COURSE DESCRIPTIONS

In this section you'll find descriptions of the core and elective subjects offered in the High School Program. Each entry features the name of the course, the number of credits you will earn, the number of examinations, and the name of any prerequisite subject.

The High School subjects and curriculum are frequently updated. Although we try to keep this listing current, it may not include the most recent changes. We reserve the right to revise the program of study and the instructional materials, and to withdraw or substitute for subjects offered.

#### Algebra I (1 credit)

A study of basic operations with signed numbers, monomials, and polynomials. Also includes formulas, equations, inequalities, graphing, exponents, roots, quadratic equations, and algebraic fractions.  
Six exams.

#### Algebra II (prerequisite Algebra I) (1 credit)

A study of algebraic functions, ratios, proportions, logarithms, variations, progressions, theorems, matrices, determinants, inequalities, permutations, and probability.  
Four exams.

#### American History (1 credit)

Discussion of people, events, and sociopolitical forces that have shaped America, from its discovery to the present. Shows how American history affects today's events and global conditions.  
Seven exams.

#### American Literature (1 credit)

American Literature is designed to help you navigate the works that helped to shape America, particularly some of history's most notable texts and writing. The speeches, poems, and prose that you'll read in these pages helped to shape not only American writing, but also the way we read and think today. As you read through your assignments, consider how these texts are still having an impact on us, from literature to pop culture.  
Five exams.

#### Art Appreciation (1 credit)

An introduction to various forms of art throughout history, from prehistoric to modern; also discusses elements of design, symbolism, and purposes of art to enable students to evaluate the meaning and quality of individual works. Learn about the most important artists of each era, as well as the cultural influences that shaped their approaches to painting, sculpture, or architecture.  
Four exams.

#### Basic English (1 credit)

Fundamentals of English for effective communication. Capitalization, punctuation, grammar, and spelling are covered, with an aim toward writing clearer sentences.  
Four exams.

**Biology (1 credit)**

This Biology course begins with a presentation on the topic of ecology. The cell and its processes are examined in detail. A discussion of genetics and evolution follows. The course provides a detailed description of the biology involved in the structure and function of both plants and animals. The course ends with a lesson on human body systems and disease. Six exams.

**Business Math (1 credit)**

A review of basic math skills and principles along with a study of various business math topics such as income, maintaining a checking account, interest, installment buying, discounts, and markups. Three exams.

**Chemistry (prerequisite Algebra I) (1 credit)**

A study of the structure and reactions of matter. Discusses elemental symbols, chemical reactions, and the role of energy in those reactions. Also covers organic and nuclear chemistry. Five exams.

**Child Care Professional (1 credit)**

Explore the rapidly evolving field of child care. Learn about how parents are seeking the best trained and skilled child care professionals to care for young children. There's never been a more exciting time to be working the field of early childhood education and care. Eight exams.

**Civics (1 credit)**

Covers the rights, freedoms, and responsibilities of American citizens. Reviews the roots of American government and studies the modern U.S. government - its branches; the Constitution and Bill of Rights; the roles of federal, state, and local governments; political parties and elections. Four exams.

**Consumer Math (1 credit)**

Study simple ways to apply mathematics to the everyday areas of life, most of them involving money; employment, purchases, home, car, insurance, savings, and investments. Three exams.

**Earth Science (1 credit)**

A study of the scientific method, the formation of the solar system, the moon's phases, the movement of the earth, plate tectonics, the formation of the oceans, and erosion. Also looks at chemical principles, rock and mineral analysis, soil formation, and weather patterns. Six exams.

**Economics (1 credit)**

Compares and contrasts the economic systems that people use in various parts of the world. Discusses the function of money, the law of supply and demand, and the role of banks and government within capitalist economies. Three exams.

**English Communication (1 credit)**

Explains how to avoid grammatical errors when writing sentences and paragraphs; how to make words work for you; and how to improve your image by using the right word in the right place. Three exams.

