

LACKAWANNA COLLEGE

2015 - 2016 Catalog



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A MESSAGE FROM THE PRESIDENT

Dear College Candidate:

Lackawanna College boasts a long and proud history of service to our students and the community. For more than a century, it has provided the opportunity for people at all academic levels to learn, grow, renew and excel. Our graduates can be found throughout the region and the country - shining examples of what can be accomplished with hard work and a dedicated faculty and staff. And, we're only getting better.

Serving as the College's eighth President is both an honor and a privilege. I am humbled by the fact that I will oversee an institution that has so much to offer. We are committed to our mission and our policy of being an open enrollment College, but will also continue to expand niche programs in fields such as Allied Health, Petroleum and Natural Gas and Hospitality that will allow our graduates to excel in high-demand fields that require state-of-the art training and skill sets.

We are also committed to the region outside of our main campus in Scranton where we see unlimited opportunities for the people of Bradford, Wyoming, Susquehanna, Wayne, Pike and Luzerne counties. The amazing stories of student achievement that have come from our four satellite centers located in Towanda, New Milford, Hazleton and Hawley inspire us to increase efforts to grow Lackawanna College throughout northeastern PA.

Equally as important, we recognize that post-secondary students are not the only population we serve. Many teens, children, parents and adults from the region have benefitted from Lackawanna College's presence. Whether it is learning about the world around them through our Environmental Institute's educational seminars and workshops, getting a head start through our dual-enrollment programs, attending one of our many summer youth camps, or furthering one's career through our numerous Continuing Education programs, there are opportunities for all area residents to engage in lifelong learning. We recognize the critical importance of programs outside of traditional post-secondary academics and will continue to cater to the unique learning needs of this area's populations.

Finally, Lackawanna College enjoys the reputation of being agile in its response to emerging community and industry needs for training and education. While well-earned, we must continue to maintain that reputation through curricular and program innovations. As a learning institution, everything we do must be rooted in meeting the needs of our students.

Welcome to Lackawanna College. Proud. Innovative. Focused on the future.

Sincerely,
Mark Volk;
President

STATEMENT OF DISCLAIMER

The statements in this catalog 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. Students must fulfill all prevailing degree or program requirements.

For updates to the catalog, please refer to the Lackawanna College website at www.lackawanna.edu.

Lackawanna College will not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, 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 of the United States Code, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Lackawanna College is a smoke-free environment.

LACKAWANNA COLLEGE

Main Campus

501 Vine Street
Scranton, Pennsylvania 18509
Telephone: (570) 961-7810
Fax: Admissions (570) 961-7843

Hazleton Center

145 East Broad Street
Hazleton, Pennsylvania 18201
Telephone: (570) 459-1573
Fax: (570) 459-1958

Lake Region Center

8 Silk Mill Drive
Hawley, Pennsylvania 18428
Telephone: (570) 226-4625
Fax: (570) 226-4671

School of Petroleum & Natural Gas

2390 State Route 848
New Milford, Pennsylvania 18834
Telephone: (570) 465-2344
Fax: (570) 456-2726

Towanda Center

1024 South Main Street
Towanda, Pennsylvania 18848
Telephone: (570) 265-3449
Fax: (570) 265-2730

Web Site: www.lackawanna.edu

1-877- 346-3552

Lackawanna College

Fall 2015 – Summer 2, 2016

FALL 2015

August 30 (Sun)	Freshman Orientation
August 31 (Mon)	Fall Semester begins
September 4 (Fri)	End of drop/add
September 7	Labor day/College closed
October 5	Last day to withdraw without academic penalty from Subterm 1 online
October 12	Columbus Day/College closed
October 20	Subterm 1 online ends
October 21	Subterm 2 online begins
October 26	Advising begins
November 11	Veteran's Day/College closed
November 13	Last day to withdraw without academic penalty
November 16-20	Returning student registration
November 24	Last day to withdraw without academic penalty from Subterm 2 online
November 25	Thanksgiving break begins
November 30	Classes resume
December 11	Semester ends

INTERSESSION 2016

January 4	Interession begins
January 7	Last day for Interession withdrawal without academic penalty
January 22	Interession ends

SPRING 2016

January 24 (Sun)	Freshmen Orientation
January 25 (Mon)	Spring Semester begins
January 29 (Fri)	End of drop/add
February 15	Presidents' Day Observed/College Closed
February 29	Last day to withdraw without academic penalty from Subterm 1 online
March 7-11	Spring break
March 18	Subterm 1 online ends
March 21	Subterm 2 online begins
March 21	Advising begins
March 25-28	Holiday/College Closed
April 8	Last day to withdraw without academic penalty
April 11-15	Returning student registration ends
April 18	Last day to withdraw without academic penalty from Subterm 2 online
May 13	Semester ends
May 21	Graduation

SUMMER 1 2016

May 31	Summer 1 Semester begins
June 10	Last day for withdrawal without academic penalty
July 1	Summer Semester ends

SUMMER 2 2016

July 11	Summer 2 Semester begins
July 22	Last day for withdrawal without academic penalty
Aug 12	Summer 2 Semester ends

THE LACKAWANNA EXPERIENCE

Lackawanna College can provide the road to your success. Through the school's combination of quality academic programs, dedicated faculty, small classes, personal attention and attentive counseling, Lackawanna offers you the opportunity to attain your maximum potential.

Operating with an open enrollment policy, Lackawanna College has a place for all who wish to expand their educational horizons. At Lackawanna, you'll not only learn specific subjects, you'll also learn the skills necessary for a productive career and a rewarding life.

Lackawanna College is a private, non-profit institution with over a century of educational experience. Founded in 1894, the College has changed and grown through the years to meet the shifting educational needs of prospective students, business and industry, area residents and the community.

Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, Lackawanna College grants degrees and certificates in numerous areas of study. In addition, the College provides professional development programs, continuing education courses, self-improvement seminars and cooperative work experiences.

Advice and counseling about career and educational choices are an essential part of the Lackawanna experience for everyone who attends. With his/her advisor, each student prepares an education plan that seeks to optimize the individual's learning potential. Well-equipped computer technology centers are utilized to ensure maximum personal development. Developmental programs are available whereby students can improve English, reading and math skills and rapidly enhance educational readiness.

Lackawanna College offers courses during the day and in the evening at five locations in Northeastern Pennsylvania, with its main campus located in downtown Scranton. Individuals can enroll in programs leading to an associate degree or to a certificate or simply can take continuing education courses of special interest to them.

THE HISTORY OF LACKAWANNA COLLEGE

Lackawanna College's development as an outstanding community-oriented institution parallels the development of Northeastern Pennsylvania into a preeminent industrial center. With the growth of the railroads in the 19th Century, demand for the clean-burning anthracite coal mined locally greatly expanded. As Scranton emerged as the hub of the nation's coal industry, the Scranton Business College was founded in 1894 to train administrative and fiscal managers and their support personnel.

The College began as a proprietary institution with a full academic program under the direction of H.D. Buck and A.R. Whitmore. The school was purchased in 1912 by John H. Seeley, a noted regional educator. Seeley, who also owned the Lackawanna Business College, merged his two institutions into the Scranton Lackawanna Business College and built a new campus in the city's downtown.

Soon, the word "Business" was dropped from the school's name as too restrictive and Civil Service courses were added to prepare students for governmental positions. The College met with continued success because of its ability to change with the times, shifting emphasis when necessary and adjusting courses to meet specific needs. For example, with the coming of World War II, the school made a concerted effort to prepare women for vital positions in business and industry. After the war, the College adapted its programs once more to meet the needs of returning veterans.

In 1957, the College was incorporated as a non-profit institution under a self-perpetuating Board of Trustees. Chartered as Lackawanna Junior College, course offerings were expanded to include the humanities and the social and behavioral sciences. The Pennsylvania Department of Education granted the institution the right to award associate degrees.

The College was accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, thereby facilitating direct transfer of its credits to four-year institutions so that graduates could continue their education. An open admissions policy was established and non-credit enrichment courses were introduced. The College moved its main campus from downtown Scranton to a larger facility on the city's South Side in 1982.

Mindful of its role as a community-based institution, the College opened satellite centers in Hazleton, Hawley and Towanda. The strong demand for the programs and services offered in Scranton compelled Lackawanna to expand again. The College opened a state-of-the-art main campus in Scranton's downtown in 1996. By 2001, the continued growth in the institution's majors, programs, facilities and technology mandated that the institution change its name to Lackawanna College to better reflect its present reality. An additional satellite center was opened in New Milford to serve Susquehanna County in 2007.

Mission and Vision

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, premier two-year open-enrollment college of choice.

Celebrating the New American Model of Higher Education: Lackawanna College Strategic Plan 2014-2017

Core Values:

Lackawanna's Core Values include a commitment to:

- 1.) Remaining an affordable two-year, open-enrollment college
- 2.) Providing a high quality and transferable education that exceeds academic expectations for students at all learning levels
- 3.) Excellence in providing educational opportunities for students who are academically underprepared for college level work
- 4.) Nurturing students' sense of self-worth and capacity to make a difference.
- 5.) Cultivating and maintaining active partnerships with our regional community, including other educational institutions, businesses, and non-profit agencies
- 6.) Excellence in programs that prepare students to succeed in the workforce

Goal 1: To promote the healthy and strategic growth of the institution reflective of mission.

Goal 2: To provide educational pathways to students of all ability levels and with varied career aspirations.

Goal 3: College-wide commitment to improving student persistence.

Goal 4: Commitment to fiscal and strategic planning at both the institutional and departmental level.

Goal 5: Commitment to and celebration of community outreach

Goal 6: Commitment to fostering a culture that develops, supports, and retains College personnel in support of mission.

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 communicated effectively;
- Foster personal and professional growth;
- Contribute to community betterment;
- Promote a spirit of inquiry and a desire for lifelong learning.

OUTCOMES ASSESSMENT

Lackawanna College is committed to the assessment and analysis of student outcomes as the principal “quality control” activity undertaken college-wide. Data summaries on incoming, matriculating and graduating students, as well as on recent alumni, are regularly compiled, disseminated and reviewed. The College’s decision-making process, budget and strategic plan reflect the conclusions these outcomes measurements reveal. College operations ultimately are judged to be effective only if they contribute measurably to the development of positive student experiences both within and outside the classroom.

