This handbook contains current information regarding Lackawanna College’s policies, procedures, regulations, rights and responsibilities, and services. The statements in this handbook are for purposes of information. The College reserves the right to change any provisions or requirements, including tuition and fees, at any time within the student’s term of residence. No contract is created or implied.

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal Law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990.

For updates to the Handbook, please refer to the College’s website at http://www.lackawanna.edu/index.html

Any complaint of harassment or discrimination pertaining to education should be directed to one of the Equal Opportunity/Affirmative Action Officers:

Dan LaMagna:
Via phone 570-504-1579 / fax 570-961-7865
E-mail lamagnad@lackawanna.edu
OR
Anita Cola
Via phone 570-961-7815 / fax 570-504-7978
E-mail colaa@lackawanna.edu

Lackawanna College Portal
https://portal.lackawanna.edu/ics
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<thead>
<tr>
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<tbody>
<tr>
<td>College President</td>
<td>570-961-7855</td>
</tr>
<tr>
<td>Executive Vice President/Chief Academic Officer</td>
<td>570-504-1575</td>
</tr>
<tr>
<td>Vice President for Finance and Administration</td>
<td>570-961-7845</td>
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<tr>
<td>Assoc. Vice President for Academic Affairs</td>
<td>570-961-7849</td>
</tr>
<tr>
<td>Assoc. Vice President for Enrollment Management</td>
<td>570-961-7814</td>
</tr>
<tr>
<td>Assoc. Vice President for Student Affairs</td>
<td>570-961-7836</td>
</tr>
<tr>
<td>Dean of Continuing Education</td>
<td>570-961-7815</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>570-504-1579</td>
</tr>
<tr>
<td>Associate Dean of Students</td>
<td>570-955-1479</td>
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<tr>
<td>Admissions Office</td>
<td>570-961-7814</td>
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<td>Advising/Transfer Services</td>
<td>570-961-7836</td>
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<tr>
<td>Affirmative Action Officer</td>
<td>570-961-7815</td>
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<td>Athletics</td>
<td>570-961-0700</td>
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<td>Bookstore</td>
<td>570-961-1880</td>
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<td>Business Office</td>
<td>570-961-7834</td>
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<tr>
<td>Career Services</td>
<td>570-955-1479</td>
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<tr>
<td>Continuing Education Office</td>
<td>570-961-7813</td>
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<tr>
<td>Developmental Education Office</td>
<td>570-961-7878</td>
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<tr>
<td>Environmental Institute</td>
<td>570-842-1506</td>
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<td>Financial Aid Office</td>
<td>570-961-7859</td>
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<tr>
<td>Housing Office – McKinnie Hall</td>
<td>570-241-2030</td>
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<tr>
<td>Housing Office – Seeley Hall</td>
<td>570-241-2031</td>
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<tr>
<td>Housing Office – Tobin Hall</td>
<td>570-955-1472</td>
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<td>Human Resources</td>
<td>570-961-7891</td>
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<td>Institutional Advancement &amp; Alumni Relations</td>
<td>570-961-7895</td>
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<tr>
<td>Lackawanna College Theater</td>
<td>570-961-7864</td>
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<tr>
<td>Lost &amp; Found</td>
<td>570-961-7899</td>
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<tr>
<td>Math Tutoring Lab</td>
<td>570-504-7929</td>
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<td>Parking Passes</td>
<td>570-961-7899</td>
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<td>Photo ID’s</td>
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<td>Police Academy</td>
<td>570-961-7874</td>
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<td>Public Relations</td>
<td>570-955-1456</td>
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<td>Registrar’s Office</td>
<td>570-961-7816</td>
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<tr>
<td>Retention Coordinator</td>
<td>570-961-7885</td>
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<tr>
<td>Seeley Library</td>
<td>570-961-7831</td>
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<tr>
<td>Student Wellness Program</td>
<td>570-504-1466</td>
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<td>Student Life</td>
<td>570-961-7886</td>
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<td>Transcripts</td>
<td>570-961-7816</td>
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<tr>
<td>Tutoring Services</td>
<td>570-961-7885</td>
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<tr>
<td>Veterans Affairs</td>
<td>570-504-1591</td>
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</tbody>
</table>
LACKAWANNA COLLEGE CENTERS INFORMATION

HAZLETON CENTER
Joe Scarcella – Center Director

145 East Broad Street
Hazleton, PA 18201
570-459-1573

Email Hazleton@lackawanna.edu
Website http://www.lackawanna.edu/about/Locations/Hazleton/index.html

LAKE REGION CENTER
Kelly Nolan – Center Director

Hawley Silk Mill Building
8 Silk Mill Drive
Hawley, PA 18431
570-226-4625

Email LakeRegionCenter@lackawanna.edu
Website http://www.lackawanna.edu/LakeRegion/Index.html

TOWANDA CENTER
Kim Mapes – Center Director

One Progress Plaza
Suite 2
Towanda, PA 18848
570-265-3449

Email Towanda@lackawanna.edu
Website http://www.lackawanna.edu/Towanda/Index.html

SCHOOL OF PETROLEUM & NATURAL GAS
Richard Marquardt – Center Director

2390 State Route 848
New Milford, PA 18834
570-465-2344

Email NewMilford@lackawanna.edu
Website http://www.lackawanna.edu/NewMilford/Index.html

ENVIRONMENTAL INSTITUTE
Jamie Reeger – Institute Director

Moffat Estate
10 Moffat Drive
Covington Township, PA 18444
570-842-1506

Email reegerj@lackawanna.edu
Website http://www.lackawanna.edu/environmentalinstitute/
# Lackawanna College Academic Calendar

## Fall 2014 – Summer 2, 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 2</td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>September 3</td>
<td>Fall Semester begins</td>
</tr>
<tr>
<td>October 8</td>
<td>Last day to withdraw from Subterm 1 online without academic penalty</td>
</tr>
<tr>
<td>October 13</td>
<td>Columbus Day/College closed</td>
</tr>
<tr>
<td>October 21</td>
<td>Subterm 1 ends</td>
</tr>
<tr>
<td>October 22</td>
<td>Subterm 2 online begins</td>
</tr>
<tr>
<td>October 27</td>
<td>Advising begins</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day/College closed</td>
</tr>
<tr>
<td>November 13</td>
<td>Last day to withdraw without academic penalty</td>
</tr>
<tr>
<td>November 17-21</td>
<td>Returning student registration</td>
</tr>
<tr>
<td>November 25</td>
<td>Last day to withdraw from Subterm 2 online without academic penalty</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving break begins</td>
</tr>
<tr>
<td>December 1</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 12</td>
<td>Semester ends</td>
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### InterSession 2015

<table>
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<tbody>
<tr>
<td>January 5</td>
<td>InterSession begins</td>
</tr>
<tr>
<td>January 16</td>
<td>Last day to withdraw from InterSession without academic penalty</td>
</tr>
<tr>
<td>January 23</td>
<td>InterSession ends</td>
</tr>
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</table>

### Spring 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 25</td>
<td>Freshman Orientation (Sunday)</td>
</tr>
<tr>
<td>January 26</td>
<td>Spring Semester begins</td>
</tr>
<tr>
<td>February 13-16</td>
<td>Presidents’ Day Observed/College Closed (Friday and Monday)</td>
</tr>
<tr>
<td>March 2</td>
<td>Last day to withdraw from Subterm 1 online without academic penalty</td>
</tr>
<tr>
<td>March 16-20</td>
<td>Spring break</td>
</tr>
<tr>
<td>March 20</td>
<td>Subterm 1 ends</td>
</tr>
<tr>
<td>March 23</td>
<td>Subterm 2 online begins</td>
</tr>
<tr>
<td>March 23</td>
<td>Advising begins</td>
</tr>
<tr>
<td>April 3 - 6</td>
<td>Holiday/College Closed</td>
</tr>
<tr>
<td>April 8</td>
<td>Last day to withdraw without academic penalty</td>
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<tr>
<td>April 16</td>
<td>Last day to withdraw from Subterm 2 online without academic penalty</td>
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<tr>
<td>April 13-17</td>
<td>Returning student registration</td>
</tr>
<tr>
<td>May 10</td>
<td>Honors Convocation (Sunday afternoon)</td>
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<tr>
<td>May 15</td>
<td>Semester ends</td>
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<tr>
<td>May 23</td>
<td>Graduation</td>
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### Summer 1 2015

<table>
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<tbody>
<tr>
<td>May 26</td>
<td>Summer 1 Semester begins</td>
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<tr>
<td>June 11</td>
<td>Last day to withdraw from Summer 1 without academic penalty</td>
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<tr>
<td>June 26</td>
<td>Summer 1 Semester ends</td>
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### Summer 2 2015

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<tr>
<td>July 6</td>
<td>Summer 2 Semester begins</td>
</tr>
<tr>
<td>July 23</td>
<td>Last day to withdraw from Summer 2 without academic penalty</td>
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<tr>
<td>Aug 7</td>
<td>Summer 2 Semester ends</td>
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RESIDENCE HALL OPENING / CLOSING DATES AND BREAKS
2014-2015 ACADEMIC YEAR

- SUMMER II CHECK-IN: July 7, 2014 from 9 AM to 3 PM

- FRESHMAN FOOTBALL TEAM RESIDENTS arrive August 3, 2014 Noon to 4 PM. Football camp is BY INVITATION ONLY

- BALANCE OF FOOTBALL TEAM arrives August 5, 2014 from 9 AM to 3 PM. Football camp is BY INVITATION ONLY

- SOCCER AND VOLLEYBALL RESIDENTS check-in – August 11, 2014 9AM to 3 PM. BY INVITATION ONLY

- ALL OTHER RESIDENTS
  September 1, 2014 9AM to 4 PM

  DORMITORY ORIENTATIONS
  NEW STUDENTS  September 1, 2014
  SOPHOMORES  September 1, 2014

- NEW STUDENT ORIENTATION- Tuesday, September 2, 2014 10 AM, Theater

- FALL SEMESTER BEGINS September 3, 2014


- CHRISTMAS BREAK/FALL 2014 CLOSING: - 11 PM December 12, 2014 or 24 hours after last final.

- INTERSESSION 2015 OPENING: January 5, 2015 8 AM to 4 PM (for students registered for the Intersession only)

- INTERSESSION BEGINS JANUARY 5, 2015

- RESIDENT CHECK-IN FOR SPRING 2015 SEMESTER – January 24, 2015 9 AM to 4 PM

- DORMITORY ORIENTATIONS
  NEW STUDENTS January 24, 2015
  RETURNING STUDENTS January 24, 2015

- NEW STUDENT ORIENTATION - January 25, 2015 10 AM Theater

- SPRING SEMESTER BEGINS JANUARY 26, 2015

- SPRING BREAK: Closing – 11 PM March 13, 2015, Opening March 22, 2015 at Noon

- SPRING 2015 CLOSING: 11 PM May 15, 2015 or 24 hours after the last final, whichever comes first.

- SUMMER I 2015 OPENING: 8 AM to 3 PM, May 26, 2015 (for students registered for summer session only)

**COMPRESSED SCHEDULE**

**2014 - 2015**

The following schedule will go into effect whenever a weather delay is announced:

<table>
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<tr>
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<td>7&lt;sup&gt;th&lt;/sup&gt; Period</td>
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<td>8&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>4:00-5:15</td>
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<td>1:00-2:15</td>
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<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>2:30-3:45</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
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<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>4:00-5:15</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
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</table>

Depending on the timing of inclement weather, the College may be open at Noon. The morning classes would be canceled. Offices will open at noon and scheduled classes will be held starting at noon. This notification will be announced as all other delays. Currently, these delays are provided to local television and radio stations. In addition, this information is sent via the WENS text system, the College’s Snow Phone and the College’s websites.

**Snow Phone – (570) 504-7935**

Please call the above number to receive the most up-to-date class cancellation/compressed schedule information.
## LACKAWANNA COLLEGE
### FALL 2014 FINAL EXAM SCHEDULE
#### DECEMBER 8-11, 2014

<table>
<thead>
<tr>
<th>MONDAY</th>
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<tbody>
<tr>
<td>8:00 AM Class</td>
<td>Monday, December 8th, 8:00AM to 10:00 AM</td>
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<tr>
<td>10:00 AM Class</td>
<td>Monday, December 8th, 10:10AM to 12:10 PM</td>
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<tr>
<td>12:00 PM Class</td>
<td>Monday, December 8th, 12:20PM to 2:20PM</td>
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<tr>
<td>2:30 PM Class</td>
<td>Monday, December 8th, 2:30PM to 4:30 PM</td>
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<tr>
<td>6:00 PM Class</td>
<td>Monday, December 8th, 6:00 PM to 8:00 PM</td>
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<tr>
<td>TUESDAY</td>
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<tr>
<td>8:00 AM Class</td>
<td>Tuesday, December 9th, 8:00 AM to 10:00 AM</td>
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<td>11:00 AM Class</td>
<td>Tuesday, December 9th, 10:10 AM to 12:10 PM</td>
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<td>5:30 PM Class</td>
<td>Tuesday, December 9th, 5:30 PM to 7:30 PM</td>
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<tr>
<td>WEDNESDAY</td>
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<tr>
<td>9:00 AM Class</td>
<td>Wednesday, December 10th, 8:00 AM to 10:00 AM</td>
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<tr>
<td>THURSDAY</td>
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<tr>
<td>9:30AM Class</td>
<td>Thursday, December 11th, 8:00 AM to 10:00 AM</td>
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<tr>
<td>1:00PM Class</td>
<td>Thursday, December 11th, 10:10 AM to 12:10 PM</td>
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<tr>
<th>FRIDAY</th>
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<tr>
<td>Make-up Day or Evening</td>
<td>December 12th - Only for students who miss finals for legitimate reasons (at faculty member’s discretion and appointment made) Student must contact instructor prior to the missed exam.</td>
</tr>
</tbody>
</table>
# Lackawanna College
## Spring 2015 Final Exam Schedule
### May 11 – May 14, 2015

<table>
<thead>
<tr>
<th>Monday</th>
<th>Monday, May 11th, 8:00 AM to 10:00 AM</th>
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<tbody>
<tr>
<td>8:00 AM Class</td>
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<tr>
<td>2:30 PM Class</td>
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<tr>
<td>6:00 PM Class</td>
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<table>
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<tr>
<th>Tuesday</th>
<th>Tuesday, May 12th, 8:00 AM to 10:00 AM</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Wednesday, May 13th, 8:00 AM to 10:00 AM</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Thursday</th>
<th>Thursday, May 14th, 8:00 AM to 10:00 AM</th>
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<tbody>
<tr>
<td>9:30 AM Class</td>
<td>Thursday, May 14th, 8:00 AM to 10:00 AM</td>
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<tr>
<td>1:00 PM Class</td>
<td>Thursday, May 14th, 10:10 AM to 12:10 PM</td>
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<tr>
<td>4:00 PM Class</td>
<td>Thursday, May 14th, 12:20 PM to 2:20 PM</td>
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<td>5:30 PM Class</td>
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<table>
<thead>
<tr>
<th>Friday</th>
<th>May 15th - Only for students who miss finals for legitimate reasons (at faculty member’s discretion and appointment made with faculty member)</th>
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<tbody>
<tr>
<td>Make-up Day</td>
<td></td>
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<tr>
<td>Evening</td>
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</tbody>
</table>
FINAL EXAM COMPRESSED SCHEDULE

Because adverse weather conditions may cause the College either to delay opening or to close entirely on any given day during Final Exam Week, the following contingencies may go into effect:

Closing If the College must be closed, all the exams for the affected day or evening will be given on Friday of Exam Week. Exactly the same schedule should be followed on Friday as was published for the lost day.

Compressed Schedule: If we are forced to announce a compressed schedule for any morning during Exam Week, the following adjustments will be made:

<table>
<thead>
<tr>
<th>If your regular class time is:</th>
<th>Compressed Schedule Final Exam will be:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td><strong>Monday</strong></td>
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<tr>
<td>8:00 AM Class</td>
<td>9:30 AM – 11:30 AM</td>
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<tr>
<td>10:00 AM Class</td>
<td>11:40 AM – 1:40 PM</td>
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<tr>
<td>12:00 PM Class</td>
<td>1:50 PM – 3:50 PM</td>
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<tr>
<td>2:30 PM Class</td>
<td>4:00 PM – 6:00 PM</td>
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<tr>
<td><strong>Tuesday</strong></td>
<td><strong>Tuesday</strong></td>
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<tr>
<td>8:00 AM Class</td>
<td>9:50 AM – 11:50 AM</td>
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<tr>
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<td>11:40 AM – 1:40 PM</td>
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<tr>
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<td>4:00 PM – 6:00 PM</td>
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<tr>
<td>9:30 AM Class</td>
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</tr>
<tr>
<td>4:00 PM Class</td>
<td>2:10 PM – 4:10 PM</td>
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</tbody>
</table>

Unless otherwise announced, evening final exams will run at the regularly scheduled time.

CLASS CANCELLATIONS
Cancellations due to inclement weather will be announced by 6 am for Day classes and 3 pm for the Evening College. The cancellation will be announced on all major television and radio stations as listed below. A compressed schedule will be used in the event of a delay.

Television:
WBRE 28, WYOU 22, WNEP 16

Radio:
WARM 590 AM
Magic 93  92.9 FM
97 BHT  97.1 FM & 107.7
WKRZ 98.5 FM
WEZX 106.9 FM (Rock 107)
MISSION
Lackawanna College’s mission is to provide a quality education to all persons who seek to improve their lives and better the communities in which they live.

VISION
The College’s vision is to be the nationally recognized, premiere two-year open-enrollment college of choice.

CORE VALUES
Lackawanna’s Core Values include a commitment to:
- Remaining an affordable two-year, open-enrollment college
- Providing a high quality and transferable education that exceeds academic expectations for students at all learning levels
- Excellence in providing educational opportunities for students who are academically underprepared for college level work
- Nurturing students’ sense of self-worth and capacity to make a difference.
- Cultivating and maintaining active partnerships with our regional community, including other educational institutions, businesses, and non-profit agencies
- Excellence in programs that prepare students to succeed in the workforce

GOALS
Provide selected two-year and certificate curricula by means of which full- and part-time students may transfer or seek employment.
Provide education and training opportunities in order to increase students’ knowledge and improve their skills as they seek to satisfy academic, employment, personal and life goals.
Provide educational opportunities to residents living or working in remote areas through a network of locations and the use of technology.
Provide comprehensive student support services, including financial aid assistance, faculty advising, mentoring, counseling, tutoring, cooperative education, extra-curricular activities and student athletic programs.

CURRICULUM MISSION STATEMENT
Lackawanna's faculty strives to fulfill the College's institutional mission within the various curricula sponsored by individual departments. These curricula offer students opportunities to advance their knowledge in a variety of disciplines and to pursue a number of different career goals. Irrespective of academic interest or career choice, however, all matriculating students at the College are expected to achieve mastery of designated learning goals through curriculum-wide study, practice and demonstration.

The overall College Curriculum Mission Statement is as follows:
Lackawanna College is an educational institution which seeks to empower its students with the knowledge, skills and attitudes that will enable them to:
- Solve problems and communicate effectively;
- Foster personal and professional growth;
- Contribute to community betterment;
- Promote a spirit of inquiry and a desire for lifelong learning.

COLLEGE GOALS
The individual learning goals that have emerged from this statement are as follows:
1. **Critical Thinking:** Critical thinking is the ability to apply recognized principles of logic to the analysis of judgments, values or extended presentations. The critical thinker is able to subject personal work as well as published statements to rational analysis. This individual is also able to apply logical principles in ways that solve problems effectively through information-seeking and objective evaluation.
2. **Communication Skills:** Communication skills are those capacities which enable a person to express ideas orally and in writing in a clear, correct, concise and thoughtful style. The ability to listen carefully and to read with confidence and comprehension is included within these diversities.
3. **Diversity Awareness:** Diversity awareness refers to one’s sensitivity to important differences and variations within the immediate socio-economic, political, cultural and religious environment. Such awareness is extended to more global dimensions when it takes into account the multitude of nations, races, traditions, belief systems, values and lifestyles that constitute the worldwide community of humankind.

4. **Respect for and acceptance of others:** Respect and acceptance for others' social and ethical beliefs are demonstrated by attitudes of openness, empathy and good will toward all life styles and philosophies that do not infringe upon another person's freedom.

5. **Teamwork/Collaboration:** Teamwork/collaboration involves one’s ability to work effectively with others in common activity. An effective team member commits talents and resources to the common project or goal and contributes fully to its joint achievement.

6. **Life-long Learning:** A life-long learner is willing to update and upgrade skills periodically, to develop abilities and supplement knowledge long after a degree has been earned, and to subject concepts and formulations learned early to the test of continuing relevance later in life.

7. **Knowledge Application:** Knowledge application refers to how a person translates theoretical or abstract concepts into practical applications. Such knowledge affects one’s work, thinking, and environment, social and family life daily.

8. **Science/Technology Skills:** Science/technology skills are those aptitudes and competencies that enable one to utilize knowledgably and effectively contemporary science and technology both in the workplace and in one's personal life. These skills are not necessarily those of an expert but are consistent with the level of scientific and technical development manifested in one's personal and professional environment.

9. **Information Literacy:** Information literacy is the capability of determining the information needed, and locating, evaluating, organizing and properly crediting the information required for a particular task or presentation. Familiarity with standard print, non-print and electronic information resources and research techniques is an essential element in this skill set.

**STUDENT REGISTRATION**

Returning students must register through the portal on the dates specified on the current Academic Calendar. Students should schedule an appointment with their academic advisor during the advising period to review their course requirements and then register for classes during the online registration period. Any student registering after the on-line registration period ends may still register by going to the Student Affairs Office (or their center) and paying a $30.00 late registration fee (Fee must be paid prior to processing of form).

**COLLEGE 101**

All newly enrolled students will register for Lackawanna College’s First Year Experience course, College 101. This course is an introduction to the College, designed to help students deepen their commitment to learning by engaging in the use of available resources; by connecting with a solid support network of peers, faculty, and staff to establish mental, physical, emotional, and academic success; and by becoming active members of the campus community.

College 101 has been proven to increase student satisfaction with their learning environment and increase levels of academic performance. College 101 aims to assist students in developing a greater understanding of themselves and their curriculum in relation to their personal life and career choices. Lessons include an introduction to research and evaluating sources, money management, time management, study skills and learning styles, public speaking, basic writing, decision making, and choosing and attending classes. Please see your advisor for more details.

**ONLINE LEARNING**

Lackawanna College is at the forefront of learning innovation with more than 30 accredited online courses from a variety of disciplines – and more added each semester. Virtual campus at Lackawanna College caters to a diverse assortment of learning styles in a flexible and convenient way.

Online courses maintain the same academic rigor of traditional classroom courses, differing only in location and delivery. Students must complete papers, projects, tests, and quizzes, and participate in discussion continually throughout the course.
However, the online community uses an innovative interactive model called FALCONS, For Achieving Learner Centered Online Success, exclusive to Lackawanna College. This model focuses on student-faculty interaction, student-student interaction, and student-content interaction through diverse assessments, discussions, media-enhanced presentations, and library and content-specific resources. The result is a learning environment as diverse, rich, and engaging as the best traditional classroom.

Additionally, Lackawanna College guarantees consistent communication with professors through online office hours and quick response times for questions and assignments. Plus, a comprehensive student manual and orientation video guides students through navigating the online courses with ease.

Online courses are convenient, and can accommodate any schedule, enabling students to earn credits toward their degree regardless of obstacles due to travel, work, family, or lifestyle. You decide when and where your learning takes place. And with a robust assortment of support, your path is paved for success.

For more information, registration, or a guided tour of the online classroom please contact your Academic Advisor or refer to the Portal.

REPEATED COURSES AND INCOMPLETE WORK

Students may repeat courses to improve an initial grade of D+, D, D-, or F. When a student repeats a course, the initial hours attempted, hours earned and quality points are excluded from his/her cumulative quality point index. The highest grade earned for the repeated course is the one used in calculating CQPI. Credit for a course is given only once.

Students who wish to repeat a course must do so by registering in a regularly scheduled class. Such courses may not be completed in Reader Course format or through Credit by Examination. Students repeating courses may find that their financial aid and/or veterans benefits are affected. Therefore, these students should consult with the Financial Aid Office before registering to repeat a course.

COURSES REPEATED THROUGH TRANSFER

Students are also permitted to repeat courses to improve an initial grade of F, D-, D, or D+ at another institution provided the following conditions have been met:

- The student has sought written permission from the Registrar. Forms for the approval of transfer credit are available at the Office of the Registrar. The form must be completed, and submitted to the Registrar along with appropriate course descriptions. The student should not register for courses until written approval has been obtained.
- The course must be determined to be “equivalent” in content and credit to the course that was failed.
- The course must be completed with a grade of C- or above.
- Upon completion of the course, the student must have an official transcript forwarded from the visitor institution to Lackawanna College for transfer evaluation and processing.
- Lackawanna College’s Residence Requirements must be met. Additionally, no more than 9 transfer credits may be allowed subsequent to matriculation.