**English Language Arts 1 (1 credit)**

Learn close reading strategies that can be used to comprehend informational text passages, including workplace writing. Review how point of view and purpose shape the content and structure of multiple text passages. Examine the basic conventions of English grammar, usage, and mechanics. Read about the main points, key details, and literary devices in poems and a short story as well as the central themes and supporting evidence in plays. Five exams.

**English Language Arts 2 (1 credit)**

Apply close reading strategies to make inferences in nonfiction texts while using basic English language conventions. Use evidence from informational texts to support a position on a topic. Analyze the use of figurative, literal, and nonliteral language in poetry and a short story. Restate details and examples from the text when explaining how characters develop and interact in a novel. Seven exams.

**English Language Arts 3 (1 credit)**

Analyze and cite evidence to support analysis of history, social studies, science, and technology-related texts as well as their graphics. Review the use and impact of word choice, tone, and figurative language in a play. Explore the theme in literary narratives. Summarize key details, events, and characteristics in a novel and write a structured argument with relevant evidence to support a claim. Six exams.

**English Language Arts 4 (1 credit)**

Review foundational history texts and conceptual science and technology texts using US primary source documents and multimedia or quantitative formats. Draw simple, logical conclusions about more challenging world literature passages. From those literature passages, analyze how an author's word choice and structure shape meaning, style, and tone. Explore a cultural experience in world literature, citing text to highlight key details and themes. Study one act of Shakespeare, using close-reading strategies to explain character relationships and thematic structure. Write an informative assignment to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content. Six exams.

**Fitness and Nutrition (1 credit)**

This course covers a wide variety of topics to help students understand the principles of physical fitness. Topics included are nutrition basics, developing healthy eating habits, the functioning of muscles, posture, the heart and lungs, strengthening body parts, flexibility training, preventing injury, and stress management. Six exams.

**General Math I (1 credit)**

A study of the fundamental operations with whole numbers, fractions, and decimals, preceding the more advanced topics of weights, measures, ratios, proportions, and percents. Six exams.

**General Math II (1 credit)**

A review of basic mathematical skills provides the foundation for more advanced topics such as order of operations, factors, multiples, powers, roots, equations, and inequalities. Introduces geometry by covering the study of points, lines, surfaces, and solids. Four exams.

**General Science (1 credit)**

In this course, students will be introduced to several branches of science and engineering, including environmental science, agricultural science, oceanography, human anatomy and physiology, biotechnology, and engineering design. This course demonstrates how basic sciences like biology, chemistry, and physics are foundational in these applied sciences. Six exams.

**Geometry (recommended prerequisite Algebra I) (1 credit)**

A study of the properties of points, lines, planes, and angles; polygons and triangles; circles; solids. Four exams.

**Human Relations (1 credit)**

Methods of analyzing and improving relations with other people in personal life and working environments. Accents individual productivity, teamwork, working relationships, dealing with frustration, organizing, repairing relationships, and maintaining one's attitude. Three exams.

**Interior Decorator (1 credit)**

Be the one friends and neighbors rely on to make their homes look great. Lessons include how to meet a client's needs, design with furniture, and more. Client/Needs Analyzer and furniture template included. Four exams.

**Literature (1 credit)**

Covers the reading of short stories, nonfiction, poetry, and drama. Intended to give a deeper appreciation of the relationship between literature and life, and of the pleasures and benefits of reading. Seven exams.

**Medical Administrative Assistant (1 credit)**

Get a look at what it's like to work side by side with doctors in the rewarding healthcare field. Topics include learning strategies, time and stress management, interpersonal communication, and law and medical ethics. Includes access to learning aids and supplements. Three exams.

**Microsoft® Word™ and Excel™ (no software included) (1 credit)**

Learn how to use Microsoft® Word™ to create, edit, and illustrate documents. Learn about the most widely used spreadsheet program, Microsoft® Excel™. Excel™ can perform numerical calculations and is also useful for non-numerical applications such as creating charts, organizing lists, accessing data, and automating tasks. Two exams.