ACCREDITATION

Lackawanna College is approved by the Pennsylvania State Department of Education to grant associate degrees and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, which is designated as a National Accrediting Agency by the U.S. Office of Education.

LACKAWANNA COLLEGE FACILITIES

THE MAIN CAMPUS

Over the past decade, the demand for the courses and services offered by Lackawanna College has increased enormously. To meet the challenge of providing quality education to an ever-growing number of students and providing technologically advanced resources for a steadily multiplying range of programs, planning for a new main campus in Scranton began in the early 1990's.

In 1994, Lackawanna secured the appropriate location to satisfy its diverse needs and to build around -- the former Central High School Building in downtown Scranton. After purchasing this elegant, expansive structure, the College began a multi-million dollar renovation program aimed at restoring the facility to the architectural splendor it had enjoyed in the past. The ornate details, stately atmosphere, innovative legacy and intellectual heritage of the school help define the tradition of Lackawanna College.

The renovation preserved the historical character of the public spaces in the building, while the classrooms were upgraded for the ultimate in high technology equipment. Advanced computer and science labs were created. The renewed structure, which opened in 1996, reflects its 19th Century origins in appearance and its 21st Century potential in its educational facilities.

In conjunction with the additional space the College acquired and the resources provided by such neighboring institutions as the Albright Memorial Library and the Scranton Cultural Center, Lackawanna College's main campus maximizes learning opportunities for students of every age, academic level and interest.

Students enrolled in over two dozen separate curricula may take classes in the day or evening. These students range in age from 18 to "50 something." Many are traditional-aged students who wish to earn Associate Degrees prior to transfer into a bachelor's program at a four-year college. Others, including older enrollees, plan to use their degrees to secure immediate employment. A large group of students undergo a prescribed training program in preparation for a specific career in law enforcement or medical technology. Still others already hold an advanced degree but for a variety of reasons are planning career changes that demand a different set of skills. They take advantage of the College's extensive continuing education options. A final set of students are already employed, but because of job-specific licensing requirements are enrolled part-time in one or more professional development classes.

There are places for all of these diverse groupings, as well as for many others, in a facility combining the best of the old with the finest of the new, the Scranton Campus of Lackawanna College.

STUDENT RESIDENT HOUSING

Lackawanna College provides resident housing for male and female students attending the institution's Scranton campus. Accommodations are maintained in dormitories located approximately two blocks or less from the central campus building. McKinnie Hall, a completely renovated three-story structure at the corner of Vine Street and Wyoming Avenue, has space for 147 students in dormitory-style rooms housing three or four persons. It opened in the fall of 2002.

Seeley Hall, a multi-use structure located at 406 North Washington Avenue and opened for the fall 2008 semester. It occupies the middle three floors of the building and serves 108 students. Seeley Memorial Library is also located in Seeley Hall.

Tobin Hall is located on the corner of Vine Street and Madison Avenue. This residence hall is made up of 10 suites. Each suite houses 8 students for a total of 80 occupants. Each suite contains its own restroom and shower facilities.

In all buildings, each unit is equipped with a bed, desk and chair, and clothing storage area. The conveniently located facilities provide clean, comfortable rooms, video security and keyless entry, laundry facilities, parking, a common kitchen, central air conditioning, WIFI and a student lounge with computer stations and a big screen television. College public safety officers monitor visitation in the evenings and around the clock on weekends.

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 Vice President for Student Affairs, and only under extreme circumstances. The decision of the 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.

THE STUDENT UNION

The Lackawanna College Student Union building, located one block east of the main campus building in Scranton, is the central site for student activities and for the College's intercollegiate indoor sports events. The recently renovated building contains a student center, a fitness center and an outstanding gymnasium.

On its first floor, the Student Union provides a spacious and comfortable location for student activities, study, conversation and relaxation. In addition, a well outfitted fitness facility featuring modern training equipment is available for student use.

The gym on the second floor is the site for the College's Falcons' basketball and volleyball home games and for special events. The playing court meets NBA standards. The area also contains supporting facilities that house athletic offices, a training room and an equipment storage area.

The Student Union gym is rented by other schools and organizations for games, practices, tournaments and entertainment events.

HEALEY HALL AND SEELEY HALL

The latest additions to Lackawanna College's facilities at the Scranton campus are Healey Hall and Seeley Hall. The two structures, directly across the street from each other, became necessary because of the steady growth in enrollment and programs at the College. Each building houses a variety of College activities, and their addition in late 2007 made it possible for Lackawanna College to temporarily provide facilities to the Commonwealth Medical College so that the medical school can begin offering classes in 2009.

Healey Hall, located at 415 North Washington Avenue, contains the institution's Advancement Office, Paramedic Program, faculty offices and classrooms. Seeley Hall, at 406 North Washington, houses the Seeley Memorial Library on its ground floor and the College's Police Academy on its top floor. In between, the building contains several floors of dormitory space. Both buildings are architecturally significant and have been restored and adapted to the enlightened standards traditionally utilized by Lackawanna College.

THE THEATER AT LACKAWANNA COLLEGE

Lackawanna College brought life back to one of the architectural and cultural gems of Northeastern Pennsylvania by restoring the elegant auditorium in its main campus building in downtown Scranton. The theater, which dates to 1923, has a distinguished history. Blessed with fine acoustics and enhanced by lavish decor, in its early years it featured a variety of world famous performers, such as Sergei

Rachmaninoff, Marian Anderson, John Phillip Sousa and Allan Jones. The facility had deteriorated significantly and was closed in 1991. After purchasing the Central Building, the College undertook an extensive rejuvenation to revive the theater, reopening the facility on March 2, 1999. The ornamentation was carefully refurbished and highlighted with gold leafing. Leaded glass windows were restored, plush seats installed and the stage extended. With a capacity of 1043, the air-conditioned facility can be utilized year round.

In addition to College functions, the Theater now hosts a variety of public performances and events, including concerts, children's theater, choral groups, dance companies, public hearings and dramatic productions. It is also home to Community Concerts at Lackawanna College, a professional concert presenting organization that has been bringing live performance to local audiences since 1928.

THE COLLEGE ALUMNI AND FITNESS CENTER

The Lackawanna College Alumni Fitness Center is located on Meridian Avenue in West Scranton, approximately one mile from the main campus and Student Union. Originally known as the A. Hank Evanish Racquetball and Fitness Center, the building was donated to Lackawanna College in 2004 by "Hank," and is now operated by the College. The facility has three state-of-the-art racquetball courts, a variety of cardio equipment and free weights as well as sauna and steam facilities. Membership is open to the public, with special discounts and incentives for Lackawanna alumni and employees.

THE SATELLITE CENTERS

Recognizing the growing complexity of commerce and industry, as well as the continued expansion of technology in today's world, Lackawanna College plays a key role in serving the business community and the residents of Northeastern Pennsylvania outside Scranton and its immediate vicinity. Many young people and working adults in these regions are eager to expand their education, enhance existing skills and explore various career options at a nearby educational institution.

To address this situation, Lackawanna College sponsors a network of Satellite Centers. These facilities are designed to assist academically everyone from the high school student or graduate through the unemployed, underemployed or displaced adult worker to the person ready to return to the workforce after years of absence.

Located in Hazleton, Hawley, New Milford and Towanda, the Lackawanna satellites help an individual identify a career that reflects his or her abilities and then develop an appropriate path toward attaining that goal through education and training. The College offers a wide range of academic programs and courses at the Satellite Centers so that the individual can pursue many options. All Satellite Center degree courses are comparable to those taught at the main campus and earn equal credit.

In addition to degree courses, a number of Continuing Education courses and programs are offered at the Satellite Centers.

Satellite Centers are located:

- * In Hazleton at 145 East Broad Street, serving southern Luzerne County and the adjacent counties in Central and Eastern Pennsylvania.

- * In Hawley at 8 Silk Mill Drive, serving the Lake Region.

- * In New Milford at 2390 S.R. 848 New Milford, PA 18834 (Exit 219 of I-81), serving Susquehanna County and the northern section of the Commonwealth.

- * In Towanda at 1024 South Main Street, serving the Northern Tier region of Pennsylvania.

ENROLLMENT AND REGISTRATION PROCEDURES

ADMISSIONS POLICY

Lackawanna College offers an “open” admissions policy. This policy affords every individual an equal opportunity to set educational goals that are attainable and challenging for him or her. Lackawanna College encourages students to concentrate on career goals in the pursuit of their college education. Admissions advisors are available to assist individuals of every age and academic background with admission to courses and programs suitable to their interests and aptitudes.

Transcripts and other documents submitted will become the property of Lackawanna College and cannot be returned to the applicant. Admission standards and policies prohibit discrimination on grounds of race, creed, color, religion, national origin, disability, age or sex. Physical and/or instructional limitations of the College may compel restricted admission in certain curricula.

Every attempt is made to provide a full complement of courses in selected degree programs at the Hazleton, Lake Region, New Milford, and Towanda centers. However, degree candidates should plan on attending the Main Campus to complete program requirements in curricula that may not be available at the other centers.

APPLICATION PROCEDURES

The application process involves submission of the following to the Office of Admissions:

- An application for admission with a non-refundable \$35 check or money order payable to Lackawanna College.
- An official high school transcript or GED (a copy of the official diploma and scores). If currently a high school senior, the applicant must ensure that his/her final transcript is on file no later than 30 days following graduation.
- An official copy of his/her college transcript if the applicant is a transfer student.
- Official SAT/ACT Test Scores. Although not required for acceptance to Lackawanna College, standardized test scores will be evaluated for placement purposes. Students who have earned acceptable scores in all sections of the SAT will not be required to take the College’s placement exams. Alternatively, students who have not achieved these scores or have not taken the SAT’s will be required to take the placement exams.
- International Students – TOEFL (Test of English as a Foreign Language) scores of 55 (Internet-based Exam), 133 (Computer Exam) or 450 (Written Exam) are required for

all international students applying to Lackawanna College who have not previously studied in the United States. The TOEFL test is prepared by the Educational Testing Service and is administered at several local sites. Lackawanna College does not administer the TOEFL exam. Once the student completes the exam, an official score sheet must be sent to the Admissions Office for review.

After submitting information, all applicants must complete an admissions interview with a Lackawanna College Admissions Advisor in order to determine individual educational goals and to finalize all requirements. Applicants will not be officially accepted to the college until they complete all of the admissions requirements.