Upon receipt of transcript, the Registrar will examine the student’s file for the approval form referenced above. If such form is available and the repeated transfer course has met the above criteria, the student’s record will be updated in the following way: The original Lackawanna College grade earned will remain on the student’s transcript. As long as the student has successfully completed the “equivalent” course at the visiting institution, the initial hours attempted, hours earned and quality points will be excluded from the CQPI. The transfer course will be awarded and applied to the student’s academic record as credit only.

INCOMPLETE WORK

The grade of Incomplete (I) is given to a student who, for a reason judged acceptable by the instructor, has not completed all his/her coursework by the end of the semester. The student must petition for an Incomplete by filling out a Petition for Incomplete Grade form available at the Registrar’s Office or on the portal. The policy for Incompletes is as follows:

- Student has completed at least 75% of the coursework.
- Student is unable to complete the course due to unforeseen circumstances beyond his/her control.
- Student is passing the course at the time the petition is filed and it is possible for him/her to earn a passing grade if work is completed on time.
- Student is aware of what is expected of him/her to complete the assignment(s).
The normal time allowed to make up an incomplete grade is before the start of the next full semester (fall or spring). However, the instructor has the right to set a time limit earlier than the allotted time. Once the student completes the work and the instructor submits a change of grade form, the Registrar will send an unofficial transcript to the student. The student is responsible for the change of grade fee. If the student does not complete the work, the Incomplete grade (I) will remain on the transcript and is calculated as an F. After the deadline agreed upon by the student and instructor has passed, the student may not complete the course.

INDEPENDENT STUDY

Independent Study results when College authorities agree to substitute for a regularly scheduled course a study program that is specially devised to meet the needs or interests of an exceptionally gifted student. The student must seek initial approval from the appropriate Division Chairperson. If this approval is secured, the Associate Vice President for Academic Affairs must grant final permission before the Independent Study form can be obtained from the Registrar’s Office. A faculty member monitors the work of the student in periodic meetings and assigns a letter grade for the course, which is included in the student’s Cumulative Quality Point Index. A student must complete at least 15 credit hours at the College and demonstrate outstanding academic achievement prior to receiving approval for Independent Study. Independent Study courses will be identified on a student’s transcript with the department name plus a 299 designation (i.e., EN 299, MK 299, etc.).

CREDIT BY EXAMINATION

The College wishes to recognize knowledge attained through professional experience or self-study. Matriculated students who feel that they have mastery of the content of a course (as outlined in the course syllabus) may apply for Credit by Examination. The student must seek initial approval from the appropriate Division Chairperson. If this approval is secured, the Associate VP of Academic Affairs must grant final permission before the Credit by Examination form can be obtained from the Registrar’s Office. Students should not presume that all Credit by Examination applications will be approved. Only those courses which lend themselves to completion by examination will be considered for such credit.

Upon the student’s completion of the application form, the Division Chairperson will make arrangements for a faculty member to administer a comprehensive examination to the applicant. A letter grade is assigned for this examination and included in the computation of the student’s Cumulative Quality Point Index. The charge for this service is the cost of one credit, including fees and is due upon approval.

CREDIT FOR EXPERIENTIAL LEARNING

Lackawanna College recognizes that students may have comprehensive experiential learning that may lend itself to verifiable academic achievement. Therefore, the College will allow for an equitable review of experiential learning for the possible granting of credit. Any matriculating Lackawanna College student who has completed a minimum of 15 credits with a "C" average or better in residence may contact his/her Division Chair, Associate Vice President for Academic Affairs, Center Director or the Registrar to determine whether the student may be considered for eligibility for Credit for Experiential Learning. Once eligibility for evaluation has been established, the steps for application are as follows:

1. The student completes and submits a form to the Registrar requesting evaluation for Credit for Experiential Learning. Forms are available at the Registrar’s Office. The request should indicate the course(s) for which the student is requesting consideration and should be accompanied by a portfolio of supporting documentation with clear emphasis on demonstrated learning and proficiency as well as experience. Documentation may include but is not limited to Certificates of Training, Continuing Education Units, etc. Letters of recommendation, job performance evaluations, etc., may also be submitted but will be considered supplemental to the evaluation process. Additionally, a written narrative must be prepared, numbering from three to five pages, which details the student’s knowledge, expertise, and experience with regard to the area of the requested credit.

2. The student must submit a $35 processing fee (payable to Lackawanna College). This fee is in addition to the normal cost for Credit for Experiential Learning, which is the price of one credit for each three-credit course, should credit be awarded and is due upon approval. Upon receipt of the written application, the Associate VP of Academic Affairs and the student’s Division Chair will review the file and make a determination. Faculty consultants may be called in to offer their expertise. The evaluation for Credit for Experiential Learning is at times a lengthy process and supporting documentation must be sufficient to verify eligibility for credit; therefore, students should not anticipate approval of every Credit for Experiential Learning request. Students will be notified by mail of the committee’s decision.
Please note that Credit for Experiential Learning is not considered to be credit earned "in residence" and should credit be awarded, it will be recorded on the student's transcript as subject and credit granted but not graded. A student’s CQPI is not affected by Credit for Experiential Learning.

Under the College's residence requirement, Lackawanna College will grant associate degrees to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled degree requirements and earned a minimum of 31 credits in residence.

Certificates will be awarded to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled Certificate requirements and earned a minimum of 12 credits in residence.

THE ANN AND LEO MOSKOVITZ ACADEMIC HONOR PROGRAM
In December, 2005, Lackawanna College established the Ann and Leo Moskovitz Academic Honors Program in honor of distinguished alumnus I. Leo Moskovitz and his wife Ann. Participation in the program is limited and strictly voluntary. Each January, College administrators in the Scranton Day Division invite students to apply for membership in the Honors Program at the conclusion of their first semester of full-time studies at the College. Once accepted as candidates, these students register for at least one honors course section per semester; participate in an honors seminar with their faculty moderator in their third semester; and complete a special project by the end of their fourth semester, which they present to a designated committee prior to graduation. Honors students receive special recognition at graduation, qualify for membership in Phi Theta Kappa and for scholarship support, and merit the highest recommendations for subsequent study or professional employment.

CHANGE OF MAJOR
Any student desiring to change majors should meet with his/her academic advisor to review requirements of the new curriculum and insure that the appropriate courses are scheduled. In addition, a change in major may delay timely completion of graduation requirements. A completed change of major form must be filed with the Registrar’s Office after payment of the change of major fee. If the student has transfer credits from another college, reevaluation of these credits by the Registrar is necessary and could result in a change in the number of credits accepted for transfer.

LEAVE OF ABSENCE POLICY
Lackawanna College students may request a leave of absence from the College for up to two consecutive semesters or one year by completing a form available from the Student Affairs Office. Approval from a Student Affairs advisor (or Center Director) is required.

Students following this procedure are governed by the degree requirements that exist at the time of application for leave. Students on leave who do not return on schedule are automatically withdrawn from the College and must reapply for admission in the event they wish to return at a later date. Upon their readmission, current curriculum requirements will apply.

Deferment of student loan repayment due to a leave of absence is only available in limited circumstances. Students requesting leave should notify the Financial Aid Office.

Any returning student who did not attend Lackawanna for two consecutive semesters must again go through the admissions process (reapply and attend orientation) prior to his/her return.

EXCESS CREDITS POLICY
No student shall carry a credit hour load in excess of eighteen (18) credits during any one semester unless he/she meets the following criteria:
- The student has successfully completed fifteen (15) credit hours or more;
- The student has attained a minimum Cumulative Quality Point Index of 3.0;
- The student has written approval of a Student Affairs advisor and the Associate VP of Academic Affairs.

SCHEDULE CHANGES
Students may adjust schedules up to the end of the first week of class. Appropriate fees will be charged. Drop/Add forms must be signed by a Student Affairs advisor or center personnel. If a student’s credit load is being increased or decreased by a schedule adjustment, a financial aid advisor must also sign the drop/add form. Be aware that dropping classes will slow down progression toward completion of a chosen program of study.
**DROPPING A CLASS**

Only the student can decide this! However, before dropping a class, consider the following:

- Will the student remain in full-time status (12 credits)? **Dropping below full-time status could affect financial aid.**
- When will the course be offered again, and is this course needed before taking an advanced course?
- Why is the course being dropped?
- What will happen if the course is not dropped?
- Has tutorial assistance been sought or has the professor been asked for help?
- Again, it is required that the student consult his/her academic advisor and the Financial Aid Office before dropping a class.

**WITHDRAWAL FROM COURSE OR COLLEGE**

Student withdrawals without academic penalty will be accepted up to and including the final date to withdraw as indicated on the Academic calendar.

In order to officially withdraw from a course or from the College, a student must obtain the proper withdrawal form from the Student Affairs Office. This form must be completed, signed by the persons specified and filed with the Registrar's Office before the last day to withdraw without academic penalty as indicated on the calendar. The Athletic Department **MUST** sign for any athlete who wishes to withdraw from a course or courses and the Director of Developmental Education **MUST** sign for those students withdrawing from developmental courses.

Refund of tuition for properly filed withdrawal forms will be based on the refund policy (the refund policy is maintained on the portal under the Bursar’s office information page: Financial > Bursar’s Office > Home)

**AMNESTY POLICY**

Lackawanna College’s Amnesty Policy allows students, with demonstrated academic progress and respect for college policy, the opportunity to have the penalty grade hours attempted, hours earned and quality points excluded from their Cumulative Quality Point Index (CQPI). Prior to application for amnesty the following requirements must be met:

- At least one year must have passed from the time the penalty grades were incurred and the application for amnesty is made.
- The student must register for and successfully complete one additional full time semester (or 12 additional credits for a part-time student), earning a semester grade point average of at least 2.0 and thereby demonstrating academic progress.
- The student must complete an equivalent number of credit hours to the number of credit hours for which he/she is requesting amnesty.
- Upon successful completion of required work, the student may file an Application for Amnesty form (available at the Office of the Registrar) and request the necessary approvals.
- Upon completion and submission of the approved form to the Office of the Registrar, a grade of (W*) “removal of attendance penalty grade” will be assigned, and the penalty grade(s) hours attempted, earned and quality points will be excluded from the student’s CQPI.
- Note: Amnesty can be granted one time only.
- It is recommended that students consult with both their academic advisor and the Financial Aid Office before withdrawing from a course or from the College.

**FAILURE TO WITHDRAW**

If a student stops attending a course for which he/she is registered after the published census date (end of drop/add) without having officially withdrawn from the course, the student will be assigned an AW (penalty-grade failure) for the class.
HONORS

President’s List
A matriculated student qualifies for the President’s List if he/she achieves a Cumulative Quality Point Index of 3.5 or better for at least 24 earned Lackawanna College credits. In the most recently completed semester, the student must have earned at least 12 credits.

Dean’s List
A student qualifies for the Dean’s List if he/she achieves a Quality Point Index of 3.2 for the semester and the student has completed at least nine credits during the semester.

STUDENT CREDENTIAL PORTFOLIO POLICY
All students must submit evidence of having an approved student credential portfolio when they apply for graduation. This collection of student-learning documentation is a requirement for graduation and will include a graded research paper, graded major specific assignments, a career exploration assessment, a current resume, letters of recommendation and a Lackawanna College reflection paper.

Developing a credential portfolio is in itself a powerful learning activity since it encourages students to assume responsibility for their ultimate success, develop self-management skills, take pride in their work, participate in mentor relationships and heighten awareness of their personal and career growth. The student portfolio will also serve as a useful tool in securing employment.

Additional information regarding portfolio development is made available to students in selected first semester courses. Portfolio requirements are also reviewed in depth during Capstone/COL201.

Portfolio recommendations for specific courses are listed on the back of each curriculum sheet. Students should schedule a meeting with the Career Coordinator at least once during the semester to review portfolio development.

CAPSTONE/COL201
The Capstone is the culmination of the Lackawanna College learning experience. Students will assemble the portfolio and final reflection, demonstrating how their education has been applied to illustrate their value as a professional. The Capstone course will further prepare all students for success in post-college employment and/or future education.

Note: College 201 is a mandatory course for all Students. Students who receive a failing grade or not attending the course still must complete their portfolio requirements and are subject to a $150 late fee.

GRADUATION
All students meeting graduation requirements (including approved student credential portfolio) for the December 2014 or May 2015 graduation class must complete an application for graduation and submit it to the Registrar's Office according to the following deadlines:

- Summer/Fall 2014 Diagnostic Sonography students – no later than Friday, August 22, 2014*
- May 2015 Vascular Technology students – no later than Friday, January 16, 2015*

*Dates subject to change. Please refer to the current Academic Calendar on the portal for any changes.

Any applications submitted after this date will be subject to a $150.00 application processing fee. The College is not responsible for those students who fail to apply by the deadline since graduation orders must be placed well in advance. Students who meet requirements but do not apply for graduation will not be listed in the graduation roster nor will completion of degree be indicated on the student transcript. No diploma will be ordered for students who do not apply for graduation. Students who are short of curriculum requirements by more than three credits or owe the college any outstanding balance will not participate in commencement.
SECOND DEGREE
Students completing one associate’s degree who decide to apply for a second associate’s degree must complete a minimum of 15 additional credit hours at the College. If the student applies for graduation under both majors during the same academic year, the student will receive one diploma with both degrees listed.

Students completing an associate’s degree who decide to apply for an additional certificate must complete a minimum of 9 additional credit hours at the College.

GRADUATION HONORS
The graduation program and the degree or certificate diploma will indicate scholastic honors as follows:

<table>
<thead>
<tr>
<th>ASSOCIATE DEGREE CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa cum laude (with highest honors) Highest Honors</td>
</tr>
<tr>
<td>Magna cum laude (with high honors) High Honors</td>
</tr>
<tr>
<td>Cum laude (with honors) Honors</td>
</tr>
</tbody>
</table>

TRANSCRIPTS
The following guidelines will govern availability and release of official College transcripts.

- No transcript will be released without the signature of the student;
- A written request for a transcript must be filed with the Registrar’s Office at least five (5) days prior to the time it is needed;
- Each student will receive the first transcript of his/her record free of charge. A fee of $5.00 is charged for additional copies.
- Within five working days of receipt of the signed request, the Registrar will issue a copy of the student transcript;
- A transcript will not be issued to or for a student or former student who is in debt to Lackawanna College.

TRANSFER OF CREDIT TO LACKAWANNA COLLEGE
Before a student can be considered for transfer evaluation, he or she must apply to the College as a matriculating student and submit the application fee. The student must then request that official transcripts be forwarded to the Admissions Office at Lackawanna College. Previous coursework will be evaluated by the Registrar in direct relation to the student’s declared major. Transfer of coursework from other institutions is granted as credit only unless prior written approval has been obtained to repeat and replace a course in transfer (see Repeated Coursework). Grades of transferred classes are not recorded.

Only credit for courses with grades of “C-” or better may be accepted in transfer.* Credits earned within the last twenty years** at institutions that have been accredited by the following organizations are eligible for transfer evaluation:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools, Inc.
- Western Association of Schools and Colleges
- Accrediting Commission for Community and Junior Colleges
- Accrediting Commission for Senior Colleges and Universities

Credit earned at non-accredited institutions, foreign institutions, or institutions accredited by organizations other than those listed above may be evaluated for transfer at the discretion and consensus of the Registrar, Associate Vice President for Academic Affairs, and corresponding Division Chair.

NOTE: Due to rapid advancement of IS technology, any Information Systems course taken prior to 5 years before the student’s application will not be accepted as equivalent to any required Information Systems course. At the discretion of the Registrar, these courses may be applied as electives or career self-development electives. Students who profess proficiency in these areas are welcome to apply for Credit by Exam.
Transfer evaluation of Vascular Technology, Diagnostic Medical Sonography, Cardiac Sonography, Physical Therapist Assistant, and Surgical Technology curriculum candidates are based upon criteria specified in program guidelines and according to program-specific accreditation standards. Only grades of B or above will be considered for transfer into these programs.

**Transfer of Credit earned prior to 20 years before the student’s application will be at the discretion of the Registrar.**

TRANSFER OF CREDIT SUBSEQUENT TO MATRICULATION AT LACKAWANNA COLLEGE

Students are limited to a total of nine transfer credits from outside institutions taken subsequent to enrollment and matriculation at Lackawanna College, provided these courses have been approved and that transfer remains within the criteria of the residence requirement. In order to assure transferability, any degree seeking Lackawanna College student who elects to take coursework at an outside institution with the intention of transferring it back to Lackawanna College must obtain written approval from the Registrar. Forms requesting permission to transfer credit from outside institutions to Lackawanna College are available at the Registrar’s Office. Course descriptions must be submitted with request, and a minimum of 5 working days will be required for review and approval.

COLLEGE POLICIES

It is the student’s responsibility to read and abide by the various college policies as stated in the College Handbook and current schedule. The Refund Policy, College Calendar, Drop/Add Period, etc. are clearly defined each semester.

ACADEMIC DEVELOPMENT POLICY

Developmental education is defined by the National Association for Developmental Educators (NADE) as a field of practice and research within higher education with a theoretical foundation in developmental psychology and learning theory. It promotes the cognitive and affective growth of all postsecondary learners, at all levels of the learning continuum. Developmental education is sensitive and responsive to the individual differences and special needs among learners. Developmental education programs and services commonly address academic preparedness, diagnostic assessment and placement, development of general and discipline specific learning strategies, and affective barriers to learning. The goal of the Academic Development Division is to provide students with awareness of their academic ability and to offer courses of study which enable students to achieve academic success at the college level.

Students are placed in Academic Development courses based on in-house assessment testing, transcripts, and other available information. Students who do not possess prerequisite skills shall be required to successfully complete developmental courses in reading, writing and mathematics. Developmental coursework is considered a prerequisite before any additional courses may be taken in the corresponding area. Developmental education courses receive institutional credit only. They may not be used in any of the College’s curricula.

ACADEMIC PROBATION

The following criteria will be used in determining Academic Probation:

- Freshmen with 12-31 credits attempted having a CGPA of less than 1.85 will be placed on Academic Probation;
- Upperclassmen with 32 credits or more attempted having a CGPA of less than 2.00 will be placed on Academic Probation.

MINIMUM PROGRESS REQUIREMENTS

To avoid academic dismissal, a student on Academic Probation must attain in the next semester a Cumulative Grade Point Average (CGPA) that meets the following minimum progress requirements.

<table>
<thead>
<tr>
<th>CREDITS ATTEMPTED</th>
<th>MINIMUM PROGRESS (CGPA) (Required to Avoid Academic Dismissal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-31</td>
<td>1.85</td>
</tr>
<tr>
<td>32+</td>
<td>2.00</td>
</tr>
</tbody>
</table>
ACADEMIC SUSPENSION

A student on Academic Probation whose Cumulative Grade Point Average falls below the College’s minimum progress requirements as listed above will be suspended. A suspended student ordinarily cannot register for courses in the subsequent semester. If a suspended student believes that extenuating circumstances contributed to academic difficulties during a particular semester, he/she may appeal the suspension to the Associate VP of Academic Affairs within five (5) days of receipt of notice of suspension. Otherwise, a student may apply for readmission at the conclusion of the final grading period following the semester of dismissal.

*** The College reserves the right to deem students on disciplinary probation ineligible for readmission.

In administering federal, state and campus-based aid programs, the Financial Aid Office adheres to all regulations regarding satisfactory academic progress. The specific guidelines are explained in the Academic Progress Policy published by the Financial Aid Office, which is available to anyone upon request. It is the responsibility of each student to review these guidelines to ensure individual compliance for the renewal of financial aid.

ATTENDANCE POLICY

All faculty at Lackawanna College have agreed to implement a college-wide attendance policy. The policy is as follows:

Students enrolled in credit-bearing courses at Lackawanna College will fail any course(s) in which they accumulate absences beyond the maximum number allowed by the following scale:

<table>
<thead>
<tr>
<th># of Times Class Meets</th>
<th>Maximum # of Absences Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 times a week</td>
<td>6</td>
</tr>
<tr>
<td>2 times a week</td>
<td>4</td>
</tr>
<tr>
<td>1 time a week</td>
<td>2</td>
</tr>
<tr>
<td>Developmental classes</td>
<td></td>
</tr>
<tr>
<td>(DEV010, DEV020, DEV030)</td>
<td>3</td>
</tr>
</tbody>
</table>

These norms will apply for standard fifteen-week Fall and Spring semester schedules. Separate scales will be devised for Intersession and Summer Sessions. It is recommended that any student who accumulates absences as defined above meet with his/her instructor and, if necessary, withdraw from class. Students are encouraged to attend class since attendance is vital to successful academic achievement. Students who do not attend class at least one of the first two weeks will be administratively dropped from the course.

Students are not permitted to accumulate all unexcused absences consecutively in the first two weeks of the semester. Students must attend a class for the first time by the end of the drop/add period. If students fail to attend the class by the end of the drop/add period, they will be removed from the class as “never attended” and not allowed back into class under any circumstances. No students will be added to an online class after the 3rd day of class.

Unless the Academic Affairs Office has been informed otherwise, all classes listed for a particular day will meet at their scheduled times. If illness or other compelling reasons prevent an instructor or instructors from conducting classes on a certain day and if the College has been unable to secure qualified substitutes for such classes, an official “class cancellation” notice will be posted at the door of the classroom(s) where these classes are held. In the absence of such a notice, students may presume that classes will be conducted as usual.

In the event that a faculty member is late for class, students are expected to wait patiently in the classroom for their arrival. Should the Academic Affairs office be aware of an anticipated late arrival, that information will be posted. Otherwise, the appropriate time to wait is 20 minutes for Ph.D, Ed.D, or J. D. level, 15 minutes for all other faculty.

ONLINE CLASS ATTENDANCE POLICY

Students enrolled in credit-bearing courses at Lackawanna College will fail any course(s) in which they accumulate absences beyond the maximum number allowed. This pertains to online courses as well.

Attendance is defined by participating in an academic activity within the online classroom, which includes posting in a graded discussion forum or submitting a written assignment. Postings not related to the aforementioned activities will not count for attendance purposes.
<table>
<thead>
<tr>
<th># of Days Required for Discussion in an Online Course</th>
<th>Maximum # of Weeks Allowed without Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twice on any four days in a week (8 total)</td>
<td>0</td>
</tr>
</tbody>
</table>

- You are required to engage in discussion at least **TWICE on FOUR** days throughout the week for a total of **EIGHT posts** in all.
- You should respond to the DQs posted AND respond to your classmates.
- Responses MUST be substantive. See the document titled Good Discussions in Handouts and Links on the portal.
- Responses that do not move the conversation forward by providing information to which others can respond and build upon will NOT be counted toward your weekly score.
- Students who miss one week of discussion will be DROPPED from the course.
- Students who do not log on to the course within the drop/add period for the course will be DROPPED from the course.

**ACADEMIC INTEGRITY POLICY**

Academic dishonesty in any form, such as plagiarism and cheating, will not be tolerated. Sanctions will include an automatic F for plagiarism on the assignment in question, but the severity or frequency of the violation may result in dismissal from a class, an academic program, or the College.

The following are among the forms of dishonesty for which sanctions may be applied:

- Using books, notes or other materials during an examination, unless expressly permitted;
- Using purchased essays, term papers or preparatory research for such papers;
- Copying others’ work or engaging in unauthorized cooperation during an assignment or examination;
- Allowing another student to copy from an examination or other assignment intended to be performed independently;
- Borrowing from published works, whether material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgment;
- Submitting as one’s own work originally done by someone else;
- Submitting the same written report in more than one course without prior approval from the instructor(s) involved;
- Stealing examinations or assignments;
- Supplying or selling examinations or assignments;
- Misrepresenting statements concerning work submitted;
- Falsifying or fabricating experimental data or results;
- Falsifying or fabricating the need for extensions on papers or make-up examinations.
- Misrepresenting identity in an online course

The purpose of the Academic Integrity Policy is to insure that faculty oversees the application of sanctions resulting from academic dishonesty and that due process is provided to all parties. The primary responsibility for maintaining personal integrity and honor in academic activities rests with the student.

Lackawanna College’s faculty members have agreed to proceed in a uniform manner whenever they detect violations of academic integrity. Therefore, regardless of the form these violations take (see list above), and regardless of the class, location, or instructor, an offending student (or students) will incur the same penalty: a failing grade (F) for the assignment. This action will be taken immediately after the violation has been reported and unless reversed through the appeal process (see below); will remain in effect. If students violate the Academic Integrity policy for a second time, the penalty will include permanent dismissal from the classroom. This action will be taken immediately after the violation has been reported and unless reversed through the appeal process (see below), will remain in effect no matter the consequences to one’s financial aid, athletic eligibility or overall academic standing. Repeated violations of the Academic Integrity Policy may result in dismissal of the student from an academic program or from the College. Under unusual circumstances, the Associate Vice President for Academic Affairs reserves the right to dismiss the student from a class or an academic program after the first infraction of the Academic Integrity Policy.

All violations of the Academic Integrity Policy are reported through the College’s Disciplinary Warning System. Instructors may request that the Associate Dean of Students counsels students after a first violation. Students will be required to meet with the Associate Dean of Students after their first violation.
The student has the right to appeal the action of the faculty member when accused of a violation of the Academic Integrity Policy. The typical process for doing so is outlined in the "Student Dismissal/Appeal Policy."