**Music Appreciation (1 credit)**

**Note:** The music text contains references to various aspects of the personal lives of composers; this material may be offensive to some readers. Covers appreciating music; roles of composer and listener; principles of music theory and instrumentation; historical periods; varying styles of music. Seven exams.



**Orientation (.5 credit)**

An overview of the High School Program, including such topics as your program study materials, using our website, establishing study schedules, building your vocabulary, and preparing for and taking an examination. Also provides an introduction to financial literacy, building personal and professional relationships, career exploration, and essential computer programs.

Two exams.

**Physical Science (1 credit)**

A study of matter and energy: their nature and the relationships between them. Explains the role of atomic structure in chemical and nuclear reactions. Emphasizes problem solving skills and discusses the relationship between science, technology, and the environment. Covers topics such as water, the chemistry of building materials, fuels, natural and synthetic rubbers and plastics, energy in relation to motion and force, machines, sound, light, electricity, and magnetism.

Five exams.

**Practical English (1 credit)**

Develops writing skills by emphasizing sentence structure, paragraphs, letters, and compositions. Opens with a study of grammar, including the parts of speech, punctuation, spelling, and word usage. Explains the writing process and emphasizes an individual approach.

Five exams.

**Psychology (1 credit)**

Provides an introduction to the roots and the development of modern psychology. Discusses states of consciousness, and theories of intelligence, development, and personality. Also, looks at gender roles, stress, psychological disorders, and social factors that affect people in groups.

Five exams.

**Reading Skills (1 credit)**

A study of techniques applicable to any type of reading. Includes reviewing, predicting, scanning, finding the main idea, and drawing conclusions. Discusses how to determine word meanings by examining context clues, and differentiating fact from opinion to identify bias. Also covers poetry and fiction.

Three exams.

**Small Business Management (1 credit)**

Provides an introduction on how to prepare to start your own business and learn the basics of a business plan. Discusses market research and business connections.

Six exams.

**Spanish (1 credit)**

Includes articulate speaking, active reading, and comprehensive listening. Covers the details of Spanish vocabulary and grammar, and improves fluency through listening to and creating stories. Enables you to learn and use the language for business situations and other purposes.

Twelve exams.

**Veterinary Assistant (1 credit)**

Start learning the skills you need to become a Veterinary Assistant. Topics include introduction to animal care, animal behavior, handling and restraint, and veterinary terminology. Includes access to online video, pronunciation guides, and flash cards.

Four exams.

**World History (1 credit)**

When thinking about studying the entirety of world history, it's easy to see how it appears to be a nearly impossible task. One way of making the vast amount of information manageable to learn is to present the information in a way that focuses on the highlights and large-scale trends seen in history. Your World History course begins with a very brief summary of ancient civilizations. You'll focus most of your studies on events and peoples in world history from 1450 to the present.

Five exams.

**Written Communication (1 credit)**

Written Communication will help to strengthen your basic communication skills, but it will most directly impact your writing skills. This course will refresh your understanding of the basic parts of speech, as well as the basics of grammar and mechanics, and will focus on the importance of organizing your time effectively to create documents from prewriting to final draft.