Upon completion of all admissions procedures, all applicants are required to pay a commitment fee (\$100/commuters, \$375 residents) within 30 days to guarantee a place in the chosen degree program. A check or money order should be made payable to Lackawanna College.

ADMISSIONS POLICY FOR NON-MATRICULATING STUDENTS

1. Any new student wishing to register for only one course can do so in the Admissions Office by completing the college application and other required paperwork. All non-matriculating students are required to pay only the application fee to apply.
2. Any non-matriculating student wishing to register for a subsequent course or any student registering for two or more courses during any semester must complete the standard college admissions procedures.
3. All registered students must abide by the course prerequisites as outlined in the Lackawanna College Catalog. College transcripts or assessment scores (SAT's, ACT's, or placement test scores) may be necessary to override any prerequisites for specified courses.

VISITING STUDENTS

Students from other institutions of higher education may wish to complete coursework as visiting students at Lackawanna College with the intention of transferring the completed course(s) to their home institution. The Lackawanna College community welcomes student visitors from other institutions and works to fully accommodate their needs.

Procedures for course enrollment include a visit to our Admissions Office to complete the college application and other required paperwork. Visiting students also need to provide written documentation for approval from their home institutions in order to enroll in college courses. These students are required to pay only the application fee plus applicable tuition.

Upon completion of the coursework, visiting students must request that their transcripts be forwarded to their home institution(s). Transcript request forms are available in the Registrar's Office.

All non-degree applicants without proper verification from their home institution(s) must follow the standard application procedures for matriculating students.

INTERNATIONAL STUDENTS

Lackawanna College welcomes students from foreign nations as applicants to the institution. All such students applying for admission to degree programs must follow regular admissions guidelines, as well as submit TOEFL scores, visa information and any other related documentation to the Admissions Office as part of their application package. An I-20 will be issued to international students wishing to receive a student visa and acceptance to Lackawanna College.

International Students – TOEFL (Test of English as a Foreign Language) scores of 55 (Internet-based Exam), 133 (Computer Exam) or 450 (Written Exam) are required for all international students applying to Lackawanna College who have not previously studied in the United States. The TOEFL test is prepared by the Educational Testing Service and is administered at several local sites. Lackawanna College does not administer the TOEFL exam. Once the student completes the exam, an official score sheet must be sent to the Admissions Office for review.

RETURNING STUDENTS

A student who has previously studied at Lackawanna College and desires to return for part-time or full-time study after an absence of two semesters or more must apply for re-admission, pay all required fees and attend orientation prior to his/her return. He/she must also complete all program requirements in effect at the time the student is re-admitted.

REGISTRATION PROCEDURES

Family Educational Rights and Privacy Act of 1974 Notification

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. This act, with which the institution intends to comply 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.

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 education records.

These rights are as follows:

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

Students should submit to the Registrar, Academic Dean, Academic Division Chair, or other appropriate official, written requests that identify the record(s) they wish 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 records are not maintained by the College official to whom the request is submitted, 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 education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify 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 notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, with the exception of information that FERPA authorizes as being open to 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 or 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 education record 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, S.W.
Washington, D.C. 20202-4605

DIRECTORY INFORMATION

Lackawanna College hereby designates the following categories of student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, address, e-mail address, telephone number, dates of attendance, class, photographic view or electronic images, when such images are taken and utilized within the framework of college business.

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 Act of 1974. If a student wishes to withhold disclosure of directory information, written notification of this intent must be submitted to the Office of the Registrar. Forms requesting the withholding of “Directory Information” are available in the Registrar’s Office.

Lackawanna College assumes that failure on 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 only disclosed to non-institution persons or entities with professional discretion.

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 at the Registrar's Office, Admissions Office, Student Affairs Office and on Lackawanna College's Web site. Other rates are available through the corresponding departments.

Change of Name/Address

Forms for the documentation and processing of name and/or address changes are available at the Registrar's Office and on the Portal. Processing of a name change will not be completed without legal documentation of the name change, such as a marriage license, court order, etc. It is the student's responsibility to keep the College informed of any changes.

Student Registration

Returning students *must* register on the dates specified on the current College calendar. All forms must be signed by the student's academic advisor, approved by the Business Office and certified by the Financial Aid Advisor (if necessary) before he/she may register. Any student registering late will incur a \$30.00 late registration fee. (Fee must be paid prior to processing of form).

Verification of Student Enrollment

Once registered, students may require official verification of their enrollment to fulfill requirements of health insurance policies, private and government subsidy policies, etc. To protect student privacy, these verifications are done by the Registrar's Office only on the signed request of the student. Forms for request of enrollment verification are available at the Office of the Registrar and on the college website.

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 fee of \$10 will be charged for each transcript request.
- A transcript is not issued to or for a student who is in debt to Lackawanna College.

Formation and Cancellation of Sections

The formation and cancellation of class sections depend largely on enrollment. The administration reserves the right to cancel a course or section, to change the time of meeting, to subdivide a section or to combine one or more sections as circumstances may require.

Student Course Load

A full-time student is defined as one taking 12 or more credit hours per semester. No student shall carry a credit-hour load in excess of 18 in any one semester unless approved by the Vice President for Academic Affairs and the Vice President for Student Affairs. Permission forms to take in excess of 18 credits are available in the Registrar's Office, Student Affairs Office, on the Portal, or from academic advisors.

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:

1. The student has successfully completed fifteen (15) credit hours or more; and
2. The student has attained a minimum cumulative GPA of 3.0; and
3. The student has written approval of the Vice President for Academic Affairs and the Vice President for Student Affairs.

Change of Major

Any student entering Lackawanna College unsure of his/her career direction will be enrolled in the Liberal Studies concentration. This program offers the College's required core curriculum along with a number of electives that afford the student flexibility in selecting courses of interest. Students may complete the Liberal Studies degree or change into another college program. However, students should decide on a major by the end of the first semester of enrollment. Any delay beyond that point may result in completed coursework not meeting the requirements of the chosen curriculum, thus extending the time needed for completion of graduation requirements.

Any student desiring to change majors should meet with his/her academic advisor or the Director of Advising/Transfer Services to review requirements of the new curriculum and insure that the appropriate courses are scheduled. A completed change of major form must be filed with the Registrar's Office. There is no fee for a student's changing from Liberal Studies to another program. A student who changes from any other major, however, will be required to pay the current Change of Major Fee.

If a student has transfer credits from another college, a re-evaluation of these credits by the Registrar will be necessary and could result in a change in the number of credits accepted for transfer.

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 Chair of Academic Development **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](#))

Residence Requirements

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.

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. Lackawanna College's transfer policy requires that all transfer credits completed before initial enrollment be submitted no later than the official start date of the student's second semester. Previous coursework will be evaluated by the Registrar in direct relation to the student's declared major. Only credit for courses with grades of "C-" or better may be accepted in transfer regardless of method of delivery.* 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).

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

Credit earned at foreign institutions must be evaluated by a professional transcript evaluation service before transfer credit will be reviewed.

AP and CLEP exams will be reviewed for possible transfer credit once the Registrar's office receives an official score report directly from College Board.

NOTE: Due to the 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.

Lackawanna College Credit Hour Policy

Guidelines for Instructional Time Equivalencies Across Formats/Assignment of Credit Hours In accordance with its accreditation by the Middle States Commission on Higher Education and other discipline-based national accrediting associations, Lackawanna College also complies with and endorses the requirements of the Pennsylvania Department of Education on what constitutes a semester credit hour of instruction as set forth in Chapter 31.21 on curricula as amended. The standard states that "a semester hour represents a unit of curricular material that can normally be taught in a minimum of 14 hours of classroom instruction, plus outside preparation or the equivalent as determined by the faculty." Thus, a 3-credit course represents the equivalent of 42 hours of classroom instruction or its equivalent, not including final examination or homework as normally interpreted. The following guidelines are intended to assure compliance with standards across the various course delivery formats offered by the institution, a consistency in when and how the equivalency is applied across formats, and the maximum opportunity for faculty to exercise academic freedom in meeting the extant standard while achieving the goals, objectives, and outcomes of the specific course.

Semester Format

Ordinarily, courses offered within a traditional semester format (14 weeks plus one week final examinations over 2 semesters) will meet the 14-hours-of-classroom-instruction-per-one-semester-credit-hour (i.e. 42 hours for a 3-credit course, 56 hours for a 4-credit course, etc.). However, if a class or classes in a course must be cancelled due, for example, to the closing of the University for inclement weather or the illness or other appropriate unavailability of the faculty member, then additional structured instructional activity (or activities) would be required to meet the equivalency standard. Wherever possible, this contingency should be explained in the syllabus and documented accordingly.

Courses held outside of the regular semester (during intersession and summer) meet the same credit hour guidelines.

Online and Hybrid Courses

Online and hybrid courses adhere to the credit hour policy through the policies and procedures established and required by the FALCONS model as described extensively in the FALCONS Manual. The philosophy of the online design includes active and interactive teaching and learning with continually evolving connections between teacher and students and among students; and dynamic, relevant, revealing assessments intended to ensure student retention and success. Indeed, according to PDE requirements, online courses must demonstrate that they include “activities that are the equivalent of classroom instruction.” This means that the instruction occurring within the online environment must mirror the faculty/student relationship established in the traditional classroom, including the credit hour equivalent. For example, for a class worth three credits, at least 45 hours of ‘classroom equivalent instruction’ is required.

According to the Pennsylvania Code Chapter 31, §§ 31.21, activities that are considered the equivalent of classroom instruction:

- Are directly related to the objectives of the course;
- Are directly measurable for grading purposes; and
- Have the direct supervision or oversight of faculty member teaching the course

The equivalent should NOT be:

Homework assignments

‘Time spent’ – a calculation of the time a student spends accomplishing a task.

Research on best practices is the foundation of Lackawanna College’s FALCONS model (Appendix B, p. 25), which guides the design, function, and evaluation of the courses within the School of Distance Education.

Instructional-Related Learning Activities An array of instructional-related or student engagement activities can be utilized to achieve the equivalent of the 14-hours-of-classroom-instruction-per-one-semester-credit-hour, not including a final examination.