While discussion and general idea-sharing incident to homework assignments is allowed, the actual step-by-step completion of the assignments is the responsibility of each student. Any use of another's work is considered a serious breach of academic honesty and is treated accordingly.

**Tardiness**
Students entering class after roll has been taken will be listed as absent from that class unless they subsequently inform the instructor of their late arrival. Students who are late for class should knock and ask the instructor for permission to enter the class.

**Food, Drink and Tobacco Products**
Food, drink and the use of tobacco products are prohibited in class.

**Quality of Work**
All written assignments should be neat, well organized, grammatically correct and word-processed.

**Late Assignments and Missed Examinations**
Faculty members are not required to accept assignments submitted late or give make-up examinations.

**STUDENT GRIEVANCE POLICY/PROCEDURE**
Lackawanna College has established a process for students to register complaints and share concerns and questions with appropriate College officials. The Student Affairs staff can advise students about the appropriate procedures to follow in resolving a general complaint or concern. Within three working days, the staff member to whom the complaint or concern is brought will respond to the student making the grievance. Each case will be handled individually and solutions can include, but are not limited to, solving the problem through informal channels up to and including filing formal charges.

**Discrimination:** Matters concerning alleged discrimination, especially in regard to race, color, sex, sexual orientation, religion, ancestry, national origin, age or handicap, should be brought to the immediate attention of the College's Affirmative Action Officers, Dan LaMagna and/or Anita Cola.

**Sexual Harassment:** Sexual harassment is unwanted sexual or gender-based behavior that creates an environment that would reasonably be perceived, and is perceived by the victim, as hostile or abusive. It is the policy of Lackawanna College that sexual harassment is unacceptable and will not be tolerated. Students are encouraged to bring questions about sexual harassment to the attention of the Affirmative Action Officers, Dan LaMagna and/or Anita Cola.

**Resolution of Student Complaints:** The student should direct concerns to the staff member responsible for the area of concern. Students in doubt as to the appropriate staff member should seek the advice of a counselor or staff member. Depending on the nature of the concern, students can resolve problems by following the successive levels of review as indicated below. Students not satisfied with results at one level should go on to the next level.

If a situation concerns alleged discrimination where steps other than the normal level-to-level ones are required, department heads/directors will be contacted immediately by an Affirmative Action Officer.

**STEPS FOR RESOLVING STUDENT COMPLAINTS**

**Concerns with policy, regulation and/or procedure problems**
Student meets with staff member. If not satisfied, student meets with staff member's supervisor. If still not satisfied, student meets with supervisor's Department head. If still not satisfied, students meet with the Chief Academic Officer.

**Concerns about teaching faculty or any academic concern**
Student meets with the faculty member if feasible. If not satisfied, student meets with the Division Chairperson or appropriate program director, if students are enrolled in one of the College’s specialty programs. If still not satisfied, student meets with the Associate Vice President for Academic Affairs or his/her designee. Finally, if still not satisfied, student meets with the Chief Academic Officer whose decision is considered definitive.
Concerns in other non-academic areas
Student meets with the staff member if feasible. If not satisfied, student meets with the staff member’s supervisor. If still not satisfied student meets with the supervisor’s Department Head/Director. If still not satisfied, student meets with the Executive Vice President or designee.

Concerns regarding Perkins-funded Personnel (Academic Support Lab personnel, Math Lab Coordinator, Computer Lab Assistant, Retention Coordinator, and Career Coordinator) follow the same procedures as above, with the final level of review: the Deputy Secretary of Post-Secondary Education, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126.

PROCESS TO FORMALLY APPEAL A COURSE GRADE
Students have the right to appeal their course grades. Please remember that the responsibility to judge student performance and assess student learning rests solely with the instructor. Rarely are instructor grades overturned.

For grades to be overturned, one of the two following criteria must be demonstrated:

1. The instructor failed to follow the grading policies and procedures outlined in the course syllabus.
   OR
2. The instructor considered irrelevant or capricious factors in determining course grade.

If a student believes that one of these criteria were present, he or she may make a formal appeal to change the grade. The appeal process includes the following steps:

1. The student must begin the appeal process by contacting his or her instructor. Understanding that students may be out of town at the time grades are posted, students may begin the appeal process via phone or email. The student has the right to review all of his or her assignment grades, as well as any other factors that were considered by the instructor in determining the course grade.
2. If the student is not satisfied after meeting with his or her instructor, he or she may appeal to the appropriate Division Chair or Program Director, for student in one of the College’s specialty programs. The student should be prepared to demonstrate why a grade change is warranted, including documentation that the grade was reached in error or that irrelevant factors were considered.
3. If the student is not satisfied after meeting with the appropriate Division Chair or Program Director, he or she may appeal to the Associate Vice President for Academic Affairs. The student should again be prepared to demonstrate why a grade change is warranted, including documentation that the grade was reached in error or that irrelevant factors were considered.
4. If the student remains unsatisfied, the final step of the appeal process is the Chief Academic Officer. The Chief Academic Officer will consider the student’s case and will render a decision. All grading decisions made by the Chief Academic Officer are final.

*Please note that grades must be appealed in a timely fashion. Grades must be appealed before the end of the first week of the subsequent semester. (All Fall grades must be appealed one week into the following Spring semester; Spring grades must be appealed one week into the following Fall semester.)*

SEXUAL DISCRIMINATION POLICY
The College endorses and enforces Title IX of the Educational Amendments of 1972 that prohibits sex discrimination against any participant in an educational program or activity that receives federal funds.
SEXUAL DISCRIMINATION POLICY
Student files allegations with the Affirmative Action Officers, Dan LaMagna and Anita Cola. Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. The College does not discriminate on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, age, or applicable handicap in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to: Ms. Marsha Pigga, Title IX Coordinator, Ext and/or the Affirmative Action Officers, Dan LaMagna, 570.504.1579 and/or Anita Cola, 570.961.7815.

DISCRIMINATION OR SEXUAL HARASSMENT
Student files allegations with the Affirmative Action Officers, Dan LaMagna and/or Anita Cola.

Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. The College does not discriminate on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, age, or applicable handicap in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to: Marsha Pigga, Executive Director of Student Wellness, ext. 1466 and/or the Affirmative Action Officers, Dan LaMagna, ext. 1579 and/or Anita Cola. ext. 7815.

STUDENT SERVICE ANIMAL POLICY
This policy addresses the use of service animals by students with disabilities on the grounds of Lackawanna College and presents a standard of behavior for the animal and student.

Policy Statement
Pursuant to the Americans with Disabilities Act, the Code of Federal Regulations requires that a public institution modify its policies, practices and procedures to permit the use of a service animal by an individual with a disability in any area open to the general public. 28 C.F.R. §36.302(c)(1). The Pennsylvania Human Relations Act mandates that a public institution shall not discriminate against any individual who uses guide or support animals. 43 P.S. § 953.

In compliance with the ADA and Pennsylvania law, Lackawanna College recognizes that service dogs can play an important role in facilitating the independence of some individuals with certain types of disabilities. Therefore, an appropriately trained animal, under the control of its partner/handler, may be allowed in campus facilities where animals would typically not be permitted.

The health and safety of Lackawanna College students, faculty, staff, and the service animal are important concerns; therefore, only service animals that meet the criteria described below will be exempt from the rules that otherwise restrict or prohibit animals.

Definitions
Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. 28 C.F.R. §36.104.

Documentation Requirements
Students must provide appropriate documentation of their disability that clearly and explicitly explains the need for a service animal and its specific functions to the Department of Academic Development. Two weeks advance notice is recommended in order to make appropriate plans to meet student/animal needs. Additionally, students requiring a service animal who plan to reside in the Residence Halls must submit a Request of an Exception to the Residential Pet policy for a Service Animal and comply with the Residence hall Service Animal Policy.

Additionally, if requested, the owner of a service animal must show proof that the animal has met the following regulations: a) Licensing: As appropriate, the animal must meet licensing requirements and wear license tags. b) Health records: As appropriate, the animal must have a health statement, including vaccinations from a licensed veterinarian, dated within the past year. Preventative measures must be taken for flea and odor control.

Notification Requirement/Check-in
The owner must notify Lackawanna College Public Safety of the presence of a service animal on campus. For academic
classroom activities, the Office of the Associate VP of Academic Affairs is the appropriate office (570)961-7849. If it is unclear whether or not the animal is a service animal rather than a pet, the owner may be asked about the services provided by the animal.

Behavior of Service Animals
Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
A person with a disability cannot be asked to remove his service animal from the premises unless the animal is out of control and the handler does not take effective action to control it or the animal is not housebroken.

Relief Areas
Relief areas on the campus include the nearest grassy areas outdoors. The owner is responsible for cleaning up after the animal defecates and for disposing of the feces. Persons with disabilities who physically cannot clean up after their own service animal will not be required to do so. However, these individuals are to notify the security or physical plant personnel if the animal relieves itself.

Emergency Situations
In the case of an emergency, the College’s public safety office should inform emergency and local public safety personnel that there is a service animal on the premises. Every effort should be made to keep the animal with its owner. It may be necessary to leave the animal behind in certain disaster situations.

Conflicting Disabilities
Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. Should individuals with conflicting disabilities take the same class, The Office of Academic Development should be notified so that staff can make necessary arrangements to resolve the conflict.

AIDS POLICY
Present medical knowledge indicates that those suffering from the Acquired Immune Deficiency Syndrome (AIDS), as well as those individuals with a positive antibody test do not pose a health risk to the academic community. It has been clearly demonstrated through extensive research that there is no known risk during casual interpersonal contact with an infected person, including but not limited to, eating food handled by an infected person, being coughed or sneezed upon by an infected person, casual kissing, or swimming in a pool with an infected person.

Based on current information relative to AIDS, Lackawanna College has adopted the following guidelines in relation to students, faculty and staff:
Consideration of the existence of AIDS or a positive HIV antibody test should not be a part of our open admissions procedure for student applicants.
Lackawanna College will not undertake programs of screening newly admitted or continuing students.
The presence of AIDS or a positive HIV antibody test should not preclude access to College facilities and classes. Students having the AIDS virus may participate in campus activities as their condition allows.
The primary responsibility of Lackawanna College with regard to AIDS is education. Current educational information about AIDS will be made available to all members of the Lackawanna College community through Student Affairs.
Lackawanna College is committed to the implementation of appropriate procedures to prevent the accidental transmission of HIV. The precautions outlined by the United States Public Health Service (Universal Precautions) will be undertaken for any occupational activities or programs of instruction, research or training in which there is a potential for exposure of individuals to the HIV virus.
If a known immuno-compromised employee or student engages in activities which, in the judgment of the College, appear to place others at risk, the College reserves the right to take corrective action.

INFECTIONOUS DISEASE POLICY
Lackawanna College recognizes that individuals employed or studying at our College may come into contact with an infectious disease, and therefore, realizes that policies and procedures are required in relation to infectious diseases. Infectious diseases include, but are not limited to, AIDS, meningitis (in all forms), hepatitis (in all forms), legionnaire’s disease (Legionella), Meticillin-resistant Staphylococcus aureus (MRSA), tuberculosis and many diseases of childhood.
To help prevent the spread of infectious disease on our campus, Lackawanna College would like to encourage all prospective students to avail themselves of vaccination against several infectious diseases that can occur in the college environment. We recommend vaccination for several of the diseases since there has been an increase in the transmission of these diseases, particularly on college campuses nationwide, throughout the past several years. It is our policy to assist in the education of our prospective students in order to protect the interests of our faculty, staff and students and make our environment as congenial, safe and equitable as possible. All College personnel will be educated regarding the utilization of "Universal Precautions" whenever these are deemed necessary.

Some of the vaccinations and immunizations available are those against several forms of hepatitis, meningitis and diseases considered diseases of childhood. (chicken pox, measles, mumps, and rubella).

Lackawanna College has a duty to provide and maintain a healthy and safe environment for all students, staff and others working at or visiting our sites. We have an obligation to minimize the risk to anyone in the College community of contracting an infectious disease. We are also committed to supporting and protecting our students, faculty and staff and others who have an infectious disease from discrimination and/or harassment. If, however, a known immuno-compromised employee or student engages in activities which, in the judgment of the College, appear to place others at risk, the College reserves the right to take corrective action. Lackawanna College recognizes that individuals have the right to privacy and confidentiality regarding their personal information. The College will ensure that processes are in place to protect this privacy.

**EMERGENCY NOTIFICATION AND/OR TIMELY WARNING**

Depending on the particular circumstances of the emergency and/or unusual event, especially in all situations that could pose an immediate threat to the Lackawanna College Community and individuals, the Department of Public Safety, with the concurrence with the Associate Vice President of Student Affairs, may post a notice via electronic mailing to every student, staff and faculty member. The electronic mailing is immediately accessible via computer by all students, staff and faculty. In addition, a notice containing essential information will be forwarded to the College Community via a text messaging system.

Presently, Lackawanna College is offering this service via the WENS system. Lackawanna College created this service to notify its students in the case of an emergency and/or unusual event. In the event of an emergency and/or unusual event, a text message will be sent to the mobile number and/or email of record outlining the nature of the emergency. This is a free service provided by the College, however normal text message fees may apply.

**MISSING PERSONS POLICY**

In the event a student is reported missing, the Director of Public Safety or his/her designee will notify the Associate Vice President of Student Affairs, no later than 24 hours after receipt of the report. The listed contact person(s) will be contacted and interviewed. An information form will be disseminated to resident students prior to them assuming occupancy in the residence halls, and will be mandatory for all resident students to complete the card. They will also be required to enter the contact information on the student portal.

Commuter students are also required to submit the contact information via the student portal. If any College official receives a report of a missing commuter student, they must immediately contact the Department of Public Safety.

If a missing person report is received on a student under the age of 18, and he/she is not an emancipated individual, the Associate Vice President of Student Affairs will immediately contact the student’s legal guardian upon receiving the information.

The Director of Public Safety will contact one, or more, of the following law enforcement agencies: Scranton Police (570) 348-4141, or the Pennsylvania State Police- Dunmore Station ((570) 963-3156. The initial contact will be to the appropriate jurisdictional authority, and the Director of Public Safety will reserve the right to contact all of the above. The Director of Public Safety will also activate the College’s internal emergency response team.

**FIRE AND EMERGENCY EVACUATION POLICY**

All students, faculty members, administrators and classified personnel must consider the ringing of the fire alarm as a *bona fide* emergency signal and react accordingly. Upon the sounding of the fire alarm, all rooms and buildings will be vacated in an orderly fashion and as rapidly as possible. **NO ONE IS ALLOWED TO REMAIN IN THE BUILDING EXCEPT ESSENTIAL PERSONNEL.** When exiting the building, students are asked to take with them backpacks and purses, coats and valuables they have on or near their persons. **THEY SHOULD NOT RETURN TO THE AREA FOR ANY ITEMS**
LEFT BEHIND UNTIL GIVEN PERMISSION TO RETURN TO THE AREA BY AN ADMINISTRATOR OF THE COLLEGE.

- Orderly and rapid movement of people is imperative.
- Avoiding panic is vital.
- Use of the nearest exit will expedite evacuation.
- All personnel should go by the most direct route to the nearest parking area.
- All those exiting the building from the front will gather in the parking area on Vine Street.
- All those exiting the building from the back will gather in the parking area on N. Washington Avenue.
- NO ONE should remain near the doors to the building.

After the emergency is over or the drill is completed, an administrator will give the signal to return to class. If it is not possible to occupy the building, notification of the action to be followed will be given by an administrator.

BACKGROUND CHECKS FOR RESIDENT STUDENTS

In order to continue to provide a safe living environment for all resident students, Lackawanna College has established a policy that requires a background check to be conducted on all resident student applicants. These background checks will provide the college with valuable information that will enable our administration to identify previous criminal convictions that were committed by prospective students. Certain convictions would restrict them from becoming part of our residential community. The college has created a residence committee that will determine if any criminal convictions disqualify a student from becoming a resident. A student who has been disqualified from housing eligibility will be notified by the Dean of Students within seven business days. We hope this policy will provide a safer environment for all students, as well as confidence in the fact that Lackawanna College is a proactive safety oriented institution. Background checks will be conducted once a security deposit has been received.

STUDENT CODE OF CONDUCT

The following behaviors will result in disciplinary action not excluding dismissal from the College:

1. Any action indicating a lack of respect or concern for the welfare or safety of others or conduct which may discredit the College;
2. Any violation of published College policies, rules, and regulations;
3. Violation of federal, state, or local laws on or off campus while enrolled as a student;
4. Any action intended to intimidate another person because of race, color, religious or national origin, disability, or sexual orientation;
5. Non-compliance with College policies and state and federal laws relative to drugs, alcoholic beverages, and smoking.
6. Illegal or unauthorized use, possession or distribution of firearms, explosives, or other weapons (including BB, pellet, and air guns) or chemicals of any type on College premises;
7. Obscene, lewd, or vulgar conduct, including public profanity;
8. Actions which demean a person's sexual freedom, gender, or sexual preference;
9. The display of sexually demeaning written or visual materials in any area of the College, including classrooms and labs;
10. The deliberate creation on the part of an individual student or a group of students of a hostile (or potentially hostile) environment;
11. Hateful acts or statements, expressions, or gestures that are abusive and/or intended to insult and/or stigmatize an individual;
12. Hostile conduct or behavior that might incite immediate violence;
13. Physical or verbal abuse or harassment/stalking of any person on College property, at College-sponsored functions, or between members of the College community off campus. This includes incidents of sexual assault and sexual harassment.
14. Theft, destruction, misuse or abuse of College property or property of any member of the College community;
15. Tampering with, removal of, activation of, or damage to the fire safety equipment or alarm system at the College when no apparent fire or immediate danger exists;
16. Unauthorized possession or use of keys to any College door or facility or unauthorized entry to or use of College facilities;
17. Any form of gambling on College property;
18. Intentional disruption or obstruction of teaching, administration, student appeal hearings, or other College activities;
19. Failure to comply with a request of authorized College officials (including all residence hall staff) acting in performance of their duties and/or failure to identify oneself when requested to do so;
20. Furnishing false information to the College;
21. Forgery, alteration, or misuse of College documents, records, or student identification cards;
22. Any violation of the Academic Integrity Policy;
23. Theft or other abuse of computer time, including but not limited to:
   - Unauthorized entry into a file, to use, read, change the contents, or for any other purpose.
   - Unauthorized transfer of a file.
   - Unauthorized use of another individual's ID or password.
   - Use of computing facilities to interfere with the work of another student, faculty member, or College official.
   - Use of computing facilities to send obscene or abusive messages.
   - Use of computing facilities to interfere with the normal operations of the College's computing systems.
24. Any verbal, physical, or mental harassment and/or intimidation of any member of the College Judicial Board or Student Appeal Committee, prior to, during and/or after an appeal hearing.
25. Any violation of the Residence Hall Regulations.
27. Impersonating or in any way falsely representing oneself as a College official or acting on behalf of the College.
28. Failing to disclose prior or current felony or misdemeanor convictions to the appropriate college office(s).
29. Behaving in a disrespectful manner toward any College official.
30. Use of media or social networking tools such as Facebook, Instagram, Twitter, Blogs, Text Messaging, etc., in such a way as to harass another person or to publicize another person’s private, personal or confidential information.

NOTE: The College reserves the right to alert civil authorities to problems on or off-campus. Concerns likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

SANCTIONS

Disciplinary action is based on the seriousness of the offense and the best interests of the College community. The sanction can include one or more of the following:

Warning: Oral or written statement that the student has violated the Student Code of Conduct and any imposed discipline.
Fines: Fines are penalty fees paid to the College. The amount is dependent upon the degree of policy infraction and is set by the College administration. Fines are not subject to negotiation and can be levied in addition to other sanctions and/or restitution.
Probation: Probation is a sanction that includes a period during which the student must demonstrate the ability to comply with the College’s rules and regulations, as well as any imposed sanctions. Length of the probationary period can vary from one year to the balance of the student’s tenure at the College, depending on the severity of the offense(s). While on probation, any further violation of College policy may result in dismissal from the College.
Housing Suspension: Exclusion from the resident housing and the general grounds or parking lots surrounding the resident housing, including activities sponsored or supervised by the housing staff.
Suspension from class: Permanent removal from class, without privilege of withdrawal from course.
College Dismissal: Indicates permanent dismissal from Lackawanna College. Student will be withdrawn from all enrolled courses by the College. The student will not be allowed to re-enroll at a future time. In accordance with federal and state regulations, all room and board payments will be forfeited.
Restitution: Restitution is reimbursement to the College for damage, destruction or misappropriation of property on College premises. When imposed, restitution will be made in addition to any previously defined sanctions. Restitution to other students can also be imposed.

Any disciplinary action may include additional stipulations (e.g. fines, community service, and/or rehabilitative procedures such as counseling).

Disciplinary records are confidential and are not released to anyone outside the College without written approval of the student involved. No information regarding disciplinary action is included on a student’s academic transcript. The Dean of Students may, at his/her discretion, release information on a student’s status to other College administrators when necessary for discharge of their duties. Copies of dismissal letters will be included in the student’s academic file.
CLASSROOM BEHAVIOR

All classes at Lackawanna College must be conducted in an atmosphere characterized by courtesy, respect, attentive interest and the decorum that prevails in well-organized professional or business meetings. Instructors are obliged to interact with their students in a manner appropriate to such settings. Therefore, profanity, crude humor, intentionally intimidating, sexist or racially offensive assertions, personally degrading remarks directed at individual students or any other violation of the Student Code of Conduct as published in the Student Handbook are strictly prohibited in or out of class. Likewise, students are expected to extend every courtesy and consideration to their instructor and classmates. They should remain seated and attentive throughout each class, should not speak unless recognized, will refrain from sleeping or using cell phones in the classroom, should bring no food or beverages to their classrooms and should refrain from raising any issue not directly relevant to the subject matter of the particular course they are studying.

If a student violates these norms or any part of the Student Code of Conduct in such a way as to invite reprimand, an instructor will proceed according to the policy guidelines outlined below. By gradually escalating his/her warnings and actions, as suggested in this process, an instructor may bring about a desired behavioral change with minimum difficulty.

DISMISSAL FROM CLASS

**Step 1: Verbal Warning** - The instructor provides a verbal warning to the student. The warning shall identify the undesirable behavior and describe acceptable behavior. Verbal warnings will be documented electronically in the College’s administrative computing system and the student is required to meet with the Dean of Students office before being allowed to return to class.

**Step 2: Written Warning** - The instructor provides a written warning to the student, with reference to the previous verbal warning. A copy of the correspondence will be sent to the Associate Vice President for Academic Affairs and the Dean of Students. The student will be required to meet with the Dean of Students or Associate Dean of Students before being allowed to return to class.

**Step 3: Request for Dismissal** - The instructor provides a written request to the Associate Vice President for Academic Affairs for the student’s dismissal from class. A copy will be sent to the student and the Dean of Students. The Dean of Students will respond within three business days.

**Step 4: Dismissal** - the Dean of Students will have a letter delivered to the student notifying the student of the dismissal from class within three business day of notification. The dismissal will be effective the date the correspondence or announcement is issued. The letter will include an invitation to the student to appear before the “Judicial Board for Academic Affairs,” (The Board) and will advise the student of the potential effect that a dismissal may have on his/her financial aid. A copy of the letter will be sent to the instructor and the Chief Academic Officer.

**Step 5: Student Appeal** - The student may appeal his/her dismissal before the Judicial Board for Academic Affairs, which is comprised of the Dean of Students, the Division Chair for the course in question, selected faculty and staff members and an officer of Student Government. The Dean of Students will serve as chairperson of the Board but will not participate in the decision of the Board.

1. Students wishing to appeal the dismissal decision must submit a written letter or email to the Dean of Students within three calendar days of the notice of dismissal. This letter must be delivered personally to the Dean.

2. Upon receipt of the written request for a hearing, the Dean of Students office will notify the members of the Judicial Board for Academic Affairs that a formal hearing must convene within three business days. *Emergency hearings for special circumstances may happen per the Dean of Students discretion in less than three business days.*

3. The student will be notified of the date, time and location of the hearing at least 48 hours in advance.

4. Two thirds of the Board must be available for a hearing to occur and a simple majority is necessary for the Board to make a decision. In the absence of Student Government Officers, other student leaders may be called upon. The Public Safety representative will likewise be present.

5. The Dean of Students will serve as Chairperson of the Board but will not participate in the decision of the Board. The Dean will present the charges and evidence on behalf of the College or the individual making the charges.

6. The accused is entitled to be accompanied by a College faculty member, administrator, or fellow student whose role will be advisory in nature. No one outside of the College community may attend a Judicial Hearing.
7. A formal hearing includes opening and closing statements from the accused. Neither cell phones nor other electronic devices may be brought to the hearing. A student who attempts to utilize such phones or devices surreptitiously during an appeal hearing immediately forfeits his/her appeal rights.

8. Any party may present witnesses subject to the Board members’ determination of the witness’s relevance to the case. The members of the Board may ask questions of anyone involved in the proceedings.

9. If, for lack of sufficient reason as determined by the Board, an accused student fails to appear at the hearing, the Chair may conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanction will be based solely on the failure of the accused to appear.