Six Exams

# Ownership, Governance, and Administration

## OWNERSHIP

**Penn Foster, Inc.\***

## BOARD OF DIRECTORS

**Frank Britt**

**Thomas Blesso**

## OFFICERS

**Frank Britt**

Chief Executive Officer

**Thomas Blesso**

Chief Financial Officer

**Heather McAllister**

General Counsel

Corporate Secretary

## ADMINISTRATION

**Megan Bowen**

Director, High School

M.S. Education in Leadership and Administration, Capella University

B.S. English Literature and Secondary Education, Miami University

**Joshua Budway**

Sr. VP of People

MBA, Harvard Business School

**Pat Gaffey**

Vice President - Admissions

B.S., Penn State University

**Paula Robert-Hunt**

Vice President - Engineering

B.S., Indiana University - Kelley School of Business

**Nial McLoughlin**

SVP of Technology

M.S. Georgia State University

B.S., University of Florida-Gainesville

**Lisa Rutsky**

Vice President of Education and Academic Dean

M.Ed. in School Psychology

B.S., Psychology, Georgia State University

**Mark Sargent**

Vice President,

Digital Learning Product

M.S., Educational Technology,

Harvard University

M.B.A., Babson College

**Mark Slayton**

Senior Vice President,

Student Relationship Management

**Cindy Starr**

Chief Marketing Officer

B.A., University of Pennsylvania

MBA, New York University's Stern School of Business

**Dara Warn**

Chief Operating Officer

B.A., University of Pennsylvania

**Rachel Wexler**

Vice-President - Product Management and Content

B.A., Dartmouth College

M.B.A., Northwestern University - Kellogg School Management

\* Penn Foster, Inc. is wholly owned by Penn Foster Education Group, Inc.

## Faculty

**Meghan Lodge**, Academic Team Lead  
PA Private School teaching certification English  
7-12, BA English Kings College,  
MA English Language, Literature, and Rhetoric  
Binghamton University

**Brian Brown**, Academic Team Lead  
PA Teaching Certification Citizenship 7-12,  
BA History/Secondary Ed Misericordia  
University,  
MA History American Military University

**Shawn Cherinchak**, English Teacher  
PA Teaching Certification English 7-12,  
BA English/Secondary Ed, Kutztown University

**Mariam Dawoud**, Math Teacher  
PA Teaching Certification Mathematics 7-12  
BS Computer Science Dalhousie University  
MA Urban Education Alvernia University

**Zachary Lansdowne**, Spanish Teacher  
PA Private School Teaching Certification Latin  
K-12, BA Classics Loyola University in Maryland  
Spanish Certificate Program Penn Foster Career  
School

**Anthony Dilmore**, Orientation Teacher  
BA English University of Scranton

**Daniel Sciarrillo**, Spanish Teacher,  
PA Private School Teaching Certification  
Spanish K-12  
BA Spanish Bloomsburg University

**Alyssa Sklareski**, Science Teacher  
PA Teaching Certification Biology 7-12,  
BS Biology/Secondary Ed Marywood University

# On the road to success...

- You have started on a journey toward a better future — a future that brings more money, security, and greater career satisfaction. All of us at Penn Foster High School will do everything we can to make that journey a rewarding one. But there may be times when you find it hard going...maybe your job or family is demanding more of your time, or completing your program seems too far out of reach. If you start to feel that way, just remember these important facts:
- A good way to stay motivated is to remember why you enrolled. You have a dream of building a better life for yourself, and you have already shown you have the dedication. Don't let anything stop you from achieving your goals.
- Anytime you have a problem with something in your lessons or a question about your Penn Foster High School experience, contact the school. Every student is important to us — and we want to see you achieve success. You can always turn to your instructor or our helpful Student Services staff for help.
- Use your progress-tracking and goal-setting tools to create your exam schedule, and stick to it as much as you can — but it's okay to give yourself a day off now and then, too. Holidays, special occasions, or just a day to “recharge your batteries...” but don't take too many, because you want to keep moving toward graduation.
- Most of all, take pride in what you are accomplishing. So many people never try to make their dreams come true — just by enrolling, you have shown you are someone who sets goals and works to achieve them. You have much to be proud of.

**GOOD LUCK** from all of us at  
Penn Foster High School!



**PENN  
FOSTER**  
HIGH SCHOOL

925 Oak Street, Scranton, PA 18515-0700 [www.PennFosterHighSchool.com](http://www.PennFosterHighSchool.com)