Choosing a particular "learning outside the classroom" activity or combination of activities is the responsibility of the faculty in terms of achieving the stated goals, objectives and outcomes of the course, enhancing cooperative and collaborative learning in an instructor-mediated environment, demonstrating an awareness of the various learning styles and experiences of the students, and in the determining of equivalency to a semester-credit-hour. The following examples are some of the options that may be considered for utilization:

- Discussion Board structured to provide guided or instructor-mediated threaded discussions with specified timeframes and expectations for participation;
- Chat rooms for class or group projects that provide opportunities for collaborative learning that have specific expectations for participation and feedback;
- Case studies and problem-solving scenarios relative to course goals and objectives utilizing higher-order analytical skills with instructor and class-designed feedback;
- Blogs, journals, or logs in which students share the most relevant aspects with instructor and classmates;
- Web Quest activities in which students find Internet sites that address specific course objectives and are shared with class and instruction mediation;
- Library research in which instructor directs students to locate certain information or resources either online or in situ, relate them to course objectives and present them to the class in a designated manner;
- Lecture materials – written transcripts or audio recordings – from which students are expected to develop questions, comments, or observations shared with class and instructor through discussion board postings or participation in chat rooms;
- Instructional CDs
- Field trips or tours in which students may participate as an individual or group in analyzing an activity (concert, museum, art exhibit, religious service, political debate, etc.) and prepare a paper or presentation to share with instructor and class;
- Final group projects which represent a culmination of learning objectives and students collaborative via e-mail, chat-rooms, discussion boards, and "face to face" contract to research, analyze, synthesize and prepare projects with the instructor receiving periodic updates and providing feedback. Instructors should establish and control the learning-based interactions (when, where, and why), including frequency, duration, evaluation and assessment techniques. These guidelines recognize the need for the faculty to actively manage the learning space, both in and outside the traditional classroom.

Out of Class Requirements

In addition to the in-class, "face-to-face" requirements, students are also expected to spend TWICE the amount of time on outside of class learning activities, as follows:

Credits Awarded	In Class Requirement	Out of Class Expectation
One	15 hours (14 instructional hours, plus one hour of examination)	30 hours
Three	45 hours (42 instructional hours, plus 3 hours of examination)	90 hours
Four	60 hours (56 instructional hours, plus 4 hours of examination)	120 hours

Other Information

The Pennsylvania Department of Education has developed certain parameters to assist in developing curricular content that is equivalent to classroom-based instruction.

According to Pennsylvania Department of Education clarification: equivalent content should:

- Be related directly to the objectives of the course/program;
- Be measurable for grading purposes;
- Have the direct oversight or supervision of the faculty member teaching the course;
- Be equivalent (in some form) of an activity conducted in the classroom.

The Pennsylvania Department of Education states that equivalent content may not be homework assignments or focused on "time spent" (the amount of time the student spends accomplishing the task).

All academic activities such as labs, internships, externships, and clinicals require the same minimum amount of hours as stated above.

Internship Hour Guidelines

Lackawanna College offers internships for specific majors. The program is designed to provide student interns the opportunity for meaningful career-related experience in their majors. Student interns are expected to practice and expand upon their knowledge and skills learned in the classroom in a hands-on work environment. Internships should provide a better understanding of their major while facilitating the transition from the classroom to the career environment.

All internships require a minimum of 45 hours per credit. Three semester hours of credit requires a minimum of 135 hours on site.

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.

Lackawanna College Act 120 Program Transfer Policy

Lackawanna College Act 120 program graduates are eligible for 21 transfer credits applicable only to the "Police or Security" track within the Criminal Justice

curriculum. Act 120 graduates are eligible for 9 credits applicable to the “Counseling” track of the Criminal Justice curriculum. Act 120 program graduates must enroll as matriculating Lackawanna College students and must complete at least 15 credits in the Criminal Justice major with an overall “C” (2.00) CQPI before transfer credit will be awarded. Official Act 120 transcripts must be forwarded to the Registrar’s Office for evaluation. Graduates of other state-certified Act 120 programs are also eligible to transfer credits to Lackawanna College.

Transfer from Lackawanna College

Graduates of Lackawanna College who wish to continue their education are regularly accepted for transfer into four-year colleges and universities as long as they meet the requirements of the chosen institution. To assist interested students, Lackawanna College’s Director of Advising/Transfer Services remains in constant contact with representatives for all area colleges, keeps up-to-date information concerning transferability, and coordinates on-campus visits by transfer representatives. Marywood University, the University of Scranton, Wilkes University, King’s College, Keystone College, Albright College, Bloomsburg University, East Stroudsburg University, Misericordia University, and Mansfield University are among the institutions that actively recruit Lackawanna College students each semester.

Lackawanna College graduates 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”. Students earning an Associate in Applied Science degree may be admitted, depending on the institution and/or baccalaureate program selected. While the Academic Passport guarantees that a student may transfer to any state system university, it only assures admission to the university; it does not guarantee admission into a specific program; i.e., education, nursing, physical therapist. All application deadlines and program specific requirements apply. These universities include: Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester.

Lackawanna College is also a member of the Pennsylvania Department of Education’s Transfer and Articulation Oversight Committee (TAOC). In accordance with TAOC guidelines, up to 30 general education credits taken at Lackawanna may transfer as equivalent courses at any Pennsylvania State System university.

Additionally, articulation agreements are also in place with several private universities, including Albright College, Keystone College, Misericordia University, the University of Scranton and Wilkes University. Students should meet with the Director of Advising/Transfer Services to discuss transfer options.

On average, more than half of each year’s graduating class immediately enrolls at four-year institutions. In addition to the institutions that regularly recruit on campus, our students have also recently transferred to: Delaware State University, Penn State

University, Rowan University, Rutgers University, Temple University, the University of Connecticut, the University of Maryland, the University of Virginia, the University of Miami, New Mexico State University, Western Illinois University, Howard University, Morgan State University, Texas State University, Virginia State University, the University of Tennessee and the University of Buffalo.

Expressway Accelerated Degree Program

Lackawanna College hosts baccalaureate coursework in selected curricula through a cooperative arrangement with Misericordia University, whose main campus is in Dallas, Pennsylvania. The Expressway Program is designed to meet the needs of busy adults who have work and family responsibilities that make traditional academic scheduling inconvenient. Adults, therefore, who possess an Associate's Degree or equivalent may complete bachelor's degree studies, part-time, through the Expressway Program in as little as 2 ½ years or less. Expressway courses are delivered in a series of five or seven-week terms. Classes meet one evening per week at Lackawanna College's Scranton Campus. They are conducted in an interactive style that allows adult students and facilitators to share knowledge and experience with one another. Six baccalaureate curricula and one specialized certificate program are currently offered through the Expressway Program. Additional information may be found by calling 1-866-262-6363 or on the Misericordia University website, misericordia.edu/expressway.

Ordered to Active Military Service Enrollment Status Adjustment Policy

The purpose of this policy is to facilitate and support the transition of students ordered to active military service.

The following procedure will be observed:

1. The student notifies the Registrar's Office of his/her "Order to Active Military Service."
2. The student is required to produce a copy of his/her official military orders directing him or her to report for active duty, which will be copied and retained in the student's academic file. (A fax copy is not acceptable.)
3. The Registrar's Office will supply the student with the "*Ordered To Active Military Service*" form, and recommend that he or she see his/her advisor, the Vice President for Academic Affairs, and appropriate professors to discuss and determine the best possible option (specific options follow) given the circumstances. Once the best option is determined, the completed form will be signed by the student and faculty members (where applicable) and returned to the Office of the Registrar.
4. OPTIONS (the following are guidelines; the student elects the option):
 - A. If coursework is at 75% or more of completion, the student may consider accepting Incomplete (I) grades. Full tuition charges will apply and the student

- will be given every reasonable opportunity to complete his/her coursework. Faculty approval is required for this option. A student will have 8 weeks subsequent to semester's end to complete coursework with his/her instructor. Should extenuating circumstances be present which delay timely completion, an appeal for extension may be made in writing to the Vice President for Academic Affairs of the College. The results of said appeal will be conveyed by the Vice President for Academic Affairs office to pertinent administrative departments (Registrar, Financial Aid, Business Office).
- B. If the semester is close to completion, the student may confer with his/her instructors and the Vice President for Academic Affairs to determine if an early final might be allowed, and final grades assigned. Faculty approval is required for this option.
- C. If coursework is not near completion, the student may consider withdrawal with full tuition refund or tuition credit.
- D. The student may elect a combination of the above. Faculty approval is required for this option.
- If option D is taken, the course specifics will be noted on the form.
5. The student selecting option C will be asked if he/she elects a tuition refund or credit. This will be noted on the form.

The student will be advised to obtain departmental signatures. Once completed, the form will undergo data processing and distribution. Departmental procedures are as follows:

- A. The Business Office will administer the student's tuition in accordance with the option chosen. Should the student elect option A, B or D, any applicable tuition will be billed to the student. A deferred payment may be available. Where applicable, Residence and Meal Plan charges will be pro-rated from the date the student takes leave of the college.
- B. The Financial Aid Office will adjust or remove all financial assistance if the student elects option C and notify the student's lending institution if he/she has borrowed a federal student loan. The office will forward a copy of the student's "Order to Active Military Service" papers to the student's lenders.
- C. The Registrar's Office will:
1. Notify all pertinent departments by sending copies of the form and orders.
 2. Notify the student's faculty of the student's call to active duty.
 3. Withdraw students from any subsequent semester courses for which they are pre-registered.
 4. Notify the Vice President for Academic Affairs and the Vice President for Student Affairs by form and notify the President by e-mail.
 5. Process the selected option and retain the supporting paperwork.
 6. If the student is a college resident, the Resident Life Coordinator will be notified by the Vice President for Student Affairs.

Online Student Credit Limit Policy

In congruence with the College's mission, students may take advantage of the online course delivery method in order to overcome obstacles to their learning such as distance, time, transportation, and family or work responsibilities.

Lackawanna College currently offers an assortment of online courses in each academic Division. However, Lackawanna College is not currently approved to offer online degrees; and students are unable to earn a completely online degree, as some required core courses, such as Effective Communication, are not offered online.

Further, any student who has applied a Pennsylvania Higher Education Assistance Agency (PHEAA) state aid grant to their tuition may only maintain their award if 50% of their coursework is completed on-ground in the traditional classroom each semester.

Students who do not qualify or are not using PHEAA, may earn their credits in any medium in any semester without restriction by the Financial Aid Office. Moreover, it is the right of students who wish to forgo their PHEAA award and utilize their own personal funds to exceed the 50% cap to do so.