The Board Chair will notify the student of its judgment after a decision is reached. If the Board upholds the dismissal, the student will be assigned a failing grade and will not be permitted to withdraw. Notification of the results of the hearing will be sent in writing to the instructor, Registrar, financial aid, athletics, the Associate Vice President for Academic Affairs, and all committee members.

_The Decision of the Board is Final and not subject to appeal except for circumstances of executive review._

**COLLEGE DISCIPLINE/DISMISSAL POLICY**

The Dean of Students is responsible for administering the Student Code of Conduct and for assessing all serious offenses and appeals in non-academic matters.

Any member of the College staff or administration may file a report against any student, student group, or student organization for alleged violation of the student code of conduct, residence hall regulations, alcohol policy, firearms policy, or any other written College policy on behavior. On-campus reports should be filed with the College Public Safety Office.

1. The person making the charge(s) will provide the following in writing:
   a. Date of the incident;
   b. Name of the student(s) involved;
   c. Specific College policy or regulation the student(s) allegedly violated.
   d. A statement of the circumstances;
   e. Name(s) of witnesses;

2. For routine offenses in the residence hall, College Public Safety Officers or Residence Life Staff may issue a citation at the time of the offense, outlining the violation(s). A fine letter will follow, by mail, from the Dean of Students. Fines cannot be altered or appealed, except by new evidence presented by the public safety department or residence hall staff.

For more serious offenses, especially those that may require disciplinary action beyond fines, the following will apply:

1. Upon receipt of an incident report, The Dean of Students or his/her designee will review the results of the investigation with the Associate Vice President for Student Affairs, the Director of Public Safety, and the Housing Staff. In situations where dismissal may be an option, that decision is made by the Executive Vice-President of the College.

2. A written notice of dismissal action by the Dean of Students will be issued to the student in the presence of a Public Safety Officer, along with a member of the Housing staff in the case of a resident student dismissal. Dismissal is effective immediately upon receipt of written notice.

3. Students dismissed from college for disciplinary reasons must vacate the dormitory as directed by college officials. If the dismissal is overturned through the appeal process, the student will be allowed to return to the dormitory. If the dismissal is upheld by the Judicial Board, the student is required to remove his/her belongings within 30 calendar days.
DISMISSAL APPEAL PROCESS

Students have the right to a formal judicial hearing before a designated judicial board to appeal dismissal. Students may waive this right when guilt is admitted or when they choose to accept dismissal as determined by the Executive Vice-President/Chief Academic Officer of the College.

1. Students wishing to appeal the dismissal decision must submit a written letter or email to the Dean of Students office within three business days of the notice of dismissal. This letter must be delivered personally to the Dean.
2. Upon receipt of the written request for a hearing, the Dean will notify the members of the College Judicial Board that a formal hearing must convene within three business days.
3. The student will be notified of the date, time and location of the hearing at least 48 hours in advance.
4. The membership of the Board will be as follows:
   a. one officer from the Student Government Association, based on availability, prioritized from highest to lowest officer;
   b. the Associate Dean of Students;
   c. Director of Public Safety or designee;
   d. one representative from the Business Office;
   e. Student Wellness Program staff or designee;
   f. The Associate Vice President of Academic Affairs or designee.
5. Two thirds of the Board must be available for a hearing to occur and a simple majority is necessary for the Board to make a decision. In the absence of Student Government Officers, other student leaders may be called upon.
6. The Dean of Students will serve as Chairperson of the Board but will not participate in the decision of the Board. The Dean will present the charges and evidence on behalf of the College or the individual making the charges. The Public Safety representative will likewise present the case but will not be a voting member of the Board.
7. The accused is entitled to be accompanied by a College faculty member, administrator, or fellow student whose role will be advisory in nature. No one outside of the College community may attend a Judicial Hearing.
8. A formal hearing includes opening and closing statements from the accused. Neither cell phones nor other electronic devices may be brought to the hearing. A student who attempts to utilize such phones or devices surreptitiously during an appeal hearing immediately forfeits his/her appeal rights.
9. Any party may present witnesses subject to the Board members’ determination of the witness’ relevance to the case. The members of the Board may ask questions of anyone involved in the proceedings.
10. If, for lack of sufficient reason as determined by the Board, an accused student fails to appear at the hearing, the Chair may conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanction will be based solely on the failure of the accused to appear.
11. If the Board upholds the decision of the Executive Vice President, the accused will be notified of the decision immediately. He/she will be required to turn in all keys and ID and leave campus immediately. If the student is unable to remove his/her belongings at that time, the room will be inventoried and the belongings placed in storage. However, all belongings must be removed from college property within 30 calendar days of the appeal hearing. After that time, everything will be discarded. Arrangements must be made with the Office of Public Safety for pick-up during normal business hours.
12. The Chair will submit a written record of the Board’s decision to administration.
13. If the Board votes to overturn the Executive Vice President’s decision of dismissal, the College President has the right to modify or reverse the decision of the Board. In this event, if the President is available, he will make his decision immediately and the student will be informed of the outcome. Otherwise, the student will be notified of the outcome within 24 hours of the termination of the hearing.
14. If a student is dismissed from the College for a weapons possession offense, for use, positive testing for or possession of Phencyclidine (PCP), or because of circumstances where the safety of any member of the college community is at stake, there will be no appeal unless granted, on a case-by-case basis, by the President of the College or his/her designee.
15. Any affirmative action issues or appeals will be handled outside of the appeal process by one of the College’s Affirmative Action Officers.
16. In the event that a dismissal is overturned and the student is allowed to return, he/she must be in class for the next scheduled class. If this does not occur, all class absences incurred during the dismissal process will be counted as cuts.

The decision of the Board is final and not subject to appeal except for circumstances of executive review.

MEDICAL / PSYCHOLOGICAL SUSPENSION POLICY
The College Administration reserves the right to suspend/administratively withdraw a student from the College for medical/psychological reasons: Such reasons include:

- The student is deemed a potential threat to self or other persons, either within or outside the College community.
- The student has a contagious disease which, in the opinion of medical personnel, can transmit or inflict the illness to others on campus through normal daily contact.
- The student’s psychological state hinders his/her ability to achieve academic goals, interferes with the learning environment of others, or prevents living in an appropriate manner in campus housing.

This withdrawal applies, at minimum, for the remainder of the semester. However, the student may not re-enroll until documentation is received in the Student Affairs office concerning the student’s readiness to return. In all cases, this documentation must come from a licensed, board-certified professional actively involved in the treatment and care of the student, and must indicate that the student is able to become an active participant in the learning environment.

Further, it should be understood that, although the College will make an effort to provide a reasonable accommodation in appropriate circumstances, the College cannot care for students with serious psychological or medical conditions and therefore reserves the right to decide, in certain circumstances, that it cannot provide educational services or housing.

ALCOHOL, TOBACCO & OTHER DRUGS POLICY
No student, regardless of age, is permitted to consume and/or possess alcoholic beverages, tobacco or controlled substances on College premises or at College sponsored events. This is to include possession of alcoholic beverages, tobacco, or controlled substances by the student in the Resident Hall or elsewhere. Any and all items of this nature found in the possession of a student will be confiscated and destruction will be overseen by the Lackawanna College Public Safety department. In all cases, the College will pursue a course of action designed to promote the well-being of the student, protect the welfare of the college community, and demonstrate respect for federal and state laws. Behavior or misconduct resulting from the use or abuse of alcohol or illegal drugs by a student or group of students on or off campus is also a violation of the College’s Alcohol, Tobacco & Other Drugs Policy and may be subject to judicial action as well as any applicable sanctions under local, state, or federal law.

LACKAWANNA COLLEGE DRUG TESTING POLICY
Lackawanna College is dedicated to the health, welfare and safety of each student it serves. To this end, the College is committed to providing each of its resident students and student-athletes with a drug free environment in which to live, study and socialize. From a safety perspective, the use of drugs and/or alcohol may impair the well-being of these students and interfere with the resident’s living condition.

Therefore, since the College is responsible for the welfare of each student and specifically responsible to provide a residence environment free of hazards that would impede the resident student’s academic progress, the Lackawanna College Drug Testing Program has been implemented to provide a safe and healthful environment for all our student who live on campus.

For the purposes of this Drug Testing Policy, Controlled Substance shall be those substances prohibited by Pennsylvania’s Controlled Substance, Drug, device and Cosmetic Act, 35 P.S.§780-101, etseq, and particular Section 4 of the Act (35 P.S. §780-104) and Drug Paraphernalia shall be those products, materials, and equipment as defined in Section 2 of the Act (35 P.S. §780-102).

Every student making application for resident housing must sign a drug consent form prior to taking up residence on campus. A copy of the drug testing policy and procedure, as well as a testing consent form, is included in the packet of materials sent to prospective resident students. This form will stand for the student’s entire time of enrollment at the College. Drug testing is performed randomly on a year-round basis. Students will be tested at random intervals and for cause which may either be
announced or unannounced. The testing will be required at the sole discretion of the College. There are no exceptions to this policy. All resident students will be required to comply. The student will be required to provide breath, blood, and saliva and/or urine specimens for the purpose of analysis. If the student is less than 18 years of age, the parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the College prior to the student’s arrival.

Each prospective resident student will be provided with a copy of the drug testing policy and procedure and a consent form. These materials are included in the packet of materials sent to prospective resident students and completion of the consent form is part of the required admission procedure. Applications for admission to the dormitory space cannot be processed without the signed consent form.

Students, who refuse to submit to drug testing, when requested by appropriate college administrators, will be expelled from the residence hall and the College, without benefit of appeal. Failure to produce a specimen within the standard collection time, as established by the collection agent, will be considered a refusal, as will leaving the facility at any time before providing the specimen. Further, if the student supplies a specimen that does not meet the requirements of the vendor, it shall be deemed a refusal, resulting in dismissal.

A program of education on drug use and abuse will be provided to the students residing in each residence hall and will include, but not be limited to, discussion of the drug testing policy and distribution of educational materials concerning the abuse of illegal drugs and alcohol.

The College will include the policy and procedure for Drug Testing in the College catalog, the student handbook, Residence Life Handbooks and other pertinent College publications to ensure adequate notice and distribution. As stated previously, a copy of the policy and procedure will be mailed to each applicant at the time of application.

It must be understood that the College cannot protect an offender against any penalties of law. Law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings and personal space on campus without prior notice.

**PENALTIES FOR POSITIVE DRUG TEST RESULTS:**

**1st Offense:**
1. Meeting with a member of the Office of Dean of Students and Student Wellness program within three days of notification. **Failure to meet within this time frame will result in a 2nd offense level status.**
2. $ 75 Fine
3. Probation Status
4. Suspension from all collegiate activity (including athletic participation) until the active participation and/or satisfactory completion of the sanctions outlined below as determined by the Dean of Students and the Student Wellness Program.
5. Community service or service learning may be assigned /required by the Dean of Students and/or the Student Wellness Program.
6. Participation in the Substance Abuse Assessment Procedure through the Student Wellness Program.
7. Student must follow through with all recommendations to meet the satisfactory completion of these sanctions.

**2nd offense**
1. Meeting with a member of the Office of the Dean of Students within three days of notification. Failure to meet within this time frame will result in a 3rd offense level status.
2. $150 fine
3. Probation status
4. Suspension from all collegiate activity (including athletic participation) until the active participation and/or satisfactory completion of the sanctions outlined below as determined by the Dean of Students and the Student Wellness Program.
5. Community service or service learning may be assigned /required by the Dean of Students and/or the Student Wellness Program.
6. Participation in a re-evaluation process to include a substance abuse assessment through the Student Wellness Program.
a. Student must follow through with all recommendations to meet the satisfactory completion of these sanctions.

b. Mandatory retest within four weeks of the second positive test as recommended by the Student Wellness Program, Student Health/Wright Center, substance abuse treatment provider or Dean of Students

7. If Student was recommended for treatment services following his/her 1st drug offense the Dean of Students will review treatment progress and determine if extenuating circumstances exist.

8. If the Student is not actively participating in treatment he/she will be dismissed from the College without appeal.

9. If the Student is actively pursuing treatment he/she will be dismissed from any extracurricular activities and forfeit all scholarship monies.

**3rd Offense**

Seen by the College Administration as cause for dismissal without appeal

<table>
<thead>
<tr>
<th>Please Note the following pertains to all Students with Drug Offenses</th>
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<tbody>
<tr>
<td>• Any student who misses any scheduled appointments without advance notification to the appropriate office will be fined $25 and must reschedule within 24 hours or may be dismissed from the college without appeal.</td>
</tr>
<tr>
<td>• Missing more than one scheduled appointment will also constitute refusal and will result in dismissal without appeal.</td>
</tr>
<tr>
<td>• The Student must sign consent forms allowing the Dean of Students to have access to the necessary information from the Student Wellness Program, Student Health/Wright Center or other treatment provider including a record of attendance, prognosis and expected completion date. Failure to sign these consents will result in dismissal from the College without appeal.</td>
</tr>
<tr>
<td>• The Student will be responsible for all costs of counseling or treatment services recommended.</td>
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<tr>
<td>• Additional referral for treatment services and/or further discipline to include but not limited to medical leave of absence and/or dismissal may occur.</td>
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</table>

**EXCEPTION TO THIS POLICY** – any student testing positive for Phencyclidine (PCP) will be subject to dismissal from the College without appeal, regardless of the stage of testing. Any student testing positive for a controlled substance that has the potential to produce violent behavior will be referred to the Dean of Students for review. As part of this review, the Dean will consult with the Student Wellness Program to determine a course of action which may include a recommendation of dismissal to the President of the College.

**POSSESSION OF A CONTROLLED SUBSTANCE OR DRUG PARAPHERNALIA**

If a student is found to be in possession of a Controlled Substance or Drug Paraphernalia, that student must follow the same policies as a student who has had a positive drug test result.

**However, if the amount of controlled substance in the possession of the student evidences intent to sell and/or deliver to third parties, that student shall be immediately dismissed from the residence hall and the college.** All protocols must be followed and all treatments must be completed before that student will be allowed to participate in any extra-curricular activities.

The progressive steps outlined above will also be required if a student is found to be in possession of non-prescribed, controlled substance or illegal substances a second time.

It must be understood that the College cannot protect an offender against any penalties of law. Law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings and personal space on campus without prior notice.
ALCOHOL POLICY

Lackawanna College does not condone the use of alcohol and prohibits the use or possession of alcohol on campus. Possession, use or consumption of alcohol or public drunkenness on any College property is strictly prohibited and can lead to disciplinary action, including separation from the College. **Being present where an alcohol violation is occurring is treated as possession.** Open canisters apply as well, and will be treated as alcohol violations.

If a student if found to be in violation of the Alcoholic Beverage Policy, the minimum sanctions include:

1st Offense:
1. Meeting with a member of the Office of Dean of Students and Student Wellness program within three days of notification.
   - **Failure to meet within this time frame will result in a 2nd offense level status**
2. $ 50 Fine
3. Probation status
4. Suspension from all collegiate activity (including athletic participation) until the active participation and/or satisfactory completion of the sanctions outlined below as determined by the Dean of Students and the Student Wellness Program.
5. Community service or service learning may be assigned /required by the Dean of Students and/or the Student Wellness Program.
6. Participation in the Substance Abuse Assessment Procedure through the Student Wellness Program
7. Student must follow through with all recommendations to meet the satisfactory completion of these sanctions.

2nd Offense
1. Meeting with a member of the Office of Dean of Students within three days of notification
   - **Failure to meet within this time frame will result in a 3rd offense level status**
2. $100 Fine
3. Probation status
4. Suspension from all collegiate activity (including athletic participation) until the active participation and/or satisfactory completion as determined by the Dean of Students and the Student Wellness Program
5. Community service or service learning may be assigned /required by the Dean of Students and/or the Student Wellness Program.
6. Participation in a re-evaluation process to include a substance abuse assessment through the Student Wellness Program
7. Student must follow through with all recommendations to meet the satisfactory completion of these sanctions
8. If Student was recommended for treatment services following his/her 1st drug offense the Dean of Students will review treatment progress and determine if extenuating circumstances exist.
   - If the Student is not actively participating in treatment he/she will be dismissed from the College without appeal.
   - If the Student is actively pursuing treatment he/she will be dismissed from any extracurricular activities and forfeit all scholarship monies.

3rd Offense
Seen by the College Administration as cause for dismissal without appeal

<table>
<thead>
<tr>
<th>Please Note the following pertains to all Students with Alcohol Offenses</th>
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<tr>
<td>• Any student who misses any scheduled appointments without advance notification to the appropriate office will be fined $25 and must reschedule within 24 hours or may be dismissed from the college without appeal.</td>
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• Missing more than one scheduled appointment will also constitute refusal and will result in dismissal without appeal.
• The Student must sign consent forms allowing the Dean of Students to have access to the necessary information from the Student Wellness Program, Student Health/Wright Center or other treatment provider including a record of attendance, prognosis and expected completion date. Failure to sign these consents will result in dismissal from the College without appeal.
• The Student will be responsible for all costs of counseling or treatment services recommended.
• Additional referral for treatment services and/or further discipline to include but not limited to medical leave of absence and/or dismissal may occur.

CONTROLLED SUBSTANCES POLICY
Lackawanna College does not condone the use, possession, or distribution of any type of illegal drugs. The behavior and attitudes associated with the use of illegal drugs are detrimental to the individual student and the student body, and contrary to the mission and philosophy of the College. Students charged with possession, use, or intent to distribute illegal drugs are subject to College disciplinary action, including dismissal from the College, independent of any external legal actions. In addition, eligibility for Federal Financial Aid may be subject to suspension or termination. **Loss of Title IV eligibility will result if a student is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid.**

While in the Commonwealth of Pennsylvania, all students are subject to Commonwealth law regarding possession and/or use of illegal drugs:

• Possession of any amount of marijuana is a misdemeanor - subject to a fine, possible imprisonment and a permanent arrest record.

• Possession of any other illegal substance including crack, LSD, cocaine, heroin, hashish, etc. – Subject to one-year imprisonment and/or $5,000 fine and a permanent arrest record.

• Possession with intent to sell – subject to three to five years’ imprisonment and/or $10,000 to $1,000,000 fine and a permanent arrest record.

Students who experience drug and or alcohol-related problems, or who are concerned about another who may be having such difficulties are encouraged to seek assistance from any of the following:

- Student Wellness Program (570) 955-1478 or (570) 575-5068
- Dean of Students (570) 504-1579
- Student Health Services (570) 955-1474
- Public Safety (emergency) (570) 504-7949

SMOKING POLICY
The Surgeon General of the United States has determined that smoking is the largest preventable cause of illness and premature death in the country. Smoking is associated with the unnecessary death of More than 350,000 Americans a year. Moreover, a research finding now indicates that exposure to Environmental Tobacco Smoke (ETS), also known as second-hand smoke, is linked to a variety of negative health consequences and is responsible for approximately 3,000 lung cancer deaths annually among non-smokers in the US.

Smoking and the use of any tobacco products are prohibited inside all facilities/college buildings or vehicles owned, leased, or operated by Lackawanna College. **Smoking is the burning, lighting or use of a tobacco product and any other smoking device or equipment that includes, but is not limited to cigarettes, cigars, electronic cigarettes (e-cigarettes), hookahs, marijuana and pipes.** Smoking shall be permitted outside of buildings in designated areas only. This requirement prevents the migration of tobacco smoke into air intakes, assembly areas, building overhangs, entrances, exits, loading docks, porches, and other areas where non-smokers would have to pass.

All members of the Lackawanna community are encouraged to refrain from smoking while on campus. Smokeless tobacco usage is also prohibited. Violators will be fined $50.00 for each offense. Sanctions for violations of this policy will be in addition to any other related violation(s) of College policy, including athletic and resident life requirements.
FIGHTING POLICY

1. The third person who enters into a physical altercation may be dismissed from the College with appeal.
2. Students involved in a physical altercation that refuse to stop when instructed to do so by any College Official may be dismissed from the college with appeal.
3. Students who are an aggressor in a fight receive probation, one hundred dollar fine, and mandatory counseling. If any counseling sessions are missed, the student may be dismissed from the college with appeal.
4. A student on probation may not receive an appeal.

FIREARMS POLICY

Weapons of any kind are prohibited on campus. This includes, but is not limited to, firearms, paint ball guns, BB guns dart guns, black or smokeless powder ammunition, knives, pen knives, swords, daggers and bayonets, martial arts weapons of any description and fireworks. Any item of any kind found in possession of a student anywhere on school property will be confiscated and turned over to the proper authorities as evidence following the protocol stated above. Possession of a weapon will lead to discipline including, but not limited to fines, probation and/or immediate dismissal from the College. If a student is dismissed from the College for a weapons possession offense, there will be no appeal unless granted, on a case-by-case basis, by the President of the College or his/her designee.

GAMBLING POLICY

Gambling is prohibited. Raffles, fund raising and sales must be cleared through the Student Affairs office and may not include alcoholic prizes. Violations will result in disciplinary action.

TATTOOING POLICY

Tattoo equipment is prohibited in all college residence buildings.

GOOD SAMARITAN POLICY

In the event of a situation that is life-threatening or a danger to the community, students can report the incident without the fear of reprisal for the situation in which the student gives assistance. This refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate College policy.

COLLEGE POLICY ON PHOTO/VIDEOTAPING POLICY

The Lackawanna College administration reserves the right to authorize persons to photograph/videotape activities and events on campus, at off-campus extension centers and places where College functions take place, providing such photographing/taping is performed and utilized without malice to any individuals.

Individuals desiring to be omitted from such photos/taping should make this request known to the College Public Relations Department in writing. By allowing inclusion of oneself in an authorized photograph/videotape, the individual consents without restriction to such use of the photo/videotape as the College deems appropriate.

SOCIAL MEDIA POLICY

- Lackawanna College believes that having a presence in social media will allow the College to communicate information and interact with the public on a daily basis. Current and future students, faculty, staff, alumni, and donors are utilizing media such as Facebook, Twitter, LinkedIn, YouTube, and many others to stay connected. In order to operate within these platforms effectively, Lackawanna College has developed a social media policy to ensure that any and all interactions on behalf of Lackawanna represent the College’s best interests.
- These guidelines are broad in nature to accommodate any differences in online venues while maintaining a universal code of conduct; the policy may need to be adjusted.
- The Lackawanna College Social Media Policy only applies to social media accounts created to represent Lackawanna groups, departments, programs, entities, etc. and does not apply to private individual accounts.

Lackawanna College Social Media accounts

- For a group to be recognized by the College as an official social media account the group must first seek and obtain official recognition from the College as an organization, and then the group’s administrators must seek approval from the Advancement Department.
The Advancement Department will review all social media inquiries. This department should also be used as a resource for the college community for any social media needs. An appointed designee from the Advancement Department will make the final decision in any situation regarding the use of social media. The Advancement Department will set up any social media under the College’s main account if applicable.

No user may establish social networking sites that use the Lackawanna College logo or other intellectual properties such as photography, video, artwork and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution without authorization.

Account Administrators

- All social media accounts officially recognized by Lackawanna College must have a Lackawanna faculty or staff member as an administrator at all times.
- Should a Lackawanna employee administrator of an account leave the College for any reason or no longer wishes to be an account administrator, it is that individual’s direct supervisor’s responsibility to designate another employee to be an account administrator prior to removing himself or herself from that role. The Advancement Department should be notified when a new administrator takes over.
- Lackawanna College employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to remove content that may violate the College’s Conduct Policies.

Content

- Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the College. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. Use good ethical judgment and follow College policies and federal requirements, such as FERPA and HIPAA.
- Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the College in any capacity.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the Lackawanna name to promote any opinion, product, cause, or political candidate.
- Do not post any content that could be deemed to be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity or information that is confidential and proprietary to the College or is a violation of intellectual property rights or privacy laws.
- Lackawanna has the right to remove any content for any reason, including but not limited to content that it deems threatening, harassing, illegal, obscene, a violation of intellectual property rights or privacy laws, or otherwise defamatory, slanderous or hostile.
- Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- Questions about this policy should be directed to Wendy Evans, Director of External Relations at 570-955-1456 or evansw@lackawanna.edu.

Consequences

- Violation of this Social Media Policy will result in discipline as outlined in the Student Handbook or the Employee Handbook, as applicable and willful violations could result in a range of penalties, including expulsion for students or termination for employees.

LACKAWANNA COLLEGE ATHLETIC PROGRAMS

ATHLETE CODE OF CONDUCT

Students who represent Lackawanna College in athletic competition are expected to:
• Understand that participation in intercollegiate athletics is a privilege, not a right.
• Demonstrate good citizenship, sportsmanship, honesty and integrity on the field or court, on the campus, in the classroom and in the community, and assist teammates in doing so as well. When traveling as official representatives of Lackawanna College to athletic competitions (including travel time to away contests), events and appearances, and any other event affiliated with the Athletic Department of Lackawanna College, student-athletes' actions should reflect favorably on the college, their team and themselves.
• Attend and be prepared for every class.
• Develop and follow an academic plan to obtain an associate's degree, or attain a transfer status.
• Seek assistance from instructors and/or Academic Support Services before and/or when academic difficulties occur.
• Attend Study Hall, tutorial, and counseling sessions as required.
• Take responsibility for their own success. While Lackawanna College provides a variety of services, the ultimate responsibility for success lies within the student-athlete.
• Demonstrate and understand that participation in athletics is contingent upon adherence to all NJCAA, Region XIX and Lackawanna College rules and regulations.
• Acknowledge that any violation of the code will result in discipline as determined by the Head Coach and Athletic Director.
• Adhere to the Lackawanna College Policy regarding academic integrity and honesty.
• Maintain NJCAA minimum course hour requirements per semester of 12 credit hours and maintain an academic load that load that will ensure second season eligibility by passing 24 credit hours with at least a 2.00 GPA.
• Understand that the use of illegal and/or "performance enhancing" drugs is totally inconsistent with the purpose of intercollegiate athletics and creates a danger on the health and safety of student-athletes and their teammates. Student-athletes are specifically cautioned against illegal or unauthorized use of alcohol, drugs, and other intoxicants.
• Comply with individual sports team rules, as established by the Head Coach and/or Athletic Administration.
• Comply with the Student Code of Conduct published in the student handbook and the rules and regulations set forth in that manual.

**ATHLETIC RULES AND REGULATIONS**

1. Attendance in class is mandatory. Unexcused absences the day of a game or the day after a game may result in suspension and/or loss of athletic scholarship.
2. Three consecutive absences without notifying the Director of Athletics (not coaches) will cause an automatic suspension of a player (No games, practices, and if the season is completed, loss of scholarship).
3. A cumulative CQPI less than 2.00 or enrollment in less than twelve credits results in loss of eligibility and loss of scholarship.
4. All athletes on scholarship must complete 24 credits with a 2.00 CQPI after one year. Failure to do so will result in academic probation and loss of scholarship.
5. There will be no refunds given beyond the cost of tuition to scholarship student-athletes.
6. All students must apply for financial aid to be eligible for athletic scholarships. Failure to apply or reapply by the published deadline will result in loss or reduction of athletic scholarship.
7. If a student withdraws from the College during a given semester, without completing that semester, the student’s scholarship will be cancelled and all charges will become the responsibility of that student.
8. A freshman student-athlete must complete 12 credits with a 1.75 cumulative CQPI to receive a scholarship for the first semester. All athletes on scholarship must complete 24 credits with a 2.00 cumulative CQPI after one year. Failure to do so will result in academic suspension and loss of scholarship.
9. Students who receive two (2) academic warnings in a course during a given semester will be suspended from all practices and/or games until academic progress is achieved. If the season has been completed, the student will not receive any scholarship monies until academic progress has been documented. Reinstatement of said student will be made at the discretion of the Athletic Director.
10. There is a mandatory study hall for all freshmen. This activity will be four (4) hours per week (time and place to be announced). Failure to attend will result in suspension and loss of scholarship.
11. Each student-athlete is a representative of Lackawanna College on and off the field of play. Self-control, courtesy and respect are mandatory. All coaches, teachers, fans, other players, teammates, school administrators, staff, athletic trainers and college public safety officers will be treated with courtesy and respect. Failure to do so will result in a charge of conduct unbecoming a Lackawanna student-athlete and may result in suspension and/or loss of scholarship. In addition to the college athletic sanctions, other college’s sanctions may apply as well.
12. Absolutely no alcohol, tobacco products or other drugs may be consumed on or off campus, in the dormitory, at practice, games or any away trips sponsored by the College. Consumption or possession of any of the above-listed...
items will result in immediate suspension from the team and possible expulsion from the College. Parties where alcohol/drugs are in use will result in the same sanction. **If it is there leave!**

13. All student athletes must have their own accident/health insurance. **Any student who does not present proof of insurance at the time requested will not be allowed to participate in practice or games. Lackawanna College will not be held responsible for any claims made by the student-athlete, his/her insurance company and/or the student-athlete’s parents.**

14. Practices are mandatory, no exceptions. Unexcused absences may result in suspension or loss of scholarship.

15. The College maintains an Athletic Training Room. All injuries must be reported to the athletic trainer, coaches or Athletic Director.

16. Vulgar or abusive language will not be tolerated in any athletic or academic situation. This conduct could result in suspension from the team and loss of academic scholarship.

17. Any equipment broken or used maliciously will be charged to the student. No grades or transcripts will be issued nor will graduation occur until the bill is paid in full.

18. No one is allowed in the gymnasium, athletic training room, weight room, or fitness centers without supervision. Violation will result in suspension from team activities for a period of time to be determined by the A. D.

19. No food, drink, tobacco, coffee etc. are allowed in the gym.

20. Any equipment (uniform, training room supplies, etc.) not returned will result in suspension of grades, transcripts or diploma until equipment is returned in good condition.

21. Any outstanding bills will result in suspension from team activities until the Athletic Director has received documentation of payment from Lackawanna College business office.

22. Fighting in any athletic contest will result in two-game suspension as per the N. C. A. A./N. J. C. A. A.

23. No jewelry may be worn on the court, in the field or at practice.

24. Fund raising is a major aspect of athletics, and all athletes are required to participate in fundraising activities for their respective teams.

25. Any conduct that is deemed by the Athletic Director or coaches to be unbecoming a student athlete may result in suspension from the team and/or loss of scholarship.

Culpability in not diminished for acts in violation of any of rules/code or under the influence of alcohol, illegal drug or improper use of controlled substances. Infractions of any portion of the Department’s code may include, but are not limited to, the following sanctions:

**DISPLINARY ACTIONS**

First offense:
- Immediate suspension with review by the Director of Athletics.
- One game suspension for first incident report
- Two game suspension for the second
- Removal from athletic team on the third
- Each case is under the discretion of the Athletic Director, Dean of Students, and/or the Associate Vice President of Student Affairs
- During our National Anthem all athletes will remain still until it is completely over
- There will be no vulgar language tolerated at any time during a Lackawanna College event
- Any official unsportsmanlike conduct, e.g. technical foul, unsportsmanlike flag, etc., will result in exiting the game for a period of time decided by the coach.

Second Offense:
- Suspension or possible dismissal from the team after review by the Director of Athletics.

**LACKAWANNA COLLEGE SPORT MEDICINE STANDARD OPERATING PROCEDURES**

Injury Reporting Procedures:
1. Student-athletes must report all athletic related injuries occurring on Lackawanna College’s campus immediately to the Athletic Trainer. All other injuries occurring at any off-campus location, during practice or game, must be reported prior to any further athletic participation or within two school days. This is necessary in reducing the risk of further injury. The Athletic Training staff will make all necessary referrals to ensure prompt treatment of the injury.
2. Illness such as common colds sore throats, respiratory infections, gastrointestinal disorders, should be reported to the Athletic Trainer prior to athletic participation or within two days of visiting a health care practitioner (i.e. physician, ER, etc.) or the on-campus infirmary located in Seeley Hall.

3. In the event of an emergency due to an athletic injury, the athlete should seek immediate medical attention and contact the Athletic Trainer within two school days and/or prior to further athletic participation. Remember that the student-athlete’s medical insurance must be provided to the E.R. or hospital staff. Lackawanna College should not be listed as the primary insurer.

4. In the absence of the Lackawanna College Athletic Trainer at away contests, the student-athlete must consult with the attending Certified Athletic Trainer from the host school before seeking any immediate medical attention (i.e. Emergency Room).

Medical Clearance:
1. All student-athletes receiving medical attention from a licensed physician (i.e. Emergency Room physician, Family physician, etc.), regardless of injury or illness, must provide the Athletic Trainer with a signed note from the attending physician indicating the specific injury or illness and the athlete’s eligibility for athletic participation. Medical clearance must be obtained prior to the student-athlete’s return to athletic participation.

2. Medical clearance for the student-athlete to return to activity is solely the responsibility of the team physician/attending physician or the Certified Athletic Trainer in the absence of a physician.

STUDENT RESIDENCY POLICY
All full time students attending the Scranton campus who do not commute daily from the home of their parent(s), legal guardian(s) or spouse must reside in campus housing when they are actively enrolled in college courses. Commuting distance is defined as 30 miles from campus or less. This policy applies to any time of enrollment, including summer sessions and Intersession. Exceptions to this policy can only be made by the Associate Vice President of Student Affairs, and only under extreme circumstances. The decision of the Associate Vice President is final. To apply for an exception, the parent, legal guardian, or spouse needs to provide a notarized letter documenting that the student will in fact meet the criteria stated in the policy and lives within a reasonable commuting distance (defined as within 30 miles of the campus of attendance).

If the college is able to verify that a student is in fact violating the policy as stated or the conditions set forth in an approved exception, the student is subject to dismissal from the college and/or full charge for residence hall costs.

RESIDENCE LIFE REGULATIONS POLICY
Highlighted below are regulations of particular concern to resident students. Violation of any of these policies can result in expulsion from the dormitory and/or the College.

This is not an all-inclusive list of rules and regulations! Additional regulations will be published as promulgated.

DRUG, ALCOHOL AND TOBACCO POLICY: No student, regardless of age, is permitted to consume and/or possess alcoholic beverages, tobacco or controlled substances on College premises or at College sponsored events. This is to include possession of alcoholic beverages, tobacco, or controlled substances by the student in the Resident Hall or elsewhere. Any and all items of this nature found in the possession of a student will be confiscated by the Lackawanna College Public Safety department and in all cases, the College will pursue a course of action designed to promote the well-being of the student, protect the welfare of the college community, and demonstrate respect for federal and state laws. Behavior or misconduct resulting from the use or abuse of alcohol or illegal drugs by a student or group of students on or off campus is also a violation of the College’s Alcohol and Drug Policy and may be subject to judicial action as well as the applicable state or local law.

DRUG TESTING POLICY: To provide a residence environment free of hazards that would impede the resident student’s academic progress, the Lackawanna College Drug Testing program has been implemented to provide a safe and healthful environment for all our students who live on campus. Each semester, any resident student making application for resident housing must sign a drug testing consent form prior to taking up residence on campus. Drug testing is performed randomly on a year-round basis. Students will be tested at random intervals and for cause which may either be announced or unannounced. The testing will be required at the sole discretion of the College. There are no exceptions to this policy.

Each prospective student will be provided with a copy of the drug testing policy and procedure and will be required to sign the form acknowledging receipt of and consent to the policy and procedures. This is a part of the required admission
procedure. Applications for admission to the dormitory space cannot be processed without the signed acknowledgement form. Each student will also receive a drug testing consent form. The signed consent must be returned to the College prior to the student’s arrival and acceptance as a resident student at Lackawanna College and will not be confirmed until the executed consent form is received and on file. Students, who refuse to submit to drug testing, when requested by appropriate college administrators, will be expelled from the residence hall and the College.

A. **WEAPONS:** Weapons of any kind are prohibited. This includes, but is not limited to, firearms, paint ball guns, dart guns, BB guns, black or smokeless powder ammunition, knives, pen knives, swords, daggers and bayonets, martial arts weapons of any description and fireworks. Any item of any kind found in possession of a student anywhere on school property will be confiscated and turned over to the proper authorities as evidence following the protocol stated above. Possession of a weapon will lead to discipline including, but not limited to fines, probation and/or immediate dismissal from the College. If a student is dismissed from the College for a weapons possession offense, there will be no appeal unless granted, on a case-by-case basis, by the President of the College or his/her designee.

B. **COMBUSTIBLES:** The College prohibits combustibles to include, but not limited to, incense, candles, matches lighters, sparklers, fireworks or other flammable items. Any items in violation of this provision found in possession of a student will be confiscated and destroyed following the protocol stated above. Fines will also be imposed.

C. **QUIET HOURS:** To maintain conditions conducive to academic achievement, established QUIET HOURS in the residence hall will be observed by all students. Disturbing noises during these hours will not be tolerated, and will subject the offender to a fine and/or discipline. Quiet hours are the same as visiting hours.

D. **LOSS OR DAMAGE:** The College is not responsible for Student's property and encourages all students to carry appropriate property insurance. Under no circumstances shall the College be liable for any damage, theft, or loss of the personal property of a student.

E. **CARE OF ROOMS:** Students are expected to keep their rooms clean and to cooperate in keeping hallways and bath areas in satisfactory condition. Mattresses must remain on the bed frame which, in turn, must remain on floor. College furniture or equipment is not to be removed or added to rooms without permission of the Director of Housing and Residence Life. Rooms not meeting required health and safety standards will be corrected by the College and billed to the student. Waste of any sort, i.e. trash, food, papers, must be removed from each dormitory room on a daily basis. Trash bins and dumpsters are provided for this purpose. At no time should there be open containers of food left unattended in dormitory rooms. All food stored in dormitory rooms must be kept in sealed containers. Designated Lackawanna College staff will conduct inspections at random to ascertain compliance. Disposal of debris and/or food will occur if non-compliance is found. The student/resident found to be non-compliant will be fined and/or disciplined. All charges incurred to clean area will be levied against the student found to be in breach of this policy.

Any objects such as decals, pictures, stickers, etc. that are fastened to the walls, doors, woodwork or ceilings of rooms or hallways must be removable without damage to paint or furnished surfaces of the room. No decals, pictures, signs, posters, or other items visible from outside shall be attached or placed next to windows. Contact paper is forbidden, as are cellophane, tape and heavy packaging tape. Writing instruments must not be used on any building surfaces. In addition, students must not decorate their rooms with combustible materials, or be in possession of incense, candles, or other flammable items.

Personal refrigerators not to exceed 4.3 cu ft. are allowed in the dormitory rooms. All other appliances, including microwave ovens, toasters, toaster ovens, grills, hot plates, or any other cooking device are expressly forbidden in dormitory rooms. Microwave ovens for student use are available in the commons area.

**Confiscation Policy:** Any appliance in violation of this provision, found in possession of a student, shall be confiscated and held until the end of the current semester by the College. The appliance will be returned to the student at the end of the semester upon payment of a levied fine, on the condition that the appliance is immediately removed from the premises. Any appliances in violation of this provision found in possession of
a student a second time will be confiscated and not returned. Fines will also be imposed.

F. **INSPECTIONS:** Room Inspections will be conducted as needed for health, safety and maintenance reasons. The right is reserved for designated College employees to enter any room at any time for any reasonable purpose. Included in this, a College Official may enter a student room any time the official has reason to believe that a violation of any College rule or regulation is occurring or has occurred. Random health and safety inspections will be conducted at the discretion of the College. If a room is found to be in substandard condition, the student(s)/resident(s) will be given written notice and will have 24 hours to rectify the deficiencies. If this has not occurred, the College reserves the right to correct any and all deficiencies and charge the student(s)/resident(s) for all costs associated with the cleaning and/or repair. If the room cannot be brought up to standard during the then current semester, the responsible student will be evicted from the Residence Hall with no refund for unused fees, to include, but not limited to room charges or mandatory meal plan payments.

G. **ASSESSMENT FOR DAMAGE:** Residents will be held responsible for any damage done to their rooms or any part of the residence hall and its equipment. Any damage other than normal wear and tear will be billed to all residents of a particular living area at the time that it occurs. The cost will be equally divided among all residents in that area.

H. **RESIDENCE HALL DOORS:** The main entrance doors to the residence halls are to be locked at all times for the security of the residents, as are all individual room doors and quad doors. Propping doors or tampering with doors or locking systems is an offense that can lead to residence hall expulsion and/or fines.

I. **ROOM CHANGES:** Room assignment changes may be requested during the first three weeks of each semester and between the fall and spring semesters. A Room Change Request form can be obtained from the Director of Housing and Residence Life, who must grant final approval.

J. **VISITATION:** Visiting hours will be posted and stringently enforced. Visitors under the age of 18 will not be allowed access to dormitory rooms. Common areas are available for visitation purposes.

K. **HEALTH RECORDS:** Students will not be permitted to receive a housing assignment until a completed health record is on file in the office of the Director of Housing and Residence Life. Forms must be completed by the student’s primary health care provider.
L. **MANDATORY MEAL PLAN PARTICIPATION:** Students will not be permitted to receive a housing assignment until participation in the Mandatory meal plan is documented. All meal plan payments or documented financial aid for meals must be in place with the business office prior to provision of a housing assignment.

M. **FALSE ALARMS:** Any student who, in the College Dormitory, through smoking, use of prohibited items, or deliberate malice or neglect causes the alarms to sound and the fire company to be dispatched to the residence hall will be responsible for the fee levied by the fire department for the visit to the dormitory. Deliberately causing a fire alarm, with malicious intent, is a criminal offense, and the responsible student may be dismissed from the College. *(The fine levied by the Fire Department for a false alarm is presently $500.00 and is subject to change without notice.)*

N. **CODE OF CONDUCT VIOLATIONS:** The College’s Code of Conduct and Discipline and Dismissal Policy are published in the Student Handbook and in the Residence Life Handbook. The resident student is expected to be familiar with all policies, as well as the sanctions, listed in the handbooks, that can be imposed for violations. Signing this contract indicates this awareness.

O. **RESIDENCE LIFE SAFETY ISSUES:** Students are forbidden to tamper with windows, smoke detectors, sprinklers, ceiling light fixtures, ceiling tile grids, fire extinguishers, baffles or vents, locks, door closers or any other equipment installed to maintain the safety, health and/or welfare of the resident students. Tampering includes, but is not limited to, removing the safety devices in the windows, locks or door closers, taping the inside of the smoke detectors, covering same, or otherwise causing them to be inoperable, defacing fire station covers, discharging (unless there is a fire emergency) or disarming fire extinguishers, hanging anything from the ceiling grids, to include clothing, sheets, drapes or any other type curtain or screen limiting visibility anywhere within the confines of said room, covering or blocking air vents or baffles, as well as placing furniture in walkways or doorways inside the room.

All students residing in any room found to have life safety violations will be subject to disciplinary action to include, but not limited to, fines, suspension and/or dismissal from college. Assessment of fines or other disciplinary measures will be attributed to EVERY student residing in the living area in which the infractions occur. There will be NO EXCEPTIONS.

P. **IMMUNIZATION:** Lackawanna College is committed to maintaining and protecting the wellness of its students. Below is a listing of required and recommended immunizations for your reference and that of your health care provider. Evidence of required immunizations must be included with the student’s health records.

**REQUIRED:**

- Two Measles-Mumps-Rubella (MMR) immunizations
- Polio Vaccine
- Mantoux test for tuberculosis
- Meningitis

**HIGHLY RECOMMENDED:**

- Tetanus-diphtheria (within past 10 years) Hepatitis B (a three-shot series)
- Varicella (if you have not contracted Chicken Pox)

Q. **MEDICAL/PSYCHOLOGICAL SUSPENSION:** The College Administration reserves the right to suspend/administratively withdraw a student from the College for medical/psychological reasons: Such reasons include:

- The student is deemed a potential threat to self or other persons, either within or outside the College community.
- The student has a contagious disease which, in the opinion of medical personnel, can transmit or inflict the illness to others on campus through normal daily contact.
- The student’s psychological state hinders his/her ability to achieve academic goals, interferes with the learning environment of others, or prevents living in an appropriate manner in campus housing.
• The student may not re-enroll until documentation is received in the Student Affairs office concerning the student’s readiness to return. In all cases, this documentation must come from a professional involved in the treatment and care of the student, and must indicate that the student is able to become an active participant in the learning environment.

Criminal History Record Standards

As part of Lackawanna College Housing Application process, the College reserves the right to conduct a review of criminal history of all applicants. If the Criminal History Review reports that the applicant has a Criminal History, the information will then be evaluated according to the Lackawanna’s College Residence Life Criminal History Standards. If the applicant does not meet the standards, a declaration of “not eligible” will be made. This review will be conducted by Residence Life Review Team. Composition of this team will include the Associate Vice President for Student Affairs, The Dean of Students and the Director of Public Safety or their designees. An applicant who does not meet the standards will be notified by mail that his/her application has been rejected. The procedures for refund of the deposit and the appeal process will be explained in the letter.

The following information will provide the framework for The Residence Life Criminal History Standards:

No applicant, who have been arrested/convicted or is on parole or probation for the following offenses, will be considered for Residence Life:

Murder – Attempted Murder – Manslaughter – Sexual Assault – Aggravated or Simple Assault – Robbery – Riot – Violation of the Pennsylvania Uniform Firearm Act – Violations of The Controlled Substances, Drugs, Device, and Cosmetic Act (Act of 1972, P.L. 233, No. 64.) relating to sales, delivery and/or manufacturing – Kidnapping – Sexual offenses as listed in Chapter 31 of the Pennsylvania Crimes Code – Arson – Theft (Felony or Misdemeanor grade) – Conspiracy, Solicitation and Attempt to commit any of these crimes.

Please note that a conviction for the following crimes will be “without appeal”: Murder, Manslaughter, Sexual Assaults, Aggravated Assault, Riot, Kidnapping and Arson.

Criminal History Findings may also be used to modify the status of a student within the College’s Disciplinary System. Criminal History Findings which indicate that the applicant is pending further court action may result in the housing application being accepted but the student being placed on probation. Arrests for a simple possession of a controlled substance as found in The Controlled Substances, Drugs, Device, and Cosmetic Act (Act of 1972, P.L. 233, No. 64.) will be grounds for placing the student on probation.

Lackawanna College reserves the right to declare any applicant as “not eligible” based on a review of the applicant’s Criminal History which in the opinion of the Residence Life Review Team would not be in the best interest of the College Community and/or the applicant.

A student may appeal the finding of the Residence Life Review Team. This appeal process is found in the Lackawanna College Residence Life Appeal Procedure which is attached to this policy.
RESIDENCE LIFE APPEAL PROCEDURE

- Students may appeal the “not eligible” decision rendered by Lackawanna College’s Residence Life Review Team.
- This appeal must be made within five (5) business days of the original “not eligible” status decision.
- All appeals must be submitted in writing using the below listed format.
- In order for your appeal to be considered, you will need to document your reasons for requesting another review on the below listed form.
- Please be specific, but brief: the Residence Life Review Team cannot make an informed judgment regarding your appeal without complete information.
- Similarly, if you have new information you believe needs to accompany your appeal, you will need to submit it in writing.
- The Residence Life Review Team will review appeals on the “best interest of the College Community and/or the applicant” basis.
- The Residence Life Review Team will make their decision within five (5) business days of the receipt of the applicant’s written appeal. In no case, will a determination of “not eligible” be altered after fifteen (15) days of the Team’s original decision.
- Decisions rendered by Residence Life Review Team are final and not subject to further appeal.
LACKAWANNA COLLEGE
RESIDENCE LIFE APPEAL FORM
(“Not Eligible Status”)

I would like the Residence Life Review Team to re-consider my request to be released from the residency requirement for the following reasons:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Attach additional typed sheets if necessary.)

By signing this form, I agree that the information I have included is true and accurate. I understand that the information I am including, along with any previously submitted documentation, will be considered in the appeals process. I agree to accept the decision rendered through this process.

Signature: ____________________________________________

Date: ____________________________________________

Address: ____________________________________________

____________________________________________________

Phone: ____________________________________________

Email: ____________________________________________

Residence Life Review Team will be communicating via email, so please list an email address that you check regularly. A written decision will also be sent to the above address.
DORM NETWORK SETUP PROCEDURES

All resident students are provided with access to a high-speed Internet connection. Connection to this network is done at the students’ own risk. The College is not responsible for material viewed or downloaded by users. Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it accessible for authorized and legitimate users. By using any of Lackawanna College’s electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable college policies, local, state, federal, and international laws and regulations.

Equipment Needed:
Equipment needed for connection to the dorm network includes a Wireless Network Card or a Network Interface Card (NIC) with a Category 5 or 6 patch cable. Both items are available at the Campus Bookstore, though students may obtain these items elsewhere. Installation of the network card is completely the responsibility of the student. Check your owner’s manual before you purchase a network card. Most computers already have one factory installed.

Connecting to the Internet:
- If using a NIC, connect the patch cable from the NIC card jack on the back of your computer to the network jack in your room then turn the computer on. Network cards usually have LED light indicators showing the connection to the network. When your machine starts, you will see these indicators glow to show you have an active connection.
- If using a wireless connection, connect to public.lackawanna.edu.
- Open up a browser. You will be prompted for your portal username (ex. firstname.lastname) and password. Please note that this is not your student ID number or entire falcons email address.
- If you receive certificate errors: Open Internet Explorer- click Tools- click Internet Options- click the Advanced Tab. Scroll down to the last section (Security) and uncheck "Check for Server certificate revocation". Click Apply and close then reopen Internet Explorer.

Security:
Users are responsible for maintaining the integrity of personal equipment connecting to the College’s network. Users are expected to purchase and maintain anti-virus software, such as Norton Anti-Virus, McAfee, Panda, Sophos and others. There are several free anti-virus programs available for personal use including Microsoft Security Essentials (http://www.microsoft.com/en-us/security_essentials/default.aspx) or AVG (http://free-avg.com). Installing anti-virus software and keeping your virus definitions up to date will protect your PC from damage and loss of valuable data.

Users are strongly encouraged to update and patch their Windows computers regularly on the Microsoft Windows update site. Microsoft “Patch Tuesday” is the second Tuesday of each month. Go to http://windowsupdate.microsoft.com for patch and update downloads. You will most likely need to restart your computer every time you install updates from Microsoft.