Lackawanna College maintains an electronic alert within Jenzabar, the College's information system, which places a temporary hold on student accounts once 50% of their total curriculum credits are registered as online courses. At this time, the system will not allow for students with this hold to register for an OA or OM section without approval.

Students, advisors, Student Affairs, and Financial Aid will collaborate to review and discuss the student's state aid status and registration options before proceeding. In this way, no student will violate accreditation or grant restrictions in fulfilling their degree requirements.

TUITION AND FEES

An application fee of \$35 is required with the filing of a formal application for admission. It covers processing expenses, is not refundable and is not credited against any subsequent College bills.

Commitment Fee

Upon formal acceptance to Lackawanna College, a student is required to remit a non-refundable commitment fee of \$100 for commuters and \$375 for residents to complete his/her admissions file.

Tuition

Lackawanna College provides a flat-rate tuition schedule for full-time students, allowing them to take from 12 to 18 credits. Part-time students pay on a per-credit-hour basis. A brochure describing the College's tuition policies is available.

Payment Information Policy

The College requires that all tuition and fees be paid in full or a satisfactory payment plan must be made prior to the beginning of any semester, at registration for students who register after the start of the semester, or prior to the dormitory move-in date.

The College offers an interest-free, four installment payment plan for the Fall and Spring semesters. Payments start approximately two months prior to the start of the semester and are four equal installments of any balance due after the total approved financial aid awarded or credited to the student account is deducted from the total charges for tuition, fees, room and board, etc. for each semester.

A student who wishes to enroll in the payment plan, must do so through the College's portal, following the steps below:

- **Log-on the portal using your log-in credentials.**
- **Go to the Financial tab.**
- **Click on Bursar's Office on the left hand side.**
- **Under the payment plan section, click on "please click here" link.**
- **Click on "Sign up for the Payment Plan" on the next screen and follow the on screen instructions.**

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). A \$25.00 late payment fee will also be assessed each month a payment is late under the payment plan. If timely payments are not made, the College reserves the right to refuse to agreement to a payment plan with the 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.

Outstanding balances and late payments under the payment plan will result in the suspension of school activities including but not limited to clubs, field trips, athletic, etc. until payment has been made. Students who fail to pay all outstanding balances owed to the College shall not be permitted to receive any degree, certification, or transcripts, and will not be permitted to participant in commencement activities.

All questions concerning tuition costs, student invoices, payments, and payment dates should be directed to the Bursar's Office at 570-961-7834.

STUDENT HOUSING PAYMENT POLICY

Any balances owed the school that are not covered by financial aid are due in full or satisfactory payment arrangements must be made prior to the dormitory move-in date. Student enrolling in the College Payment Plan must not be delinquent in that plan to be allowed to move into the dormitory. Students will not be allowed access to their rooms or dormitories until all financial obligations to the College have been paid or payment plan arrangements have been made. All room assignments are tentative and can be changed without prior notice.

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. 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.

Drop/Add Fee

The first week of classes is designated as the drop/add or schedule adjustment period. No courses may be added after the drop/add period. A fee of \$15 is charged for each drop/add form processed, unless the change is a direct result of an administrative change or cancelled class. The drop/add fee must be paid at the time the schedule adjustment is made. Forms are available in the Registrar's Office and on the Portal.

Late Registration Fee

Any returning student registering for fall and spring classes after the registration period is required to pay a \$30 late registration fee.

Other Fees*

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

Drop/Add	\$ 15.00
Change of Major	\$ 15.00
Transcript Request	\$ 5.00
Late Registration	\$ 30.00
Change of Grade/Incomplete Fee	\$ 20.00
Late Submission Graduation Fee (after applicable deadline)	\$ 150.00
Life Experience Processing Fee	\$ 35.00
**Lab Fee (3 credit course)	\$75.00
**Lab Fee (1 credit course)	\$25.00
Activity Fee (<i>Scranton students only</i>)	\$105.00

Activity Fee (Lake Region students only)	\$75.00
Late Payment Fee	\$50.00 per month
Technology Fee (All full-time students)	\$250.00
Communications Fee (Scranton Communication Technology courses only)	\$75 per course
Stop Payment Fee	\$50.00
Return Check Fee	\$25.00
Hospitality Majors	\$125.00 per semester
Culinary Majors	\$125.00 per semester
Physical Therapist Assistant Majors	\$125.00 per semester

*** All fees are subject to change without prior notice.**

****Lab fees for part-time students only.**

Family Tuition Discount

The Board of Trustees of Lackawanna College has approved a discount of \$10 per credit to second and third members of families attending Lackawanna College during the same semester. Students interested in applying for this discount should note the following:

- Applicants for the discount must be members of the same family living in the same household and attending Lackawanna College concurrently.
- All family members involved must be matriculated full-time students attending the same term or semester.
- Students must apply for this discount at the time of registration for each semester. Forms are available in the Financial Aid Office.
- The adjustment will be based on credit hours earned and will be determined by the Financial Aid Office. All family members involved must remain in full-time attendance for the entire semester.
- The College (Financial Aid Office) reserves the right to specify which individual shall pay full tuition and which shall receive the discount(s).

Refunds*

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 which cannot be filled after a semester has begun. Therefore, the following refund policy has been established for standard semesters (Fall and Spring):

- If a student withdraws prior to the first week of classes, only the application fee and commitment fees will be retained. All other payments of tuition will be refunded.
- Until the end of the first week of scheduled classes: 100%
- Until the end of the second week of scheduled classes: 50%
- After the second week of scheduled classes: No refund
- 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.

The effective date of withdrawal is the date that written notice of withdrawal is received by the Registrar's Office. Withdrawal forms are available from center coordinators, and the Student Affairs office.

In the event a full-time student is requested to withdraw from the College for scholastic or disciplinary reasons or if a part-time student similarly is requested to withdraw from a course or courses, the standard refund policy applies. The effective date of withdrawal is the date of written notice to the student signed by the Registrar.

* Please note that fees are not refundable.

In accordance with federal regulations, those students who receive federal financial aid and who withdraw from Lackawanna College during the first 60% of a semester will have their federal 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 into the number of days completed prior to the withdrawal. Students who do not follow the official withdrawal procedure but who stop attending classes will be considered to have withdrawn at the 50% point of the semester unless attendance is documented after that time. There will be no adjustment to federal financial aid after completion of at least 60% of the semester.

This policy applies to all federal financial aid except college work-study. It includes Pell Grants, Academic Competitiveness Grants, Supplemental Educational Opportunity Grants, Perkins Loans, Subsidized and PLUS Loans.

When the amount of the federal funds to be returned has been calculated, the funds will be returned in the following order: Perkins Loan, PLUS Loan, Pell Grant, Academic Competitiveness Grant, and Supplemental Educational Opportunity Grant.

Students who receive a refund of financial aid prior to withdrawing owe a repayment of those funds. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to 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.

STUDENT FINANCIAL AID

Lackawanna College makes every effort to provide financial assistance to all eligible students. Inquiries concerning financial aid should be directed to the Financial Aid Office. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Other times may be available by appointment.

Procedures for Applying

To apply for all federal, state, and campus-based financial aid programs, 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 need 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.

Each financial aid package includes a statement of TERMS & CONDITIONS. It is important that students read and understand these conditions. The College adheres strictly to all regulations governing the distribution and administration of student aid. All student aid recipients are likewise expected to abide by program regulations.

Federal Campus Based Aid Programs

Federal 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.

Academic Competitiveness Grants (ACG) may be available to PELL eligible students who have completed a rigorous high school curriculum.

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to students who demonstrate exceptional financial need. Awards range from \$200 to \$4000 per year.

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

Federal Perkins Loans are also made available to students who demonstrate financial need. The maximum loan that a student may receive is \$4000 per year for undergraduate studies.

Federal Direct Loan Program

Students may apply for loans to assist them in meeting their educational costs. Information for the following loans may be obtained in the Financial Aid Office.

Parents Loan for Undergraduate Students (PLUS)

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 must be enrolled in an eligible program. Award amounts may vary from year to year based on funding.

Institutional Aid

Lackawanna College offers many institutional scholarships to qualified students. It should be noted, however, that students interested in these scholarships must complete the FAFSA application. The College awards scholarships both to incoming freshmen students and returning students. Information regarding scholarships for new students is available in the Admissions Office. Information regarding scholarships for returning students is available in Financial Aid.

Freshman Scholarships

- ❖ Academic Achievement Scholarship
- ❖ William R. Fitzsimmons Scholarship
- ❖ Follett Legacy Scholarship
- ❖ Lackawanna College Family Scholarship
- ❖ Lackawanna College Community Opportunity Scholarship
- ❖ Ron W. Williams Memorial Scholarship
- ❖ Jane MacKenzie Scholarship

- ❖ Nancy McSweeney Pink Scholarship
- ❖ Scranton Central High School Scholarship
- ❖ James F. Swift Scholarship
- ❖ The Betty & Jim Welby Memorial Scholarship
- ❖ Yellowwood Scholarship

Sophomore Scholarships

- ❖ Becky Pocius Scholarship
- ❖ Ben Franklin Scholarship
- ❖ Margaret Briggs Foundation Scholarship
- ❖ Joseph J. Costa Memorial Scholarship
- ❖ James and Alice Mellow Scholarship
- ❖ Mary Kazinetz Krause Scholarship
- ❖ Margaret Tobin Memorial Scholarship
- ❖ New Milford Center Scholarship
- ❖ Robert Legg Evening Student Scholarship
- ❖ UNICO Scholarship
- ❖ UPS Scholarship
- ❖ Towanda Center Scholarship
- ❖ Paul J. Miller, Jr. Memorial Scholarship
- ❖ Lake Region Center Scholarship
- ❖ Cellular One, Lake Region Center Scholarship

Please check the Lackawanna College website at www.lackawanna.edu for current scholarship criteria and applications.

Athletic Scholarships of varying amounts are available to students who participate in the intercollegiate athletic programs. The Athletic Department will make these awards in accordance with NJCAA eligibility requirements.

Private Scholarships And Funding

Lackawanna College encourages all interested students and their families to seek out additional scholarship opportunities to assist in meeting educational costs. 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.

Job training programs are available to students who qualify for funding through local agencies. These are programs developed especially for agency clients. These agencies include Career Link (WIA) and the Human Development Agency. Students should contact their caseworkers to determine if they qualify.