The high speed access to the World Wide Web is behind a Firewall server, and has been filtered to only allow connection through TCP/IP ports 80 and 443, which are the ports for standard and secure web access. All other TCP/IP ports have been blocked for your safety and protection. Viruses and hackers can and do use other TCP/IP ports to gain access to your computer, or to spread viruses. Another reason is to block the use of Peer to Peer file sharing networks which is a violation of the Federal Digital Millennium Copyright Act. Please refer to the Copyright Policy and Guidelines for further rules & regulations at http://www.lackawanna.edu/IT/policy.html.

Network users are responsible for all traffic originating from their network. Any attempts to read or monitor network information of others ("sniffing") is a violation of the privacy act. Repeat violations will result in the College disconnecting the device from the network. We reserve the right to monitor all network activity, incoming or outgoing, on the dorm network and on all computers internally tied to it. All Web usage is logged by default and can be traced to the machine.

Attempts by individuals to reconfigure the network infrastructure can result in damage to the infrastructure or severe network problems. Examples of this are extending the network with hubs/switches/repeaters, daisy chaining of wiring and the use of non-standard electronics and wiring. The connection and use of individual wireless “Wi-Fi” routers is strictly prohibited. Where damage is found to be caused by an individual, repair costs will be billed accordingly. When a user is encountering problems related to non-adherence to industry and/or Lackawanna College network standards by installing their own wiring and/or electronics, the user risks being removed from the network.

Remember, dorm network access is a privilege, not a right. Please use the privilege in a responsible manner, and you will be able to surf the Web with ease.
Support:
If you are experiencing any difficulties with your connection, contact support at support@lackawanna.edu, or call 570-504-1585 or 570-955-1464. Monday thru Friday from 8AM to 4PM. Evening support is available Sunday thru Thursday from 6PM to 10PM by contacting (570) 878-2930.

COLLEGE MEAL PLAN
A Residential Meal Plan is an essential part of the dormitory life experience at Lackawanna College. Its implementation alleviates one of the concerns most students face while living away from home. This allows the student to concentrate solely on his or her studies and other activities associated with College life. Therefore, it is necessary to integrate this service into the requirements for all students living in our residence halls.

The cost of the meal plan is $1200 per semester (This charge is adjusted periodically.) This is an estimated cost which would allow the average student to purchase either breakfast or lunch and a dinner meal each weekday and either breakfast or lunch on Saturday and Sunday. When meal service is not available, a take-out lunch or dinner may be purchased from the cafeteria for future consumption or students may choose to eat at the many reasonably priced restaurants within walking distance of the Lackawanna College residence halls.

The meal plan money is deposited into a declining balance account held by the Food Service Provider. Each time a student purchases food from the cafeteria, the amount will be tallied and deducted from that individual student’s account. In order to purchase food in the cafeteria on the meal plan, the student MUST present his/her Lackawanna College photo identification card each time a purchase is made. The food service staff will provide information regarding each student’s balance upon request.

If a student meal plan account becomes depleted prior to the end of a semester, deposits in increments of $100 can be made to the meal plan account.

All meal plan dollars must be used by the end of the designated period and will not be refunded.

THE COLLEGE requires all payment of college expenses (to include, but not be limited to tuition, residence hall fees, meal plan payments, etc.) TO BE PAID IN FULL AND DOCUMENTED ON THE STUDENT’S ACCOUNT PRIOR TO THE FIRST DAY OF EACH SEMESTER. (Exceptions may be made on a case-by-case basis and are at the sole held and keep the student from moving into the residence hall and utilizing the meal plan. Failure to make scheduled payments as established by the college will result in the suspension of access to the meal plan until payment is received. Please note, the college reserves the right to dismiss any student who fails to make any payment as required under the payment plan, at the discretion of the business office). Failure to make payments will cause the student’s schedule to be placed on hold.

FOOD SERVICE HOURS OF OPERATION*

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>7:30 AM to 7:30 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00 PM to 3:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 PM to 3:00 PM</td>
</tr>
</tbody>
</table>

* Hours are subject to change based on student usage.
FOOD SERVICE COMPRESSED SCHEDULE

Monday – Thursday football players will eat in the dining hall from 8:30 am – 9 am. All other dorm students – the café will open at 9 am.

Friday – All dorm students – the café will open at 9 am.

If College closes after classes are in session Monday – Thursday, the cafeteria will remain open for one hour after the official closing time for the students/staff to eat. At the conclusion of that hour the cafeteria will be closed then the football players will eat in the dining hall.

If college closes after classes are in session on Friday, the cafeteria will remain open for one hour after the official closing time for the students/staff to eat.

***Effective immediately, there will be no food service on holidays or any scheduled closings of the College. In the event of College closings due to weather conditions, food service will follow the following:

COLLEGE CLOSED DUE TO SNOW – All dorm students will eat in the cafeteria – 12 noon – 3 pm.

FOOD SERVICE HOLIDAY SCHEDULE

THE CAFETERIA WILL BE CLOSED ON THE FOLLOWING DAYS:

- September 1, 2014 in observance of Labor Day
- October 13, 2014 in observance of Columbus Day
- November 11, 2014 in observance of Veteran’s Day (Tuesday)
- November 26, 27, 28, 2014 in observance of Thanksgiving
- December 22 - 31, 2014 in observance of Christmas break
- January 1 & 2, 2015 in observance of the New Year’s Holiday
- January 20, 2014 in observance of Martin Luther King Day
- February 13 & 16, 2015 in observance of Presidents’ Day
- April 3 & 6, 2015 for Spring Recess
- May 25, 2015 in observance of Memorial Day

STUDENT INFORMATION

Any changes in a student's personal information, such as name, address, etc., must be submitted to the Registrar's Office on a COMPUTER CHANGE FORM. This will insure that the student’s records are properly updated. Legal documentation is required in order to process a change of name.

STUDENT INFORMATION POLICY (FERPA)

Annually, Lackawanna College informs students of The Family Educational Rights and Privacy Act of 1974. This act, with which the institution complies fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.
A directory of educational records maintained on students in this institution is available at the Registrar's Office located on the first floor of the main campus.

Questions concerning The Family Educational Rights and Privacy Act may be referred to the Registrar.

Notification of Rights Under The Family Educational Rights and Privacy Act of 1974 as Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for the access.

   A student should submit to the Registrar, Vice President for Academic Affairs, Academic Division Chair or other appropriate official a written request that identifies the record(s) he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records whenever the student believes they are inaccurate or misleading.

   Students may ask the College to amend the records that they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want to change and specifying why it is inaccurate or misleading.

   If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

3. The right to refuse disclosure of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lackawanna College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW. Washington, D. C. 20202-4605
Directory Information
Lackawanna College hereby designates the following categories of student information as public or "Directory Information."
The institution may disclose such information for any purpose at its discretion:

**Category I:** Name, address, telephone number, dates of attendance, class.
**Category II:** Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates).

Currently enrolled students may withhold disclosure of any category of information under The Family Educational Rights and Privacy Act of 1974. To withhold disclosure, students must file written notification in the Registrar's Office. Forms requesting the withholding of Directory Information are available in the Registrar's Office.

Lackawanna College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Lackawanna College students may be assured that even with their permission, Directory Information is disclosed only on rare occasions. The policy of Lackawanna College allows the disclosure of such information to non-institutional personnel only for serious reasons and at the discretion of the person responsible for the student record involved.

NOTIFICATION OF PARENT OR GUARDIAN
The College encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the College reserves the option to notify a student’s parent or guardian for the benefits of the student’s wellbeing or educational progress. They are:

- The student, due to an illness or injury, is not able to make a decision regarding contacting his/her parents.
- The student is a potential threat to self or others.
- The student is transported to or admitted to a hospital or treatment center.
- The student is dismissed from the College.
- The student is arrested by the local or state authorities.
- The student is found in violation of the College alcohol or drug policy.

The decision to notify a parent or guardian will be at the discretion of the Dean of Students or the Director of Housing and Residence Life.

STUDENT RIGHT TO KNOW ACT
In compliance with the Student Right to Know Act, current re-enrollment rates, athletic graduation rates and campus security statistics are published and posted. Graduation rates are available in the Registrar's Office, Student Affairs Office and on the Lackawanna World Wide Web site at www.lackawanna.edu. Other rates are available through the corresponding departments.

LACKAWANNA COLLEGE
PUBLIC SAFETY UNIFORM CRIME REPORTS

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSES</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assault</td>
<td>3</td>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>Arson</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Homicide</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Criminal Mischief</td>
<td>13</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>15</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Domestic Disputes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>7</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Harassment</td>
<td>11</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>5</td>
<td>15</td>
<td>13</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible Sex Offenses</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
PAYMENT INFORMATION

The College requires that all tuition and fees be paid in full prior to classes beginning in any semester, at registration for students who register late, or prior to the dormitory move-in date. Student enrolling in the College Payment Plan must not be delinquent in that plan. The first payment is due and payable the last week of July for the fall semester and the last week of December for the spring semester (Contact the Bursar’s Office or visit the student portal for exact dates).

Outstanding balances and/or late payments will result in the suspension of school activity including but not limited to clubs, field trips, athletics, etc. until payments have been made. A $25.00 late payment fee will also be assessed each month payments are late on the payment plan. If timely payments are not made, the College reserves the right to refuse payment deferments to a student for subsequent semesters.

Lackawanna College also reserves the right to forward unpaid balances to our contracted collection agency or dismiss any students who do not adhere to scheduled payments or who attend classes without satisfying financial obligations. Any and all collection expenses incurred by the College to collect any delinquent receivables are the responsibility of the student.

Grades and/or transcripts will not be released to students who have outstanding balances. Students with an outstanding balance will also not be able to participate in commencement ceremonies. Registration for subsequent semesters is blocked for students with unpaid balances.

All questions concerning tuition costs, student invoices, payments, and payment dates should be directed to the Student Accounts Office. Contact the Bursar’s Office or visit the student portal for exact dates.

STUDENT HOUSING PAYMENT POLICY

Any balances owed the school that are not covered by financial aid are due in full prior to the dormitory move-in date. Student enrolling in the College Payment Plan must not be delinquent in that plan. The first payment is due and payable the last week of July for the fall semester and the last week of December for the spring semester (Contact the Bursar’s Office or visit the student portal for exact dates). Students will not be allowed access to their rooms or dormitories until all financial obligations to the College have been paid. NO EXCEPTIONS WILL BE MADE! All room assignments are tentative and can be changed without prior notice.

REFUND POLICY

The College must engage its faculty and make other costly commitments in advance on the basis of anticipated revenue from tuition. When students withdraw, they leave a financial void that cannot be filled after a semester has begun. Therefore, the following refund policy has been established for standard semesters (Fall and Spring semesters only):

- If a student withdraws prior to or during the first week of classes, only the $35 application fee and the $100 commitment fee ($375.00 commitment fee for resident students) will be retained. All other payments of tuition will be refunded.
- If a student withdraws during the second week of classes, the College will retain 25% of the total tuition for that semester.
- If a student withdraws during the third week of classes, the College will retain 50% of the total tuition for that semester.
- If a student withdraws during the fourth week of classes, the College will retain 75% of the total tuition.
- After the fourth week of classes, the College will retain 100% of the tuition.

If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed.

Separate refund policies have been established for the summer sessions, online courses, non-traditional terms, and all non-credit courses. Refund policies are posted on the Lackawanna College website and the student portal each semester. Contact the Bursar’s Office for exact dates and refund amounts.
*SPECIAL FEES*

Special fees for registration services must be paid prior to processing of forms. Other fees include:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop/Add</td>
<td>$15.00</td>
</tr>
<tr>
<td>Change of Major</td>
<td>$15.00</td>
</tr>
<tr>
<td>Transcript Request</td>
<td>$5.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$30.00</td>
</tr>
<tr>
<td>Change of Grade/Incomplete Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Late Submission Graduation Fee (after applicable deadline)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Life Experience Processing Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td><strong>Lab Fee (3 credit course)</strong></td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>Lab Fee (1 credit course)</strong></td>
<td>$25.00</td>
</tr>
<tr>
<td>Activity Fee <em>(Scranton students only)</em></td>
<td>$105.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$25.00 per month</td>
</tr>
<tr>
<td>Technology Fee <em>(All full-time students)</em></td>
<td>$150.00</td>
</tr>
<tr>
<td>Communications Fee</td>
<td>$75 per course</td>
</tr>
<tr>
<td>Stop Payment Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Return Check Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Activity Fee <em>(Lake Region students only)</em></td>
<td>$75.00</td>
</tr>
<tr>
<td>Hospitality Majors</td>
<td>$125.00 per semester</td>
</tr>
<tr>
<td>Culinary Majors</td>
<td>$125.00 per semester</td>
</tr>
<tr>
<td>Physical Therapist Assistant Majors</td>
<td>$125.00 per semester</td>
</tr>
</tbody>
</table>

*All fees are subject to change without prior notice.*  
**Lab Fees for part-time students only.**

**GRADUATION**

All students meeting graduation requirements (including approved student credential portfolio) for the December 2013 or May 2014 graduation class must complete an application for graduation and submit it to the Registrar's Office according to the following deadlines:

- Summer/Fall 2013 Diagnostic Sonography students – no later than Friday, November 1, 2013
- May 2014 Electronic/Vascular Technology students – no later than Friday, January 17, 2014

*Any applications submitted after this date will be subject to a $150.00 application processing fee.* The College is not responsible for those students who fail to apply by the deadline since graduation orders must be placed well in advance. Students who meet requirements but do not apply for graduation will not be listed in the graduation roster nor will completion of degree be indicated on the student transcript. No diploma will be ordered for students who do not apply for graduation. **Students who are short of curriculum requirements by more than three credits or owe the college any outstanding balance will not participate in commencement.**

**INSURANCE**

All students are required to have adequate health and accident insurance coverage. The College is **NOT** responsible for loss of personal property.

**MOTOR VEHICLE REGULATIONS**

The operation and parking of a motor vehicle in the campus lot is a privilege. All motor vehicles, including but not limited to motorcycles, parked in the campus lot are required to have a current valid parking permit displayed. These may be obtained from the Public Safety Department. Permits are issued for each semester.

Lackawanna College assumes no responsibility for vehicles parked on College property. Students, faculty and staff are solely responsible for their vehicles (including parking citations and/or towing or booting charges) while the vehicles are located on College property.
All permits must be affixed to the mirror of the vehicle, facing forward, in order to be plainly visible for inspection. Handicapped permits must be displayed per state statute. No one will be permitted to utilize another handicapped individual's parking placard. The penalty for improper use of a handicapped placard will be revocation of parking privileges.

Parking spaces are designated as faculty, staff, student, handicapped, visitor, and reserved. Please park in proper spaces only. Parking is allowed only in marked spaces, within the lines.

Vehicles parked inappropriately in spaces or unmarked areas or causing any properly parked vehicle to be blocked from ingress or egress will be subject to fine and/or immediate towing or booting. There will be no notice given. **Overnight parking in college lots is prohibited, except in designated dorm parking areas for residents only. Violators will be booted or towed.** Parking is prohibited in drives, driveways, walkways and seeded areas.

**Parking lot definitions:**
1. Vine Street Entrance: Designated for staff, faculty, handicapped staff and faculty, visitor and reserved VIP parking.
2. North Washington Avenue: Designated for student, handicapped student and vendor parking.
3. Wyoming Avenue and Vine Street: Designated for staff only.

All vehicles in any College parking area MUST have a parking permit clearly visible on the rear view mirror. Any vehicle without a tag will be subject to towing or booting without notice.

**STUDENT PARKING POLICY**

Any vehicle displaying a valid parking permit but parked in the campus lot illegally will have a notice attached to the windshield for the first infraction unless the vehicle is blocking ingress or egress. This notice will be documented. Anyone having an outstanding parking citation will be subject to having his or her vehicle towed or booted without further notice. Any vehicle without a valid parking permit displayed on the rearview mirror will be subject to being towed or booted without notice. Driver/owner is solely responsible for all towing and storage fees incurred. **Parking privileges in the campus lots will be revoked for repeated offenses.**

Fines are as follows and are subject to change without notice:
- Removal of boot: $25.00
- Release of Towed vehicle: $125.00

All fines must be paid in full prior to release of vehicle. There will be no exceptions.

**STUDENT ID CARDS**

All students are issued a student ID card at student orientation. This card is your official college identification, and must be carried at all times. Report a lost, damaged, or stolen card immediately to the Office of Public Safety to prevent unauthorized use of the card. Replacement fees are charged on an escalating fee schedule as follows:

- 1st replacement: $30
- 2nd replacement: $40
- 3rd and subsequent Replacements: $60

Failure to present a student ID when requested by a college official will result in disciplinary action starting with a fine and graduating based on occurrence.

Lending this card or possession/use of someone else’s ID will result in probation on the first offense. Using another’s ID to obtain goods and services at the College or to provide false identification will result in immediate probation or dismissal, depending on the level of offense.

**LACKAWANNA COLLEGE STUDENT SERVICES**

The College has made a commitment to provide comprehensive student support services to all matriculating students. To meet this goal, the following services are provided:
ACADEMIC ADVISING
All students are assigned an academic advisor at the beginning of their studies at Lackawanna College. The purpose of academic advising is to assist the student in the planning of academic goals. Once an academic advisor has been assigned, the student should remain in frequent contact with him/her. The advisor has a broad knowledge of the College and its various programs, services and procedures. Academic advisors also play an important role in providing direction, support and referrals for specialized assistance if necessary.

Two advising sessions are scheduled each semester, one at the beginning of the semester and the other at pre-registration for the following semester. An academic advisor should meet with his/her advisee(s) individually each semester to develop a schedule of courses prior to registration for the next semester's courses. It is required that an academic advisor sign all academic paperwork, such as course registration, change of major form, leave of absence form, etc.

The Student Affairs Office is open during the fall/spring semesters Monday through Thursday from 8:00 a.m. until 6:00 p.m. and on Fridays from 8:00 a.m. until 4:00 p.m.

**Advisors help students coordinate their academic plans while at Lackawanna; however, students bear the ultimate responsibility for insuring that they meet the requirements for their degrees. Please contact the office of Advising & Transfer Services for specific advising information.**

If a student wishes to change his/her academic advisor, the student must complete a “Request for Advisor Change” form, available from the Student Affairs Office. The student must have the approval and signature of the requested advisor before the form will be processed. Only active members of the College’s advising program will be considered as academic advisors, so students should check with the Student Affairs Office before processing an advisor change form.

CAREER SERVICES
The primary mission of the Career Services Department is to assist students in determining their personal interests and aptitudes and then utilizing this information to develop specific career goals.

A variety of resources are available to assist students in their career explorations and job searches, including labor market information, job search preparation, job lead information, assistance with preparation of employment documentation, such as resumes and cover letters, and utilization of student portfolios in securing employment.

Full- and part-time employment opportunities are posted regularly on the Career Services Job Board located outside the Career Service Office.

In addition, the Career Services Coordinator serves as liaison between the College and the business community to facilitate job placement opportunities for Lackawanna students and graduates and to organize on-campus employer recruitment of Lackawanna College students.

RETENTION SERVICES
The College recognizes that students drop out of school for many reasons but that often withdrawal is unnecessary if the proper support and/or assistance are available. The College's Retention Coordinator has been charged with the responsibility of providing services designed to address this situation and to insure completion of educational programs of study. To this end, she will meet with faculty on a regular basis to identify performance or absentee problems and will stay in regular contact with students in jeopardy. She will also monitor the registrations of special-population vocational students and insure that they are aware of and are receiving services provided by our academic support staff.

TUTORING SERVICES
Feeling stressed and confused? Not sure where to go for assistance? Tutoring assistance is available FREE of charge. Peer/Professional tutors work either one-on-one or in small groups offering academic support and expertise in an informal setting. For students struggling with their course work, tutors are an important resource because they can offer individual help that is not always possible in a classroom setting.

For more information, contact tutoring@falcons.lackawanna.edu or 570-961-7885.

TRANSFERRING TO A FOUR-YEAR COLLEGE
Credits from Lackawanna College transfer well to other colleges. The College cannot, however, guarantee transfer of credits. The receiving college always makes that decision. Some general guidelines for credit transfers are as follows:
1. Most colleges require a minimum Cumulative Quality Point Index of 2.5 for acceptance. However, many specialized programs such as education, nursing and physical and occupational therapy have much higher requirements, and acceptance is very competitive.

2. The earlier one applies, the better his/her chances. Acceptance into state schools is **VERY** competitive, so a student should apply by the end of November for the next September if possible. This increases the likelihood of acceptance.

3. Most colleges prefer that an applicant transfer with a completed degree rather than just a collection of courses. Without a completed degree, schools will often evaluate each course individually.

4. It is best to transfer into the same degree program that one is enrolled in at Lackawanna. Credit transfer is evaluated based on the degree the student is pursuing. If a student is interested in pursuing a major that Lackawanna does not offer, he/she should enroll in the Liberal Studies program since it fulfills core requirements and most courses are readily transferable. Changing a major may result in loss of credit in the transfer process.

5. As a general rule, a grade of “C” or better is necessary for a course to transfer.

Following is some basic information concerning transfer from Lackawanna College to most local colleges and universities:

**ACADEMIC PASSPORT**

Lackawanna participates in the “Academic Passport” program with the 14 universities which comprise the State System of Higher Education:

- Bloomsburg University
- California University of PA
- Cheyney University
- Clarion University
- East Stroudsburg University
- Edinboro University
- Indiana University of PA
- Kutztown University
- Lock Haven University
- Mansfield University
- Millersville University
- Shippensburg University
- Slippery Rock University
- West Chester University

Lackawanna students earning either an Associate in Science degree or an Associate in Arts degree will be admitted to a Pennsylvania State System university upon transfer under the “Academic Passport.” Credits earned by Lackawanna graduates transferring with an Associate in Applied Science degree will be individually reviewed and evaluated. While the Academic Passport guarantees a student can transfer to any state system university, it only assures admission to the university; **it does not guarantee acceptance into a specific program, i.e., education, nursing.** All application deadlines and program specific requirements apply. Therefore, a candidate should submit an application before the university’s deadline and should be aware of various program requirements.

**ALBRIGHT COLLEGE**

Lackawanna College graduates will be guaranteed admission into a Bachelor’s degree program with third year (junior) status at Albright College provided they also satisfy all other Albright admissions requirements. Full-time students entering Albright with third year status will be able to complete a Bachelor’s degree within four regular terms in a parallel program.

**THE UNIVERSITY OF PITTSBURGH**

The University of Pittsburgh College Of General Studies (CGS) will accept 60 transfer credits for the Bachelor of Arts degree with a major in administration of justice from Lackawanna College’s criminal justice program (either track). A grade of “C” or better is required for transferability. Details of course-by-course transferability are available from the Director of Advising/Transfer Services.
UNIVERSITY OF PITTSBURGH AT BRADFORD

Lackawanna College has signed a transfer agreement with The University of Pittsburgh at Bradford to allow LC students to automatically enroll in Pitt-Bradford’s bachelor degree programs if they meet certain criteria. Student must have completed their first two years (or 60 credits) at LC before transferring. Located in northwestern Pennsylvania three hours north of Pittsburgh, Pitt-Bradford is a regional college of the University of Pittsburgh. Popular transfer programs include business management, criminal justice, psychology, and communications.

UNIVERSITY OF SCRANTON

A recent agreement between Lackawanna College and the University of Scranton establishes a mechanism for graduates of Lackawanna College to complete the requirements for baccalaureate degrees at the University of Scranton. Normally, Lackawanna College graduates will transfer in 60 credits and gain junior status in most programs at the University of Scranton. The agreement does not allow direct transfer of associate degrees in business. Lackawanna graduates must meet specific University program GPA requirements, meet applicable application deadlines, and follow the required terms and conditions of said agreements.

AMERICAN PUBLIC UNIVERSITY SYSTEM

American Public University System (APUS), comprised of both American Military University and American Public University, is an online university offering over 50 degree and certificate programs, including Criminal Justice, Business Administration, IT Management, Sports and Health Science, and many more.

A flexible weekly schedule with no set class meeting times allows the student to manage work commitments, family life, and study time.

Students graduating from Lackawanna College will be automatically admitted to APUS institutions. Credits will be accepted in transfer in accordance with the transfer templates, available for review in the Office of Advising/Transfer Services. Total credit transferred toward a Bachelor’s degree cannot exceed 90 semester hours. Lackawanna graduates who wish to enter an APUS program other than one of the programs included in the transfer templates will be subject to usual transfer credit policies of APUS.

KEYSTONE COLLEGE

Several program specific articulation agreements exist with Keystone:

- A.S. in Business Administration into B.S. degree in Business.
- A.A.S. in Accounting into B.S. degree in Accounting.
- A.S. in Criminal Justice (Counseling or Police/Security track) into B.S. degree in Criminal Justice.
- A.S. in Life Science into B.S. degree in Biological Science with one of four concentrations (Natural Science Environmental Biology, Forensic Biology, or General Biology, or Wildlife Biology)
- A.S. in Sport Management into B.S. degree in Sport and Recreational Management.
- A.A. in Communication Arts into B.A. degree in Communications Arts and Humanities.

Depending on specific program requirements, students will need to complete between 62 and 71 additional credits at Keystone to complete a baccalaureate degree.

MARYWOOD UNIVERSITY

A recently signed agreement affords Lackawanna Criminal Justice graduates the opportunity to transfer directly into the Bachelor of Arts-Criminal Justice program. Lackawanna graduates must meet specific Marywood program GPA requirements, meet applicable application deadlines, and follow the required terms and conditions of said agreements. Students should also choose the recommended elective courses as agreed to by both institutions.

MISERICORDIA UNIVERSITY

Students graduating from Lackawanna who apply to a comparable four-year program at Misericordia University will normally be required to earn no more than 66 additional credits to complete their baccalaureate degree. Specific agreement requirements are available from the Director of Advising/Transfer Services.
CENTRAL PENN COLLEGE
Located in Summerdale, Pennsylvania, Central Penn College will accept a maximum of 62 credits to a Lackawanna College graduate who transfers into a comparable program. Central Penn can fully accommodate graduates from accounting, business, and criminal justice programs at the Summerdale campus or on-line.

OTHER COLLEGES
Transfer guides for the following are on file in the Office of Advising and Transfer Services:
Penn State-Capital College (Harrisburg)
Penn State-Worthington Campus
Wilkes University
Although no formal agreements exist with these schools, Lackawanna credits have always transferred well into comparable programs.

TRANSFER RESOURCES
There are many resources available for students interested in transfer. Here are some helpful links:

www.CollegeTransfer.Net
The National College Transfer Services Network provides students with transfer information and allows students to review course credit transfer equivalencies spanning 1,000 colleges and universities.

www.pacollegetransfer.com
The Pennsylvania Transfer and Articulation Center (PA TRAC) was created as a one-stop shop for transfer students. Students accessing this site can review transfer course equivalencies, view college profiles for participating institutions, and access searchable databases by institution or course.

These resources can help you plan your transfer but should be used along with the information and support you receive from the Office of Advising & Transfer Services. There is no substitute for personal interaction, so students interested in transfer should always first speak to the Director of Advising/Transfer Services to review all options.

Admissions representatives from area colleges regularly come to Lackawanna to recruit students, and a Transfer Fair is held in both the fall and the spring of each year. A schedule of these visits will be posted on the main calendar on the student portal. Interested students should talk to these representatives when they are here and ask them questions.

Many factors influence the transfer of credits from Lackawanna to other colleges. For questions about transferring after graduation, students should see the Director of Advising and Transfer Services, Barbara Nowogorski for more information.

STUDENT LIFE
The Student Life Department offers a variety of events, programs, clubs, and activities that enhance the academic experience of Lackawanna College students. Participation in student organizations and activities allows students to develop their leadership and social skills through interaction, involvement, and service, so students are strongly encouraged to get involved on campus.
Programming calendars listing scheduled activities, club meetings, and community service projects are published monthly, and all events are also included on the Portal calendar.
The Student Life Department, located in the Students Affairs Suite (105 Angeli Hall), is open Monday through Friday from 8:00 a.m. until 4:30 p.m.

STUDENT ORGANIZATIONS
The College provides a formalized means for students to develop leadership skills through participation in student organizations. These groups include the Answer Prayer & Bible Study Club, the Cheerleading Squad, the Creative Arts Club, L.C.V.I.A. (student-veterans), PBL (Phi Beta Lambda), P.R.I.D.E. (LGBTQ), the Multiplicity Diversity Club, the Music Club, RAN (Reality Abandoned Nerds), the Strategic Gaming Club, SGA (Student Government Association), S.W.A.T. (Student Wellness Action Team), and more.
THE ANSWER PRAYER & BIBLE STUDY CLUB
The Answer Prayer and Bible Study Club is an ecumenical group of students and staff dedicated to studying Sacred Scripture and prayer. The Club takes place in a non-judgmental environment where members can discuss spiritual matters in order to grow closer to the Lord on their journey. As servants of the Word, the members share their spiritual gifts by uniting in intercessory prayer for the needs of the campus community.

CHEERLEADING SQUAD
The Cheerleading Squad is a dynamic, high-energy group of students who perform at home football games. Try-outs are held every semester.

CREATIVE ARTS CLUB
The Creative Arts Club offers a creative outlet for students who enjoy the arts: performance, painting, sculpture, photography, creative writing, culinary arts etc., with the goal of showcasing these talents in an online exhibition.

FAB (FALCON AMBASSABORS BOARD)
Falcon Ambassadors implement programs that target students new to Lackawanna College enhancing the college dorm and commuter experience. The Falcon Ambassadors in collaboration with the Dean of Student’s Office will connect students through enhanced communications of policies and procedures. The organization is comprised of students that are involved in all aspects around campus who come together to serve as hardworking representatives for the Dean of Student’s Office.

L.C.V.I.A. (Lackawanna College Veterans in Action)
This group was formed with the mission of allowing student veterans to meet with other student veterans on the campus. In addition to working as a support system, these students are involved in the local community where they work with and give back to other veteran’s initiatives.

MULTIPLICITY CLUB
Webster defines the word multiplicity as THE QUALITY OR STATE OF BEING MULTIPLE OR VARIOUS. The mission of the Multiplicity Club is to enrich the collegiate experience of members of the Lackawanna College community by exploring our differences and similarities, and facilitating a sense of belonging for all individuals. The club is student driven and membership does not require you to be something, just to be. Members will host events and collaborate with area colleges and community organizations to raise awareness about issues that affect us all.

MUSIC CLUB
The Music Club brings together students who truly enjoy music: singing, playing, learning, and listening!

PBL (PHI BETA LAMBDA)
PBL’s purpose is igniting innovation by bringing business & education together in a positive working relationship through innovative leadership and career development programs. PBL members compete in both state and national level competitions, and is open to students of ALL majors.

P.R.I.D.E. (Peace, Respect, Inclusion, Dignity & Equality)
P.R.I.D.E. is a group of caring individuals seeking to carry the message of hope, understanding and support within the LGBTQ student community (allies are welcome!).

RAN (Reality Abandoned Nerds)
Ever felt out of place? Do you enjoy reading comics and mangas? Anime? Cosplay? Video games? Text-Based games? RAN is a safe judgment-free club where you can express yourself how you want to. RAN is a club of nerds, ran by nerds.

SGA (STUDENT GOVERNMENT ASSOCIATION)
SGA is the executive and legislative arm of the student body, serves as a liaison between the college’s administration and students, and plays a pivotal role in the planning and coordination of programming activities on campus. SGA offers students opportunities for development of their leadership skills through interaction with college administrators, community organizations and other student clubs, as well as attendance at a variety of conferences.
STRATEGIC GAMING CLUB
The Strategic Gaming Club is an informal group dedicated to bringing together students to learn about and enjoy a wide variety of games that require some form of planning.

S.W.A.T (Student Wellness Action Team)
S.W.A.T promotes positive lifestyles, positive choices, and total wellness for all students of Lackawanna College. S.W.A.T aims to assist students in enhancing their social, emotional, physical, intellectual and spiritual development through wellness events and activities. S.W.A.T strives to increase awareness and educate students in making healthy choices and responsible decisions.

Women’s Empowerment Club
The Women’s Empowerment Club helps members move toward increasing empowerment in their own lives through education of women’s issues and the promotion of community awareness activities.

STUDENT WELLNESS PROGRAM
The mission of the Student Wellness Program is to promote the overall wellness and personal effectiveness of our students, so as to enhance their personal and academic functioning while ensuring campus and community safety. We aim to assist students to enhance their social, emotional, physical, intellectual and spiritual development to reach their academic goals and assist them in making the most of their educational experience at Lackawanna College. We also strive to provide prevention and education to our students about mental health, alcohol and other drugs, and sexual misconduct as well as teach them about healthy lifestyle choices.

Our goal is to assist students in acquiring the skills, attitudes, and resources necessary to both succeed in the college environment and pursue satisfying and productive lives.

The Student Wellness Program Offices Hours are Monday - Friday, 8:30 a.m. - 4:30 p.m. (except during college observed holidays). To schedule an appointment, please call (570) 955-1478 or (570) 955-1466 or stop by Angeli Hall Room 102 or 105A. All services are free & confidential.

The Student Wellness Program offers support, assessment and referral services to all students of Lackawanna College. The Student Wellness Program provides a confidential atmosphere and an objective perspective for the student. For additional information visit the Student Wellness Program page on the Lackawanna College Portal at https://portal.lackawanna.edu/ICS/Student_Services/Student_Wellness_Program/

Consultation
Students, faculty, and staff who have questions involving mental health issues are encouraged to seek out information through the Student Wellness Program. The staff will be happy to discuss issues as well as offer resources.

Emergency and crisis consultation are also available through the Student Wellness Program. The Student Wellness Program is designed for addressing issues of adjustment to the college experience. Situations of a serious nature are referred out to community agencies or local hospitals with the support and assistance from the Student Wellness Program.

Wellness Programming
Educational presentations, workshops, seminars, events and classroom lectures are offered throughout the academic year. Topics include emotional wellness, physical wellness, social wellness, spiritual wellness and intellectual wellness, alcohol and other drug abuse prevention and sexual misconduct prevention. Programs are announced on the student portal, as well as through the College’s social media websites, student e-mail system and postings on bulletin boards throughout the college buildings. Special topics can be arranged by request.

Referrals
The Student Wellness Program can facilitate the appropriate referrals in order to assist students in ensuring their wellness. Some of these referral services include: psychotropic medication management, physical health issues, behavioral health assessments, mental health, alcohol and other drugs, and sexual misconduct support services.

EMERGENCY PSYCHOLOGICAL CRISIS RESPONSE POLICY
The Student Wellness Program is responsible for assessing students who may be exhibiting signs of emotional crisis.

Crisis Consultation
Any member of the College may report his/her concern for the student to the Student Wellness Program for immediate assessment.
A student facing instability in his/her life can potentially be facing an emotional crisis. Safety issues can surface when a student is unable to deal with his/her stressors and navigate his/her daily life routine. This places a student at risk for an emotional breakdown and crisis. Crises can range in intensity and rapidity depending on the students’ resources, supports and overall emotional health.

Examples of a student who may be facing a potential emotional crisis include:

- A student is unable to take care of him- or herself.
- A student’s thinking is illogical or disorganized, or behavior is unpredictable.
- A student is isolating from others and displaying unusual behavior.

These are just some of the concerns that the college community may have regarding a student’s need for an assessment through the Student Wellness Program. The Student Wellness Program will meet with the student; assess the level of need and ensure that the student is evaluated and a clinical course of action is developed to ensure the student’s emotional stability.

Any concern about a student’s safety or the safety of others should be reported immediately to Public Safety. Public Safety will consult with the Student Wellness Program for an assessment of the student’s current mental status. Upon evaluation one of the following may apply:

1. A student is in imminent danger to self or others and is in need of an emergency psychiatric evaluation.
   - If student is amenable, the Student Wellness Program arranges the emergency psychiatric evaluation through the local mental health crisis center and accompanies the student to the evaluation.
   - If the student is unamenable with the recommendation for a psychiatric evaluation, the Student Wellness Program will initiate the 302 process for an involuntary psychiatric emergency evaluation.

2. If a student is not in imminent danger to self or others and is in need of a behavioral health evaluation, the Student Wellness Program facilitates the referral to the Wright Student Health Center and maintains ongoing support.

3. Student is not in imminent danger to self or others and is in need of ongoing support and skill building through the Student Wellness Program.

Situations of a serious nature are referred to community agencies or local hospitals with the support and assistance from the Student Wellness Program. The Student Wellness Program services are designed for issues of adjustment to the college experience only.

When a crisis consultation is needed and classes are not in session contact:

**Scranton Campus:** Student Health Wright Center (570) 955-1474 or the Scranton Counseling Center at (570) 348-6100

**Scranton Campus Resident Students:** Public Safety (570) 961-7899 or (570) 241-2022.

**Women’s Resource Center Inc.:** (570) 346-4671

**Hazleton Campus:** Community Counseling Services (570) 552-6000 or (570) 836-3118

**Lake Region Campus:** Resources for Human Development, Inc. (570)-992-0879 or 1(800)-338-6467

**New Milford Campus:** Scranton Counseling Center (570) 348-6100 or Northwestern Human Services (570) 282-1732

**Towanda Campus:** Guideline 1(800) 332-6718

**Lackawanna County Women’s Resource Center, Inc.** Hotline (570) 346-4671

**Bradford County: Abuse and Rape Crisis Center** Hotline: (570) 265-5333

**Carbon County: Victims Resource Center** Hotline: (866) 206-9050

**Luzerne County: Victims Resource Center** Hotline: (570) 823-0765

**Monroe County:** Women’s Resources of Monroe County, Inc. Hotline: (570) 421-4200 or (800) 799-7233

**Pike County: Survivors Resources, Inc. D/B/A Safe Haven, Inc. of Pike** Hotline: (570) 296-4357

**Susquehanna County: Women’s Resource Center, Inc.** Hotline: (570) 346-4671

**Wayne County:** Victims Intervention Program Hotline: (570) 253-4401 or (800) 698-4847

**SUBSTANCE ABUSE ASSESSMENT PROCEDURE**

Students that are deemed in need of a substance abuse assessment will be expected to attend a minimum of two scheduled sessions with the Student Wellness Program Coordinator.

Prior to the start of the first session consent to release& receive information to the Lackawanna College Dean of Students must be signed and witnessed by the Student Wellness Program Coordinator.

**First Session:** (approximately 45 minutes to 1 hour)
Structured clinical interview to include self-report questionnaires, a psychosocial history including student’s and family’s history of substance use/abuse and mental health issues, review of substance use patterns and dependency screenings.

Second Session: (approximately 45 minutes to 1 hour)
- Review of the clinical interview and assessments from the First Session.
- Recommendations based on these assessments shared with student.
- Discussion and planning based on these recommendations.
- Student feedback.

One of the following recommendations will be made based on the assessment:

1. Student denies usage and therefore does not meet the need for further substance counseling services. Based on the circumstances of the offense additional sessions are needed in another to assess the student’s needs for support and skill building.

2. Student engages in episodic drinking/substance use and is in need of education regarding the harmful effects of drugs and alcohol.

3. Student has a possible substance use dependency problem and will benefit from attending additional appointments through the Student Wellness Program to solidify a course of action.

4. Student has a clearly defined substance addiction and will require referral for Substance Abuse Treatment Services.

5. Student requires mental health or other therapeutic treatment/support and will require referral for services.

LACKAWANNA COLLEGE SEXUAL MISCONDUCT POLICY
Lackawanna College is committed to providing an educational and work environment that is free from sexual assault. In keeping with this policy, Lackawanna College will not tolerate any type of sexual assault. For these purposes, the term sexual assault, as an umbrella term, will be defined as any sexual activity that occurs against an individual’s will. Included under the sexual assault umbrella are acts of attempted or completed sexual intercourse (oral, anal, or vaginal), which may occur with a body part and/or object; and, also, unwanted sexual advances, including unwanted kissing and/or touching. Further, sexual assault is an act that occurs in the absence of consent. Lackawanna College defines consent as an active and positive exchange of words or actions that indicate a willingness to participate freely and voluntarily in mutually agreed upon sexually activity, and it must be reached without force, coercion, or intimidation, and must be communicated explicitly. Consent cannot be given if a person is: physically or mentally incapacitated or impaired due to alcohol or drugs, unconscious, asleep, under the age of consent, and/or physically or mentally impaired due to other circumstances. Violation of this policy by any student, faculty or staff member shall subject that person to disciplinary action up to and including discharge or expulsion. Sexual assault may also violate state and/or federal laws, as such, an individual may be subject to sanctions via the criminal justice system, which would be separate from any decisions and sanctions imposed by Lackawanna College.

Lackawanna College assumes the responsibility to inform and educate incoming students regarding various topics related to sexual assault. This education will begin by providing students with a copy of the Sexual Assault Awareness and Prevention Handbook, and continue with presentations to students regarding the content of the handbook. Topics covered: defining and discussing sexual assault, defining and discussing consent, discussion about victim-blaming, providing information regarding risk reduction and raising awareness, providing information regarding steps to take in the event a sexual assault occurs and resources available, a discussion about the risk of disease or pregnancy when a sexual assault occurs, and an introduction for students to campus security and campus supportive services. Lackawanna College offers free and confidential supportive services for students in the Student Wellness Program office, which is located in Angeli Hall, Suite 105 and Suite 102: Marsha Pigga (570) 955-1466 or Tina Bruno (570) 955 - 1478.
In the event a sexual assault occurs, Lackawanna College, in accordance with Title IX of the Federal Education Amendments, will take immediate and appropriate action to resolve such incidences, and to eliminate any hostile environments that may have been created. Further, Lackawanna College will ensure the dignity of any student involved in a sexual assault, whether reporting or being a survivor, by utilizing and holding in high regard both discretion and confidentiality.

Students are encouraged to refer to their Sexual Assault Awareness and Prevention Handbook https://portal.lackawanna.edu/ICS/icsfs/Sexual_Assault_handbook.pdf?target=9c020af8-716b-4021-98eb-0f205f845ac8 for further discussion and definitions of terms discussed here, and also for more specific information related to resources that are available.

COLLEGE HEALTH SERVICES
The Wright Center for Primary Care (WCPC) Student Health Services division is committed to helping students maintain healthy lifestyles by empowering and accommodating them with accessible, affordable, student-focused and culturally sensitive healthcare. WCPC provides an inter-professional team based delivery of high quality primary care health services to Lackawanna College in Seeley Hall, 406 North Washington Ave. Hours of service will be posted. Student health insurance will be used to cover cost of service. In cases where insurance is unavailable, the WCPC will work with the student to insure availability of service.

DEPARTMENT OF ACADEMIC DEVELOPMENT
Located in Suite 110 in the Main Building, the Academic Development staff can address all concerns related to developmental courses and criteria for placement. Christine Kiehart, Chair, can be reached by calling 961-7821. The offices of all full-time Developmental Education instructors are also located in this area.

Academic Support Labs: The Academic Support Labs, located on the first floor of the Main Building, offer tutorial assistance for courses that require reading, writing, mathematics, and basic computer application skills.

The labs offer a supportive learning environment to help students gain the skills and confidence they need to succeed in their courses. Students may schedule individual tutoring or attend regularly scheduled lab-run workshops covering a variety of subject areas.

Office hours are posted for the semester. Students may call the Reading/Writing Lab at 961-7861 or Math Lab at 504-7929 to schedule an appointment. Students are welcome individually or in groups to take advantage of these valuable services. An online Writing Lab is also available for students who are not able to attend during the standard lab hours. For more information, please visit the College’s website or call 504-1592 for more information.

Academic Improvement Center Rules:
General:
No cell phone use
No Food or Drink
No profanity
Lab is for academic use; it is not for hanging out!
Be respectful and quiet to all persons using the lab

Printing
Computers are for academic use only. Print only what you need!

Appointments
Schedule only ½ hour appointments unless working in groups
Tutoring is not a makeup session for missed classes

ANY VIOLATORS WILL BE ASKED TO LEAVE!

POLICY FOR STUDENTS WITH DISABILITIES
Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. Whenever an applicant for admission demonstrates that he or she is a handicapped individual within the meaning of applicable Federal and State Law and is otherwise qualified for participation in a course or program, the College will make reasonable accommodation to the known physical or mental limitations of such otherwise qualified
applicant. Such accommodation, however, must not impose an undue hardship on the College in the form of an undue financial or administrative burden.

Specifically, it would be an undue financial burden on the College if the cost of the accommodation requested or required by such applicant exceeded the amount of tuition that would be paid by or for such applicant to the College to attend such course or program.

In determining whether an applicant who is hearing impaired and relies on American Sign Language to communicate is otherwise qualified, such applicant will be required to demonstrate proficiency in standard written English as a pre-requisite to admission.

Some examples of accommodations provided by the College are the following:

- Extended time on exams
- Taped versions of exams
- Exams in alternate forms
- Exams in a distraction-free environment
- Alternative methods of demonstrating mastery of course objectives
- Allow student to tape when necessary

Students requesting accommodation must begin by submitting documentation to the Admissions Office. Such documentation consists of a report supplied by a certified or licensed professional on the basis of an examination conducted within the last four years. The diagnostic report should include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended. If the disability is physical, including hearing or vision impairment, or if it has any other medical implications, including psychiatric, the student should so indicate on the College Health Form.

A student seeking accommodations must meet with Mrs. Kiehart in the Department of Academic Development, Seeley Hall, at the beginning of each semester. Students are responsible for securing appropriate documentation and notifying the instructor if accommodations are required. A school plan such as an individualized education plan (IEP) is insufficient documentation. Accommodations cannot be made for students who do not provide the necessary documentation. The final determination for providing appropriate and reasonable accommodations rests with the institution. Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses.

All services are arranged individually on an as-needed basis. The services may vary from course to course and semester to semester. Therefore, students may not automatically be granted each accommodation requested. Students should schedule an appointment well in advance of the need for services. For more information, or to schedule an appointment, please call 961-7821.

VOTER REGISTRATION

Your vote is your voice as an American citizen. It’s your opportunity to make your voice heard. In support, the College distributes Pennsylvania voter registration forms at freshman orientation. Additional forms are available in the Student Affairs Office. For out of state students, forms are usually available online at your state’s website.

FINANCIAL AID

Lackawanna College makes every effort to provide financial assistance to all eligible students. The Financial Aid Program operates in harmony with the principles of student financial aid administration. The primary goal is to help meet the financial needs of students to enable them to secure a college education, while realizing that the students and parents have the primary responsibility to provide a reasonable amount of financial assistance toward a student’s college expenses. Financial aid is regarded as a supplement to students’ and parents’ resources.

To apply for all federal, state, and campus-based financial aid programs and/or student loans, a student must first complete the Free Application for Federal Student Aid (FAFSA). When this information is processed, financial aid award packages are developed after first determining the expected family contribution (EFC). The types of aid awarded will vary with the individual student’s needs and may consist of a combination of grant, loan, work-study and scholarship assistance.

The deadline for submitting applications is May 1. Applications received after May 1 will be processed as funds are available. Forms must be filed on a yearly basis. Eligibility is contingent on need, prior year academic progress and funds available. No aid is automatically renewed.
Lackawanna College reserves the right to make changes in the amount and type of a student’s financial aid at any time during a year in which either the student receives additional, unanticipated assistance from an outside source or the College receives information about current family income which varies from the income reported on the FAFSA. Such changes are made to protect the equity of financial aid awards and to meet mandated federal program requirements on aid eligibility.

Each financial aid package includes a statement of TERMS & CONDITIONS. It is important that students read and understand these conditions. **Withdrawing from classes may have a serious effect on financial aid eligibility.** Be certain to contact a Financial Aid Counselor for information before withdrawing from any classes.

The College adheres strictly to all regulations governing the distribution and administration of student aid. The College holds in strict confidence all family financial information and considers any financial aid package to be a confidential matter between the College and the applicant.

**LACKAWANNA COLLEGE STUDENT LENDING CODE OF CONDUCT**

Lackawanna College is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Lackawanna College officers, employees or agents and education loan lenders, Lackawanna College has adopted the following:

- Lackawanna College does not participate in any revenue-sharing arrangements with any lender.
- Lackawanna College does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Lackawanna College does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- Lackawanna College does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Lackawanna College does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Lackawanna College does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Lackawanna College recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Lackawanna College will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower’s selection of a lender and/or guarantor.
- Lackawanna College will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- Lackawanna College will not request or accept any assistance with call center or financial aid office staffing.

**FEDERAL FINANCIAL AID PROGRAMS**

**Pell Grants** are available to students who demonstrate financial need as determined by the program regulations. The potential award per academic year depends on federal funding, the cost of education, and a student’s eligibility.

**Supplemental Education Opportunity Grants (SEOG)** are awarded to students who demonstrate exceptional financial need.

**Federal Work-Study** provides part-time employment for students who demonstrate financial need and work assignments may be awarded as available.

**Perkins Loans** are also made available to students who demonstrate financial need.

**Federal Direct Stafford Loan Program**

Students may apply for loans to assist them in meeting their educational costs. Students at the first level (0-23 credits earned)
are eligible to borrow $3500 subsidized and an additional $2000 unsubsidized. Students at the second level (24 earned credits or more) are eligible to borrow $4500 subsidized and an additional $2000 unsubsidized. For transfer students, earned credits include the number of credits accepted into Lackawanna.

Federal Direct Stafford Loans Subsidized
Federal Direct Stafford Loans Unsubsidized
Federal Direct PLUS Loans

PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY
PHEAA Grants are awarded by the state to students who demonstrate financial need. To qualify, a student must be a high school graduate or the recipient of a General Education Diploma (GED), must be a Pennsylvania resident and be enrolled in an eligible program and must complete the FAFSA by May 1.

INSTITUTIONAL AID
Lackawanna College offers a number of institutional scholarships to qualified students. Selection is made through the Scholarship Committee by April 15th. Information can be obtained on the Lackawanna College portal or in the Financial Aid Office.