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).

VA Benefits under the G.I. Bill or other Veterans' Administration programs may be available. Eligible students should visit the Financial Aid Office to complete paperwork for educational benefits.

PROFESSIONAL DEVELOPMENT PROGRAMS

The Police Academy

Lackawanna College operates a Police Academy to provide education and training for individuals serving in municipal police departments. Lackawanna is the only college in Northeastern Pennsylvania authorized to offer this training.

Courses of study offered by the Police Academy range from the mandatory Basic Training Program through the annual Police In-Service Training courses to the option of earning an Associate Degree in Criminal Justice.

Since its founding in 1976, the Lackawanna College Police Academy has graduated over 100 classes in the Act 120 Basic Training Program. Given at its Scranton and Hazleton campuses, this program has served over 3,000 individuals. The academy offers both full- and part-time programs, running on average two full-time and two part-time classes each year in Scranton and two full-time and one part-time in Hazleton. The College provides instruction, physical training and drill programs at each location with the branches sharing a driver training site and a shooting range.

Cadets enter the Police Academy on an individual basis or are sponsored by a police department. They are required to wear uniforms and must adhere to a strict code of conduct that is highly detailed and totally separate from the one covering the College's other students. Admission requirements include the successful completion of a criminal history check, physical examination, a personal history, an independent psychological exam, a reference from a police chief or law enforcement officer in the area and an interview by a screening panel. A successful candidate also must have earned acceptable scores in state-mandated reading and physical agility exams.

Lackawanna College's Police Academy also provides a complete range of in-service courses for active certified police officers. Each year, approximately 2000 currently working officers take part in these programs. To make courses more convenient for working police, Lackawanna College holds them at a wide variety of locations in addition to its campus sites. The Police Academy uses experienced municipal and state police officers and legal experts to teach Act 120 classes and in-service programs. Currently, there are over 40 instructors in the program.

Police Academy Programs:

Act 120 Training: All municipal police officer candidates are required to undertake the Municipal Police Officers Education and Training Program, Act 120, prior to their certification to serve as police officers in Pennsylvania. The curriculum for this over 785.5-hour program includes such courses as Criminal Law, Motor Vehicle Code, Rules of Criminal Procedure, Firearms, Self-Defense and Ethics. Instruction is offered both during the day and evenings, full-time and part-time.

Lethal Weapons Training: The Police Academy provides a Lethal Weapons Training Program, in accordance with provisions enacted in Pennsylvania's Legislative Act 235. According to state law, all security officers carrying weapons must complete this program to be state certified for a five-year period. Re-certification classes are also conducted by the Police Academy for security officers.

The Police Academy also offers a variety of other courses designed to provide the finest in training for those involved in law enforcement and court-related functions. Many of these programs are required to attain the certification necessary to serve in certain law enforcement capacities in Pennsylvania.

Police Academy graduates are able to transfer with advanced placement into Lackawanna College's Criminal Justice program in order to earn an associate degree. They receive institutional credits for the instruction they have already undergone which helps them meet the requirements for their degrees.

CONTINUING EDUCATION DEPARTMENT

The Continuing Education Department of Lackawanna College is located in the College's main building, Angeli Hall, at 501 Vine St., Scranton, PA 18509. 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 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. The various centers of Lackawanna College offer a variety of training programs. Programs vary by site. Program offerings are listed below by center.

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

Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Additional hours are available by appointment. Appointments can be made by calling (570) 961-7813.

Programs in the following areas are available through the Continuing Education Department:

Allied Health Certificates

Paramedic Certificate

Nurse Aide training Program

Workforce Development Training Institute

Information Management with Medical Billing Certificate

Clerical Office Administration with Microsoft Certification

MOS Certification Program

Office Professional

Administrative Technician

Administrative Office Professional

Data Entry Specialist with Pre-Employment Training

Computer Repair Technician

Desktop Support Specialist

Network Support Technician

Computer Numeric Computation (CNC)

 CNC Six-Month Certificate Program

 CNC/Machining - One-Year Certificate Program

Medical Office Assistant/Clinical Technician with Nurse Aid Training

Medical Billing & Coding Certification Program

Medical Office Professional

Medical Office Technician

Medical Office Skills with Basic Computer Skills

Computer Software Skills for Pharmacy Technicians

Pharmacy Technician Program

Phlebotomy Technician Program

CPR-Pro and First Aid

Personal Enrichment Courses

Real Estate Fundamentals and Practices

Real Estate Listing and Sales
ABC's Office
Computer Basics
Essential Eating with Janie Quinn
Project Management
Financial/Retirement Planning Workshops

ALLIED HEALTH CERTIFICATES

Paramedic Certificate - Day Programs

Lackawanna College is an accredited Paramedic Training Institute certified by the Pennsylvania Department of Health. The College offers day programs which provide comprehensive instruction involving paramedic and other emergency medical service education.

A certified Paramedic is authorized, under the direction of a command physician, to provide Advanced Life Support services including rescue, triage, treatment and transport of emergency patients. Students learn to provide critical pre-hospital care to ill or injured patients; to master skills essential to the coordination and management of Emergency Medical Service (EMS) systems; and to interact effectively with health care professionals.

To participate, a student must first be certified as an Emergency Medical Technician with one year field experience preferred. Students learn to provide clinical pre-hospital care to ill or injured patients, to master skills essential to the coordination and management of EMS systems and to interact effectively with health care professionals.

For students who successfully complete the Paramedic Program, Lackawanna College will award 34 transfer credits applicable only to the college's Emergency Medical Services associate degree program. Paramedic Program graduates must enroll as matriculating Lackawanna College students and must complete at least 15 credits in the Emergency Medical Services major with an overall "C" (2.00) GPA before transfer credit will be awarded. Official Paramedic Program transcripts must be forwarded to the Registrar's Office for evaluation. Graduates of other state-certified Paramedic programs are also eligible to transfer credits to Lackawanna College.

First semester courses consist of Introduction to Anatomy and Physiology, Emergency Medical Services, Assessment, General Pharmacy, Respiratory and Cardiology as well as Clinical Experience. The second semester courses include Trauma, Medical Emergency I, OB/GYN/Peds, and Medical Emergency II. The semester also includes an Advanced Clinical Experience.

Student performance is determined by the results of session quizzes, section/division exams and clinical evaluations performed throughout the course. The National Registry examination is administered upon successful completion of the program. Students must maintain an acceptable level of academic achievement in order to continue the program. All students must maintain a grade point average of 75% in each section and a 75% overall grade point average.

Students are encouraged to file the proper financial aid applications through the College's Financial Aid Office. Many students qualify for state and federal grants and loans.

The day-time paramedic course meets five days a week for two semesters. Three days of the week are spent in the classroom from 8 a.m. to 3:30 p.m., while the other two days are spent in a clinical setting at times that are individually arranged.

Nurse Aide Training Program - For Hospitals and Nursing Homes

Nurse Aide training is an eight week, 172 hour program with hands-on, supervised clinical experience. The program will train individuals according to state guidelines. Students will participate in 6 weeks of didactic instruction and two weeks of hands-on clinical experience. The didactic component will consist of 25 hours a week for six weeks.

Classes will run Monday through Friday. The clinical component will consist of two 25 hour weeks of hands-on, supervised practical experience. Students successfully completing the program will be eligible to take the American Red Cross Nurse Aide Competency Examination.

Major areas of instruction will include an introduction to health care, basic nursing skills, CPR, communication skills, resident's rights, infection control, nutrition, body systems, common diseases, death and dying, and intervention strategies.

The program will be taught by Registered Nurses with experience in long-term care.

WORKFORCE DEVELOPMENT TRAINING INSTITUTE

The Lackawanna College Training Institute offers training programs designed to meet the needs of business and industry. The Institute was created to offer a competitive pre-employment training program that provides employers with a pool of certified applicants who are capable of meeting the demands of a quality work-team environment in a global economy while simultaneously building a standard for lifelong learning.

Training programs available through the Institute include introduction to technical math, communication skills, teambuilding, personal development, health and safety and quality assurance.

Additional courses, such as Health Insurance Privacy and Portability Act (HIPPA) training, computer training, keyboarding and fundamentals of accounting, can be created or existing courses adapted to meet the specific requirements of an individual company or program. Courses can be conducted at the college or on-site at the company's facility.

Information Management with Medical Billing Certification

This program is designed to prepare students to re-enter the workforce with a broad range of knowledge in both the Medical field as well as the Business community.

In addition this program will offer certification exams for both Microsoft Office (MOS Certifications) and the CCA (Certified Coding Associate) exam.

Upon Successful completion of this program, the student will have the skills to obtain an entry-level position in a variety of office settings.

Clerical Office Administration with Microsoft Certification

This 5 month certificate program is designed to give the student a general understanding and knowledge of clerical office procedures and will prepare them for re-entering the workforce. This also will include Microsoft Office Specialist (MOS) Certification. The student will receive instruction in: Microsoft Office, Principles of Accounting, Computerized Accounting (QuickBooks), Math of Finance, Business Communications and Employment Readiness skills. Upon successful completion of this program, the student will have the skills to obtain a position in a variety of office settings. This course is 500 hours (25 hours per week for 20 weeks). Open entry (Scranton Campus).

MOS Certification Program

This 5 month certification program is designed to give the student a strong knowledge of Microsoft Office including Word, Excel, Access, PowerPoint and Outlook. Microsoft Office Specialist (MOS) certifications focus on demonstrating skills in using the Microsoft Office System and the Windows Vista operating system which are still very much in demand. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn a MOS certification. In addition, each student will receive instruction in Business Communications, Accounting 1 and Customer Service Skills. Upon successful completion of this program, the student will have the necessary skills to obtain MOS (Microsoft Office Specialist) Certification. This course is 500 hours (25 hours per week for 20 weeks). Open entry (Scranton Campus).

Office Professional

This program gives students a full understanding and knowledge of Microsoft Office 2010 (Introductory, Advanced and Post-Advanced). Students also learn to use the Internet. Specific courses included in the program are Keyboarding I, Introduction to Windows Microsoft Office (Word, Excel, Access, PowerPoint and Outlook), Keyboarding II, Accounting, Computerized Accounting, Advanced Office, Post-

Advanced Office, Job Finding, Business Communication, Office Procedures, Business Management and Career Advancement. This program runs 1200 hours (25 hours per week for 52 weeks). A one-year certificate is awarded (Scranton Campus).