- James J. & Alice Mellow Scholarship
- Joseph J. Costa Memorial Scholarship
- Dr. Margaret Tobin Scholarship
- Becky Pocius Scholarship.
- Ronald W. Williams Sr. Scholarship
- Mary Krause Scholarship
- Margaret Briggs Scholarship
- Ben Franklin Scholarship
- UNICO National Foundation Scholarship
- UPS Scholarship
- Jane MacKenzie Scholarship
- John H. Seeley Memorial Scholarship

Other professional scholarships are available. Please see the Financial Aid Office.

PRIVATE SCHOLARSHIPS AND FUNDING
Lackawanna College encourages all interested students and their families to seek out additional scholarship opportunities. Information on scholarships is available at most public libraries or at a variety of Internet sites. Students should make themselves aware of deadlines and requirements of such funding resources.

VA Benefits under the G.I. Bill or other Veterans’ Administration programs may be available. Eligible students should visit the VA Certifying Official in the Office of the Registrar to complete paperwork for educational benefits.

The Office of Vocational Rehabilitation (OVR) provides help to qualified students. Eligibility requirements should be discussed with the local service office: 300G Laird St. Wilkes-Barre, PA 18702 (1-800-634-2060).

REFUND/RETURN POLICY
Students who withdraw from Lackawanna College will be entitled to an adjustment of tuition charges according to the College Refund Policy.

In accordance with federal regulations, those students who receive federal financial aid and who withdraw from Lackawanna during the first 60% of a semester will have their financial aid adjusted based on the percent of the semester completed prior to withdrawal.

That is, students will be entitled to retain the same percent of the federal financial aid received as the percent of the semester completed. This percent is calculated by dividing the number of days in the semester (excluding breaks of five days or longer)
into the number of days completed prior to the withdrawal. Please see the section on refund policy for further information on the withdrawal process. Students who do not follow the official withdrawal procedure but who stop attending classes will be considered to have withdrawn on the last known date of attendance or at the 50% point of the semester if attendance cannot be documented. There will be no adjustments to federal financial aid if a student completes at least 60% of the semester.

This policy applies to all federal financial aid except college work-study. It includes Pell Grants, Supplemental Education Opportunity Grants, Perkins Loans, Subsidized and Unsubsidized Stafford Loans and PLUS loans. Per regulation, when the amount of the federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Stafford Loan.
- Subsidized Stafford Loan.
- Perkins Loan
- PLUS Loan.
- Pell Grant.
- Supplemental Educational Opportunity Grant.

Pennsylvania grants will be adjusted in accordance with the agency’s stated guidelines. It is expected that PHEAA Grant funds will be reduced by the same percent reduction in tuition costs as per the college refund policy.

_Please note:_ Students who receive a refund of financial aid prior to withdrawing may owe a repayment of those funds. Students will be contacted by the Financial Aid Office in such situations and must repay the funds to Lackawanna College. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

**SATISFACTORY ACADEMIC PROGRESS - EFFECTIVE 12/2011**

_Satisfactory Academic Progress Requirements:_

Federal regulations require that educational institutions measure students’ progress toward a declared educational degree objective both quantitatively and qualitatively. In accordance with these regulations, Lackawanna College has established the following standards to measure a student’s academic progress for each academic year. These standards will be applied uniformly to all students when determining their eligibility for federal and/or Lackawanna funds regardless of whether the student previously received these funds. Should a student fail to meet any of these requirements they are deemed not eligible to receive Title IV funding and/or Lackawanna funds until the deficiency is made up by the student.

**Enrollment Status**

Students enrolled for at least 12 credits per semester are considered “Full Time” for that semester.

Students enrolled for at least 9 credits but less than 12 credits per semester are considered “Three-Quarter Time” for that semester.

Students enrolled for at least 6 credits but less than 9 credits per semester are considered “Half Time” for that semester.

Students enrolled for less than 6 credits per semester are considered “Less Than Half Time” for that semester.

**Enrollment status is determined at the end of the 100% tuition refund period each term.**

**Quantitative Requirement**

Students must successfully complete (earn) a minimum of 67% of all the credits he or she has attempted at Lackawanna College during the entire period of enrollment. Total credits earned divided by total credits attempted equals the percentage. Credits attempted are all those for which the student has enrolled as of the end of the add/drop registration period (1st week of the semester).

Successful completion is defined as the assignment of a passing grade to the courses attempted and equates to the number of credits earned. Failure, withdrawal, incomplete or other designations to the courses attempted are not considered successful completion.

Courses that are repeated will be counted in the calculation of credits attempted and will be counted only once as credits earned when the student receives a passing grade. Aid is granted for repeated course work but does not include more than one (1) repetition of a previously passed course.

If an incomplete grade becomes a passing grade, a reevaluation of the number of credits earned is conducted to assess the student’s successful completion of the required number of credits. It is the student’s responsibility to inform the Financial Aid Office of such a grade change.
Developmental courses are counted as hours attempted and, if successfully completed, hours earned. Credits earned are counted toward academic progress but do not count towards a student’s degree. Therefore, these credits will be excluded from the time allowed to complete a degree requirement or the PACE at which a student will graduate.

For transfer students, transfer hours accepted are counted as both attempted and earned toward degree requirements.

**Qualitative Requirement**

In addition, students must meet the following minimum Cumulative Grade Point Average (CGPA) requirements:

1. Credits Attempted 0-31: 1.85
2. Credits Attempted >31: 2.00

First time students who begin enrollment in the Spring semester will be responsible to earn 50% of credits attempted with a 1.50 GPA. This exception applies only to the 1st reporting timeframe.

**Time Allowed to Complete Degree Requirements (PACE)**

Under Federal regulations, the maximum time frame that a student may have to complete a degree is 150% of the published length of the educational program for a full-time student. This includes all semesters even if no financial aid was received. A student must have approximately 60 credits to complete a degree at Lackawanna College and therefore, it is expected that all students should complete all degree requirements by the time the student has attempted 90 credits. Students who do not continue to meet these standards will not be on PACE to graduate and thereby will be a risk of losing their Title IV funding. In order to stay on pace, a full-time student should complete an average of 15 credits per semester. Students who change majors are responsible for completing their degree requirements within the specified timeframe.

**Evaluation of Eligibility**

For degree students, an annual evaluation of a student’s academic standing and progress to determine federal and state eligibility is made at the end of each spring semester. Academic progress will be determined by the Financial Aid Office based upon the information contained in the student’s academic transcript as of the date of the review. A student who fails to meet the standards for minimum satisfactory academic progress will be notified in writing that he/she is ineligible for aid the next academic semester.

For certificate programs, an evaluation of a student’s academic progress is made at the midpoint of the program. Once a student achieves the minimum standards, it is his/her responsibility to request reinstatement from the director of financial aid.

**Students Applying for Re-Admittance to Lackawanna College**

Any student applying to return to Lackawanna College will have progress checked upon request of clearance from the Admissions Office. If at that time the student shows a progress deficiency from previous semesters at Lackawanna College, he/she will be deemed ineligible for Federal and/or Lackawanna College funding until progress is met. These students will be notified immediately upon completion of review.

**Appeal Process**

Students who do not meet Satisfactory Academic Progress requirements have the right to appeal. Students may appeal the discontinuation of their financial aid if failure to meet the standard was the result of an undue hardship caused by death of a relative, student injury or illness, or other special circumstances. An appointment should first be made with a Financial Aid Counselor for an initial review of the situation. The appeal must be type written and submitted to the director of financial aid within 30 days from the date of the student’s suspension notification letter and must include evidence that supports the claim of mitigating circumstances. The appeal should include an explanation of the extenuating circumstances which resulted in the student’s inability to meet the requirements. The student must show that the hardship that created the poor academic performance has been resolved and should not impede academic success in the future. In some cases, supporting documentation may also be required. The director of financial aid will review all appeals.

If the appeal is granted, the student’s financial aid eligibility will be reinstated and the student will be on probation for the next semester. Minimum standard for progress must be met by the end of the probationary semester.

If the appeal is denied, financial aid will only be reinstated when the student achieves the minimum standards.

**PHEAA State Grant**

PHEAA state grant recipients who received assistance as full time students must complete a minimum of twenty-four (24) credits for every two (2) semesters of state grant assistance while those who received assistance as part time students must complete a minimum of twelve (12) credits for every two (2) semesters of state grant assistance. This requirement must be met even if the state grant was received for
attendance at another institution. Also, students who take more than 50% of their classes on-line may be in jeopardy of losing their PHEAA state grant for that given semester.

Financial Aid Office Hours are:
8:00 am to 4:00 pm
Monday through Friday
Other hours are available by appointment.
Phone (570) 961-7859
Email: financialaid@lackawanna.edu

CONTINUING EDUCATION DEPARTMENT
The Continuing Education Department of Lackawanna College is located in the College’s Main Building. Continuing Education addresses those needs of the community that do not fall under the traditional college structure. The Continuing Education Department includes the college's non-matriculating courses and a variety of training programs, as well as all Allied Health and Technical programs. Course offerings include a variety of courses for both personal and professional development. Individuals may choose courses that fill a personal need, develop basic skills, or allow them to advance in their careers or start a new one. Continuing Education offerings include credit and non-credit courses, certificate programs, specialized job training and seminars.

Continuing Education courses are offered at the main campus in Scranton, and at the four Satellite Centers, located in Honesdale, Hazleton, Towanda and New Milford. To meet a variety of scheduling needs, courses are offered days, evening, over lunch hours, and on weekends. Arrangements can also be made for customized on-site training.

Individual enrichment courses in computers, real estate, history courses, scrap booking, and creative writing are available throughout the year at various centers.

Certificate programs in the following areas are available through the Continuing Education Department:

- Nurse Aide Training
- Paramedic Training
- Office Professional Studies
- Real Estate
- Medical Billing
- Medical Office Skills
- Surgical Technology
- Pharmacy Technician Studies
- Medical Office Professional Studies
- Computer Skills
- Flight School Training
- CNC
- Phlebotomy Technician Studies
- Administrative Technician Studies
- Elder Care Training
- Machining

Continuing Education office hours:
8:00 a.m. to 4:00 p.m. Monday through Friday
Phone: (570) 961-7813

THE ENVIRONMENTAL INSTITUTE
The Lackawanna College Environmental Institute (LCEI) is a branch of Lackawanna College, conceived to sustain and improve our regions environment and communities through education. LCEI offers a variety of programs, lectures and workshops focused on sustainability, conservation and natural history. The institute is an excellent setting for children and adults to learn about the environment, enjoy the outdoors, and discover how to make changes to improve the world. LCEI programs are open to Lackawanna College students, staff and the surrounding community. Program fees are discounted for Lackawanna College students and staff. Please visit the website at www.lackawanna.edu/EnvironmentalInstitute for a list of programs.

LCEI is housed on the beautiful 42 acre Moffat Estate in Covington Township, PA. Our building contains space for seminars, research and workshops. The Moffat Estate has hiking trails that meander through a variety of habitats, a pond which is available for fishing, and picnic areas. The Moffat Estate is open to the community from dawn till dusk. For more information log on to http://www.covingtontwp.org/

Our Mission
The Environmental Institute is committed to educating the students of Lackawanna College and the citizens of Northeast Pennsylvania through innovative approaches leading to ecological sustainability. Experiential education for students and community members will foster a connection to the natural world in order to develop informed responsible individuals who
can play positive roles as members of earth's community. The Environmental Institute will build partnerships with schools, municipalities, business and the community in order to meet the environmental challenges of the future.

**Contact Information and Hours:**
9:00 a.m.-4:00 p.m. Mon. through Fri.
(Closed Holidays)

**Physical Address:**
Lackawanna College Environmental Institute
Moffat Estate
10 Moffat Drive
Covington Township, PA 18444
Phone (570) 842-1506

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**RECYCLING PROGRAM**
Lackawanna College recycles: office paper, shredded office paper, aluminum cans, plastic bottles, glass bottles, magazines, newspapers & junk mail. All recyclables should be deposited in the blue recycling bins that can be found in the halls of main campus. If you have any questions regarding the recycling program contact Michelle Wheeler, Sustainability Coordinator at LCEI, 570-842-1506.

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**SUSTAINABILITY**
Lackawanna College has made a commitment to improve and protect our natural environment and our community by striving to achieve a higher level of sustainability and ecological responsibility.

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**SEELEY MEMORIAL LIBRARY**
The mission of The Seeley Memorial Library of Lackawanna College is to promote intellectual thought. It is our goal for the development, promotion, and improvement of the library by providing all members of the Lackawanna College Community with easy access to information, and by collaboration with faculty to meet the educational needs of our students.

The library is located at 406 N. Washington Avenue, on the ground floor, with the main entrance from the cobblestone court on the south side of the building facing Posh.

**Library Hours**
The library is open 80 hours in a typical week during the fall and spring semesters. The hours can be found on the library’s website at [http://www.lackawanna.edu/academics/library/](http://www.lackawanna.edu/academics/library/) or by calling the library at 570-961-7831. The library is always open to accommodate the hours in which the college is open. Hours are posted and are subject to change during semester breaks and college holidays.

**Ask Here PA**
Ask Here PA is a statewide 24/7 live chat reference service available free Pennsylvania residents, Pennsylvania students and/or Pennsylvania-related questions. This can be accessed from any computer with Internet access on or off campus. Students can get help with their assignments by typing a question in the Ask Here PA chat box located on the Seeley Memorial Library’s webpage, or they may go to: [http://www.askherepa.org](http://www.askherepa.org).

**Holdings**
The print collection includes 18,000 bound volumes, 25 periodical subscriptions, and over 1,200 items in DVD formats. Electronic research may be conducted in the library’s computer lab, which houses 22 individual computers with Internet access. The online catalog for the collection in the Seeley Memorial Library is available at the library website [http://library.lackawanna.edu](http://library.lackawanna.edu).

**Electronic Resources**
Seeley Memorial Library provides access to a variety of licensed electronic databases, which include online access to journals, newspaper and magazine articles, encyclopedias, eBooks and more. Students may access the databases off campus through the library webpage. There, they will find the direct links to the databases. Any problems accessing or using the databases should be reported to the library at (570) 961-7831
Staff
The library staff includes a director, two faculty librarians, one part-time librarian and three support staff positions. Library instruction for classes and groups are conducted upon request. Members of the library staff assist Lackawanna College students and staff in locating and using appropriate materials for assignments, research or recreational needs.

Study Areas
The library provides several study carrels for student use. For more privacy, a quiet study room complete with Internet ports, and a TV/DVD player. This room comfortably accommodates eight people, on a first come, first served basis. The room may also be reserved for groups or individual use by calling the library at least two days in advance at (570) 961-7831 or by email at Library@lackawanna.edu

Copiers and Printers
- A self-service coin-operated photocopier is available for student use at $0.10 per page.
- There are two printers located in the library computer lab. The Seeley Memorial Library of Lackawanna College is unique in that there is no charge for printing; however, it is important to please keep printing to a minimum so that which is actually required to keep this service at no cost.

Tokens and Change
As a courtesy, the library provides tokens, and/or change for use in city meters. The tokens are purchased at $0.25 or 5/$1.00 (limit is $3.00).

Rules of Conduct
- Open beverage containers may not be brought into the library and snack foods are not permitted without permission of the library staff. Garbage should be placed in appropriate containers.
- Electronic communication devices (cell phones, etc.) of any type must be silenced. Cell phone usage (i.e. conversation) is not permitted; however, text messaging is allowed.
- The use or action of profanity in the library is not permitted.
- Smoking is prohibited, as per the campus-wide policy.
- Students must save their work to their own USB drive. Saving to the hard drive of the computers is not permitted
- Only Quiet conversation is allowed. The library staff will monitor the noise level. Actions considered disruptive or harassing to others are not permitted.
- Whenever requested to do so by the library staff, students must be able to produce a current Lackawanna College Student ID.
- The viewing, printing and/or sending of obscenity, pornography, harassing messages and/or images on the Internet and/or via electronic mail (e-mail) are not permitted.
- Adding, deleting, or changing icons and/or screen savers on the computer desktop is not permitted.
- Student computing activity on these computers is a privilege, not a right, and can be revoked if the guidelines are violated.

COPYRIGHT POLICIES AND GUIDELINES
Copyright is the right of an author, artist, composer, or other creator of a work of authorship to control the use of his/her work by others. Protection includes music, movies, software, and other literary and artistic works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner’s permission.

It is the policy of Lackawanna College to respect the copyright protections given to authors, owners, and publishers under Federal law including the Digital Millennium Copyright Act. Willful infringement may subject a defender to discipline and can impact the privilege to use information technology resources at the College

1. Copyright Guidelines
- Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on college computing equipment without the proper license or the express written consent of the copyright holder is prohibited.
- All copyrighted material is not denoted with a © symbol and users should not assume that it is. Prior to downloading a file, image, or any other type of media, users should obtain permission from the author unless the “fair use” doctrine clearly applies to the situation.
• Acknowledging the source of copyrighted material does not substitute for obtaining permission.

• The recording, film and software industries have become very aggressive in their active pursuit of copyright infringement. They have spent millions of dollars, and they have hired hi-tech firms to develop and maintain software that is able to search the Internet and identify unauthorized distribution of their protected titles.

• The No Electronic Theft (NET) Act criminalizes sound recording copyright infringements regardless of whether there is financial gain.

2. Peer-to-Peer File Sharing
• Peer-to-peer file sharing programs allow sharing of copyrighted music, movies, and software, often without the knowledge or consent of the user.

• The use of Peer-to-Peer file sharing networks (KaZaA, Gnutella Morpheus, LimeWire, BitTorrent, Gnu, Bearshare, Grokster, Aimster, iMesh) to share copyrighted material is a violation of the Federal Digital Millennium Copyright Act and is prohibited at Lackawanna College.

• Law enforcement agencies, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and other copyright holders of digital media actively monitor the Internet for users who are distributing copyrighted material. When violations are discovered, they contact the owner of the network on which the offending computer resides. To protect the college and the student, the computer will be removed from the network on receipt of a DCMA complaint.

• For more information on the laws regarding file sharing, see http://www.campusdownloading.com.

3. “Fair Use” Guidelines
There are certain circumstances under which it is permissible to reproduce or display copyrighted works without the permission of the copyright owner. These exceptions known as “fair use” are outlined in section 107 of the Copyright Act. When determining whether or not use falls under this exception, the following factors should be considered as defined in the “fair use” doctrine:

• The purpose and the character of the use, including whether it is for commercial or non-profit educational purposes

• The nature or type of the copyrighted material (periodical, film, book, etc.)

• The amount and substantiality of the portion used in relation to the whole

• The effect of the use on the potential market for or value of the copyrighted material

The Register of Copyrights on the General Revision of the U.S. Copyright Law cites the following examples of activities that courts have regarded as “fair use” in its 1961 report: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work; for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newseel or broadcast, of a work located in the scene of an event being reported.”

4. Preventing Illegal File Sharing
• Avoid using file-sharing programs. Lackawanna College strongly discourages the use of file-sharing programs due to the risk that files may be copyrighted. Many of these programs can turn a PC into a server even if it was not the users’ intent.

• Ports are blocked to help prevent file sharing networks.

• Use legal online sources such as Apple iTunes, AOL Music, Yahoo! Music, and YouTube.

• For further sources of legal online content go to: http://www.campusdownloading.com/legal.htm, http://www.educause.edu/legalcontent
VIOLATIONS

By using any of Lackawanna College’s electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable college policies, local, state, federal, and international laws and regulations.

Lackawanna College respects the protections provided under copyright law and takes seriously any violations of these protections. Those who illegally share copyrighted files face charges and additional penalties that are enforced by the College. In addition violators may be subject to civil and criminal prosecution under the provisions of the Digital Millennium Copyright Act (DMCA).

If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.

Any attempt to break the law may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be responsible for the actions of individual users, it is understood that Lackawanna College will make every effort to ensure compliance with established laws.

COMPUTER SERVICES

Lackawanna College provides computing and Internet services to students, faculty, and staff for educational and administrative use. Use of these computing facilities is a privilege. All users of Lackawanna College’s computing services are responsible for maintaining the integrity of these resources by using the system in a responsible, ethical, and legal manner. Any attempt to violate the provisions of this policy may result in loss of computing privileges and can result in disciplinary action and/or legal sanctions under international, federal, state, and/or local law.

General Use of Computing and Network Resources

- Users are responsible for computing activity that takes place on their account(s). Account holders are responsible for using their account in an appropriate manner. This includes safeguarding passwords, protecting confidential data, and following security policies. Unauthorized use of another individual’s account is prohibited.
- Users are responsible for respecting the privacy of others. Programs and files are confidential unless they have been made available with written permission, to other authorized individuals. Attempts to access, monitor, or alter another user’s files or electronic messages is prohibited.
- Lackawanna College respects the copyright protections given authors, owners, and publishers under Federal law. Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on college computing equipment without the proper license or the express written consent of the copyright holder is prohibited. All copyrighted material is not denoted with a © symbol and users should not assume that it is. Prior to downloading a file, image, or any other type of media, users should obtain permission from the author unless the “fair use” doctrine clearly applies to the situation. See http://www.lackawanna.edu/IT/policy.html
- Internet access is filtered to only allow connections through standard ports. All other ports are restricted to help prevent peer-to-peer file sharing and limit bandwidth usage.
- Copying system files is prohibited.
- Viewing, printing, or sending offensive, pornographic, or discriminatory messages, and/or images is prohibited.
- Conducting illegal activities is not permitted.
- The willful introduction of computer viruses or other disruptive/ destructive programs is prohibited.
- Users may not attempt to uncover or exploit security loopholes in our servers, server software, routers, or other network hardware.
- The intentional attempt to crash or degrade performance of network systems or programs is prohibited.
- Decryption or capture of system or user passwords is prohibited.
- Any attempt to secure a higher level of privilege or gain unauthorized access to systems on or off campus is prohibited.
- Use of the systems and/or networks to interfere with the normal operations of the college, another student, faculty member, or staff is prohibited.
Use of the College’s computer and network resources for commercial or partisan political activity not related to the mission of the College is prohibited. Selling or advertising services/merchandise not related to Lackawanna College is not permitted.

Network users are responsible for all traffic origination from their network device. We reserve the right to monitor all network activity, incoming or outgoing. All web usage is logged by default.

Attempts to reconfigure the network infrastructure are prohibited.

Attempting to set up any other kind of server on the college’s network is prohibited.

### Computer Labs

- Computer Labs are provided for students to conduct course-related or other academic work.
- Computer labs are available when the room is open and class is not in session. Please check the sign on the computer lab door for availability.
- Food and beverages are not permitted in computer labs.
- Users are not allowed to install software onto the systems. Anyone needing software installed for academic purposes should contact the IT administrator. Notification should be given at least two weeks prior to the date needed in order to provide sufficient installation time.
- Students must save their work to their own USB drive. Saving to the hard drive of the computers is not permitted.
- During peak usage times, students should be considerate of the needs of their peers by limiting their time using the computer equipment to one hour.
- Users must show consideration for others and refrain from engaging in any activities that would interfere with the work of others, or otherwise disrupt the intended use of network resources.
- Intentionally disabling computer hardware or software, including modifications to settings, is prohibited.

### Email

- Email accounts are provided to students for academic use.
- Email account holders are responsible for all activity generated from their account. Therefore, users should not share accounts or disclose passwords.
- Users may not attempt to impersonate or represent another individual or affiliation by using a false identity or altering the source of an electronic message.

### Violations

- Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it accessible for authorized and legitimate users. By using any of Lackawanna College’s electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable college policies, local, state, federal, and international laws and regulations.
- If a user feels that they are a victim of computer abuse, harassment, malicious behavior, spamming, or unauthorized account access they should report incidents to the Public Safety Department.
- If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.
- All users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of Lackawanna College’s computing facilities may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be responsible for the actions of individual users, it is understood that Lackawanna College will make every effort to ensure compliance with established laws.
**FALCON FITNESS CENTER**
The Falcon Fitness Center located in the Student Union, is available for use to enrolled Lackawanna College students. The center includes cardiovascular and weight training equipment. A current student ID card is required for access to the center. Hours of operation will be posted each semester. However, when the College is closed, the center is closed as well.

**COLLEGE BOOKSTORE**
The Lackawanna College Bookstore is managed by Follett College Stores, Inc. In addition to providing textbooks, the bookstore carries a full line of classroom supplies, reference books, Lackawanna clothing, greeting cards and snacks. Purchase, return and credit policies, as well as operating hours, are posted throughout the store. Any inquiries may be directed to the Bookstore Manager.

**ALUMNI ASSOCIATION**
This is an exciting and transformative time in your life. On behalf of the Alumni Association, we wish you the very best. As alumni we recognize that it was our shared experiences during our time at Lackawanna that began what is now a lifetime relationship with the College. We are here to support you and look forward to walking with you along this journey. Over the years, the College has moved, grown, and continuously improved. But one the thing has remained the same is the College’s mission to provide students with the opportunity to earn a college education at an affordable price.

To learn more about the Lackawanna College Alumni Association and how to get involved as a student, contact the Office of Alumni Relations by calling 570-961-7895 or e-mail alumni@lackawanna.edu.

**PUBLIC RELATIONS FOR ORGANIZATIONS**
Each student organization is responsible for initiating its own publicity. All publicity for use within the College must be submitted to the Student Affairs Department for approval before release or posting on College bulletin boards. Outside publicity and public information must be initiated and orchestrated by the College’s Office of External Relations.