Administrative Technician

The Administrative Technician Program provides education and training in computer use (word processing, computerized spreadsheets and database management), accounting, management skills, general business skills, resume writing, job interview techniques and personal skills. It includes a 50-hour work internship. This course runs 450 hours. Open entry (Lake Region and Hazleton Campus)

Administrative Office Professional

The Administrative Office Professional program gives students an understanding of the most widely used computer software as well as basic keyboarding skills. Students learn to use Office (Introductory and Advanced). This program includes courses in Keyboarding, Windows, Word, Excel, Access, PowerPoint, Outlook, Accounting, Business Communications and Office Procedures. Job Finding Skills are also taught. This course runs 600 hours (25 hours per week for 24 weeks). Open entry (Scranton Center).

Data Entry Specialist with Pre-Employment Training

Students will learn how to use Microsoft Office, which includes the programs Word, Excel, Access, PowerPoint and Outlook. They will also learn how to use the Internet to generate needed information as well as how to create a web page. Upon completion of this 250-hour course, participants will be able to obtain a data entry position (Scranton Center).

Computer Repair Technician (108 hours)

This program provides training and hands-on experience in the maintenance and repair of computer hardware and software. This also includes basic networking. The student will be able to test for the industry standard A+ Certification upon completion. This certification establishes the student's competency as a PC repair technician. This course runs not less than seven nor more than 12 weeks (Towanda Center).

Desktop Support Specialist (300 hours)

This course gives the student training and experience in office software as well as computer hardware and operating systems. It includes the Computer Repair Technician Program, but goes beyond it in examining the area of software in common use in businesses, primarily the Microsoft Office Suite. Students who complete this training will be valuable in a business environment as support personnel for technical repair, maintenance, instruction and support. This course runs not less than 12 nor more than 18 weeks (Towanda Center).

Network Support Technician (396 hours)

This program is intended for students who will be working in a computer-networked environment. This course of study includes all of the Computer Repair

Technician and the Desktop Support Specialist training plus instruction in the repair and maintenance of computer networks. The student will also learn how to design and build some types of networks. Upon completion of the program, the student may test for the industry standard A+ and Network+ Certificates. This course runs not less than 16 nor more than 22 weeks (Towanda Center).

Computer Numeric Computation (CNC) – Six-Month Certificate Program

This machine trades program prepares the student for working in the machining field. The course covers safe operating procedures for hand tools along with other machines used in the trade. Hands-on practice for engine lathe, milling machine and grinding operations enhances the theory on set up and operation. The computer-aided design component gives the student experience in manual and computer programming of CNC machines. All hand on training will be held on site at N & N Drilling Co., located in Jessup, Pennsylvania. (575 Hours)

Computer Numeric Computation (CNC) – One-Year Certificate Program

This machine trades program prepares the student for working in the machining field. The course covers safe operating procedures for hand tools along with other machines used in the trade. Hands-on practice for engine lathe, milling machine and grinding operations enhances the theory on set up and operation. The computer-aided design component gives the student experience in manual and computer programming of CNC machines. All hand on training will be held on site at N & N Drilling Co., located in Jessup, Pennsylvania. (1,200 Hours)

Medical Office Assistant/Clinical Technician with Nurse Aide Training

This 36-week program will prepare students for an entry level position in a medical office setting. This program will instruct students in multiple aspects of medical office procedures, including terminology and transcription, insurance processing, billing and coding, basic employment skills, as well as instruction as a Nurse Aide. Upon completion of the training students will have skills to work in a doctor's office, hospital or long-term care facility as a medical office assistant and/or Nurse Aide. This course is 900 hours (25 hours per week for 36 Weeks. (Scranton Campus)

Medical Billing & Coding Certification Program

This 19 week 475 hour certification program will allow the students the training to work in a medical environment such as hospitals, nursing homes and doctor's offices. In addition, students will be prepared to take the Certified Coding Associate (CCA) which is an entry-level exam. Course Components Include: Medical Terminology, Anatomy and Physiology, Insurance, Billing and Coding, ICD 10 2013 & CPT 2013. (Scranton Campus)

Medical Office Professional

This program gives students a full understanding and knowledge of Microsoft Office (Introductory, Advanced and Post Advanced). Students learn to use the Internet and create web pages. Specific courses included in the program are Keyboarding I, Introduction to Windows, Microsoft Office (Word, Excel, Access, PowerPoint and

Outlook), Keyboarding II, Advanced Office, Post-Advanced Office, Medical Terminology, Insurance, Medical Coding and Billing, Anatomy and Physiology, Medical Office Procedures, Business Communications, Medical Office Management, CPR Training, Job Finding and Career Advancement. This course runs 1200 hours (25 hours per week for 52 weeks). A one-year certificate is awarded (Scranton Campus).

Medical Office Technician

The Medical Office Technician program provides hands-on learning in a variety of medical office skills, including Microsoft computer applications, medical transcription, medical billing and coding, and medical terminology as well as practical experience working in a medical office setting. This course is 400 hours (25 hours per week for 16 weeks) (Lake Region Center).

Medical Office Skills with basic Computer Skills

This program offers extensive software training plus additional training in medical office skills. It includes medical billing, medical coding, medical transcription, medical terminology, and Medi-Soft computerized billing. In addition student will receive training in all aspects of Keyboarding and Microsoft Office Suite. It runs 200 hrs. (Hazleton Center).

Computer Software Skills for Pharmacy Technicians

This program of study provides the basics of computer software utilizing Microsoft Office and familiarizes the student with common applications of Word, Excel, Access and PowerPoint. The Computer Skills for Pharmacy Tech program curriculum covers the various types of computer training necessary for employment in the Pharmacy location. This course is best taken in conjunction with the Pharmacy Technician Program and will serve to make the candidate more marketable. (40 hours) (Hazleton Center).

Pharmacy Technician Program

The Pharmacy Technician Program is a curriculum whose courses cover the basic and clinical sciences, health care principles, history and philosophy, communication and applicable practical skills. Students learn terminology, prescription readings, anatomical systems, ratio preparations, pharmacy calculations, dosage dispensing, controlled substance mixtures and other related skills. This program runs 150 hours (Scranton & Hazleton Center).

Phlebotomy Technician Program

The Phlebotomy Technician Program is designed to serve students with no prior knowledge in the field. It provides training for students in areas such as the flow of blood, universal precautions, hand-washing rules, finger stick procedures and vein puncture procedures. This program runs 200 hours (Scranton).

CPR-Pro and First Aid

This program is designed for those needing recertification or the individuals in the Pharmacy and Phlebotomy Tech programs who require these skills for placement in externships and employment. (8 hours) (Hazleton Center)

PERSONAL ENRICHMENT COURSES

Real Estate Fundamentals and Practices

Real Estate Fundamentals and Practices acquaints students with the real estate market, market analysis, the economic and social impact of the industry, property rights, deeds, mortgages, leases and real estate brokerage. This course must be completed before a student may sit for the Pennsylvania Real Estate Exam to earn a broker's license. It runs 30 plus hours (Lake Region Center).

Real Estate Listing and Sales

Listing and Sales is designed to help the real estate professional become more productive through the use of proven listing and sales techniques such as market analysis, time management, selling the property, finalizing the sale and building referrals. This course must be completed before a student may sit for the Pennsylvania Real Estate Exam to earn a broker's license. It runs 45 hours (Lake Region Center).

ABC's Office

Microsoft Office is a comprehensive software package that covers Microsoft Word -- word processing; Microsoft Excel -- spreadsheets; Microsoft Access -- database; and Microsoft PowerPoint -- graphics (18 hours) (Scranton, Lake Region and Towanda Campuses)

Computer Basics

Microsoft Office is a comprehensive software package that covers Microsoft Word -- word processing; Microsoft Excel -- spreadsheets; Microsoft Access -- database; and Microsoft PowerPoint -- graphics (25ours) (Hazleton Center)

ESSENTIAL EATING WITH JANIE QUINN

Janie Quinn is the founder of Essential Eating and the award-winning author of a series of Essential Eating books. As an organic whole foods chef, eco-expert and professional educator, her passion is sharing the lifestyle that restored her health.

The Essential Eating Lifestyle Class teaches a complete eating lifestyle to improve your well-being based on great tasting, nutritious foods that are easy to digest. Certified Essential Eating Cooking Guides teach you an eating lifestyle and a plan for simple living that you can easily follow forever.

Classes are between two and three hours long and are held in the organic classroom kitchen located in the Healey Academic Center, 415 N. Washington Ave., Scranton.

PROJECT MANAGEMENT

Dynamic workshops that test decision-making skills in real life project management simulation using decision making tools that one can put to work back on the job immediately.

FINANCIAL/RETIREMENT PLANNING

Educational classes on all topics of financial planning such as estate planning, retirement basics, long-term care, and social security.

CUSTOMIZED JOB TRAINING

The Department of Continuing Education, through its Training Institute, is an approved Local Educational Agency that can assist an employer in obtaining customized job training (CJT) funding and in developing a training program to meet company-specific needs.

YOUTH SERVICES

Summer Camps

GED Testing

After School Programs/Homework Clubs (Dependent on Funding)

ACADEMIC POLICIES AND PROCEDURES

Grading System

The faculty of the College subscribes to the following grading system:

LETTER	GRADE POINT AVG.	PERCENTAGE GRADING	DESCRIPTION
A	4.0	96-100	
A-	3.67	90-95	
B+	3.33	87-89	
B	3.0	83-86	
B-	2.67	80-82	
C+	2.33	77-79	
C	2.0	73-76	
C-	1.67	70-72	
D+	1.33	67-69	
D	1.0	60-66	
F	0.0	0-59	
AW	0.0		Administrative Withdrawal
F#	0.0		Failure to Complete
I	0.0		Incomplete
W	NONE		Withdrawal
AU	NONE		Audit

The cumulative grade point average (GPA) is computed by multiplying the credits of each course by the quality points earned, adding the products and dividing this sum by the total credits attempted. The grades of W and AU are not used in computing the quality point index.

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 outline 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 students 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 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.)

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.

Graduation

All students meeting graduation requirements (including approved student credential portfolio) for the December 2015 or May 2016 graduation class must complete an application for graduation and submit it to the Registrar's Office according to the following deadlines:

Summer/Fall 2015 Diagnostic Sonography students – no later than ***Friday, August 21, 2015****

May 2016 Vascular Technology students – no later than ***Friday, January 15, 2016****

****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.**

Requirements for Second Degree

Students completing requirements for one associate degree who decide to apply for a second associate degree must complete a minimum of 15 additional credit hours that are not required for the first degree at the College. These additional credits exclude COL101, DEV courses and COL201. If the student applies for graduation under both majors during the same academic year, the student will receive one diploma with both degrees listed.

Graduation Honors

The graduation program, degree or certificate, and student transcript will indicate scholastic honors as follows:

Associate Honors:

Summa cum laude (with highest honors)
3.90 – 4.00 Cumulative Grade Point Average (CGPA).

Magna cum laude (with high honors)
3.80 – 3.89 Cumulative Grade Point Average (CGPA).

Cum laude (with honors)
3.70 – 3.79 Cumulative Grade Point Average (CGPA).

Certificate Honors:

Highest Honors
3.90 – 4.00 Cumulative Grade Point Average (CGPA).

High Honors
3.80 – 3.89 Cumulative Grade Point Average (CGPA).

Honors
3.70 – 3.79 Cumulative Grade Point Average (CGPA).

Honor Societies

Lackawanna College hosts local chapters of two internationally recognized honor societies. Students who meet the minimum credit-hour and GPA requirements established by the College and the society may become members of Phi Theta Kappa, the international honor society for students in two-year colleges. Phi Theta Kappa members are entitled to access the society's vast scholarship and employment network and to participate in local, regional and national workshops and convocations.

Students in business-related disciplines may become members of Lackawanna's chapter of Phi Beta Lambda, the international honor society for business majors. Phi Beta Lambda members also have access to scholarship and employment data through the society, and they, too, may participate in the organization's local, regional, statewide and national meetings. In past years, Lackawanna's Phi Beta Lambda members have excelled in a number of discipline-specific academic competitions conducted during such gatherings. Attendance at the national Phi Beta Lambda convention is usually a highlight of the year for local award winners.

The Ann and Leo Moskovitz Academic Honors Program

The mission of the Honors Program at Lackawanna College is to provide an educationally rich environment in which academically superior students will be

challenged to reach their intellectual potential through creative, critical, and independent thinking. The ultimate goal of this program is to encourage student responsibility in their learning, their community and preparation for the academic rigor of a four-year institution of higher learning.

Participation in the program is limited to students who are considered college-ready, not enrolled in a specialty program and not requiring any extra development courses. Students can visit our website: www.lackawanna.edu/honors for a complete list of requirements as well as application materials.

Once accepted, students participate in an Honors Seminar class, 12 credits of “Honors” courses and independent colloquia guided by Honors Faculty Mentors. In addition, students of the Honors Program will also be invited to join the Honor Society, Phi Theta Kappa. Accepted students will have the opportunity to apply for community scholarships funds.

Finally, upon completion of all requirements, students will be conferred the distinction of graduation with “Honors”. Graduation with ‘Honors” provides Honors Program students a selective advantage in subsequent study at a four-year institution.

CLASSROOM POLICIES

Attendance

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:

# OF Times Class Meets	Maximum # of Absences Allowed
3 times a week	6
2 times a week	4
1 times a week	2
Developmental classes (DEV010, DEV020, DEV030)	3

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 online class after the 1st day of school.

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 of 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, student 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 courses(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 are not related to the aforementioned activities will **not** count for attendance purposed.

# of Days Required for Discussion in an Online Course	Maximum # of Weeks Allowed without Discussion
Twice on any four days in a week (8 total)	0

- You are required to engage in discussions 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.

Amnesty Policy

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 a grade of AW (penalty grade-failure-formerly F*, “Administrative Withdrawal”), for the course.

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 full semester** 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 for only one semester.

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.

If a course is repeated, the AW will remain. Amnesty will only be granted for any courses that are not repeated.

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 Disability Services, Angeli 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.

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 at Lackawanna College 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. Academic Development coursework is considered a prerequisite before any additional courses may be taken in the corresponding area. Academic Development courses receive institutional credit only. They may not be used in any of the College's curricula.

College 101 (Freshman Experience)

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.

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 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.

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.

Academic Probation

The following criteria will be used in determining Academic Probation:

Freshmen with 1-11 credits attempted having a CGPA with minimum progress of 1.75 will be placed on 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.

CREDITS ATTEMPTED	MIMIMUM PROGRESS (CGPA) (Required to Avoid Academic Dismissal)
0-31	1.85
32+	2.00

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. Once a student is on probation and then falls below the required academic progress, they are automatically put on suspension regardless.

If a suspended student believes that extenuating circumstances contributed to academic difficulties during a particular semester, he/she may appeal the suspension to the Vice President for Academic Affairs within five (5) days of receipt of notice of suspension.

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.

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.

Audit Policy

A graduate of the College is permitted to audit free of charge any course that he/she successfully completed while a student at Lackawanna College. Graduates auditing courses that involve lab fees are required to pay these fees. Others wishing to audit a course may do so but are required to pay the tuition and fees.

If a student retakes a course for which a grade of C or above was earned, the course will automatically be calculated as an audit. The student's CQPI will not be affected.

Those deciding to take Credit by Examination for a course previously audited will be charged a fee in accordance with the policy on Credit by Examination.

A change to Audit for a course being taken for credit can be made only by a student who has a passing grade at the time of the change, has made application in writing for the instructor's approval and has received final endorsement by the appropriate Department Chairperson.

Repeated Courses

Students may repeat courses to improve an initial grade of 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.

Repeated Course Through Transfer Policy

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

1. 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.
2. The course must be determined to be "equivalent" in content and credit to the Lackawanna College course that was failed or completed with a grade of D or D+.
3. The course must be completed with a grade of C- or above.

4. Upon completion of the course, the student must have an official transcript forwarded from the colleague institution to Lackawanna College for transfer evaluation and processing.
5. Lackawanna College's Residence Requirements must be met. Additionally, no more than nine transfer credits may be allowed subsequent to matriculation.

Upon receipt of the transcript, the Registrar will examine the student's file for the approval form referenced above. If the form has been submitted 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. However, because the student has successfully completed the "equivalent" course at the colleague 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 30 days after the last day of the semester in which the class(es) occurred (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 is available 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, final permission must

be granted by the Vice President for Academic Affairs 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 have completed at least 15 credit hours 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., EN299, MK299, 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, final permission must be granted by the Vice President for Academic Affairs 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.

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, Vice President for Academic Affairs/CAO, 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 Academic Dean 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.

Advanced Academic Achievement Program

Lackawanna College offers an Advanced Academic Achievement Program for qualified high school students in an effort to meet their advanced academic needs. The College has entered into a cooperative partnership with a number of secondary schools whereby selected upper-level students may participate in college-level courses given at their institutions or at the College and earn simultaneous high school and college credit. This dual-credit program allows participating students to take classes during regular school hours or in the evening, gives them a head start on their college degree, and substantially eases the transition between secondary school and higher education.

Sentinel View

Lackawanna College offers selected degree programs that support the U.S. Army Reserve's and the National Guard's readiness capabilities by improving the leadership, managerial and technical skills of citizen soldiers that are required by today's sophisticated, complex and changing military environment. Additionally, the College provides out-placement services that encompass continuing education and training opportunities for military Reserve/Guard personnel who desire to increase their knowledge and/or satisfy academic, employment and/or personal ambitions.

Under existing College regulations governing life experience, candidates seeking degrees under the Sentinel View program may formally request evaluation of their military training to determine the possibility of receiving College credit.

Reserve Officers Training Corps (ROTC)

Lackawanna College students may undertake Army Reserve Officers Training Corps (ROTC) studies through a program operated in conjunction with the University of Scranton. The Military Science Department at the University provides the Army ROTC courses and training to those participating in the program.

Army ROTC offers several important benefits. The training enables students to develop their leadership potential; the Army provides a significant number of scholarships to ROTC students; ROTC training is challenging and enjoyable, with significant mentoring and counseling by professional soldiers; and ROTC opens the door to a career as a military officer.

ROTC is a flexible program, permitting the student to do as little as attend a one-hour class per week. There is no obligation to the military during the first two years of the program. ROTC is available to Lackawanna students, male and female. Second-year students who join the program must do additional work to make up for missing the first year's classes. Registration for ROTC classes can be completed at Lackawanna College. Fees for ROTC courses over the flat-fee tuition rate will be waived. ROTC credits may be applied toward general elective requirements, depending on degree components of each major. Lackawanna College students may also compete for ROTC scholarships.

Courses offered are as follows:

MS 101 - Concepts of Leadership I
MS 102 - Concepts of Leadership II
MS 201 - Dynamics of Leadership I
MS 202 - Dynamics of Leadership II

Lackawanna College also has a cooperative partnership with the Air Force Reserve Officers Training Corps. This Air Force program is based at Wilkes University, in Wilkes-Barre.

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.

STUDENT AFFAIRS

Academic Advising Program

Lackawanna College's Student Advising Program is based on the premise that there is no substitute for faculty members who serve as role models and mentors to their students. Upon registering for classes at Lackawanna, each student will be assigned an academic advisor -- a member of the College's faculty or professional staff. The College's program includes two required meetings between advisors and their student advisees each semester. During these meetings, the student's progress will be reviewed and the course selections that best suit the student's transfer or career needs will be identified. The advisor will also assist the student in course selection during pre-registration meetings. Academic advisors may also act as referral sources for other specific services within the College.

The Director of Advising and Transfer Services advises students on selecting a major. Further, he or she provides guidance on scheduling academic electives while at Lackawanna so that students may reach their desired higher educational or vocational objectives. The Director also assists students in gathering information on four-year colleges, selecting a four-year college and major, and resolving problems that arise in the academic transfer process.

Academic Support Labs

The Academic Support Labs offer a supportive learning environment to help students gain the skills and confidence to achieve their full academic potential. Students may schedule appointments for individual tutoring sessions or attend lab-run workshops covering subjects and disciplines offered by the College. Students with special needs are urged to coordinate with lab personnel as soon as they start attending classes. They will need to ensure that current documentation of disability is on file.

The labs specialize in tutorial support for students in all levels of mathematics and in all courses that entail reading and writing assignments. Coursework and concepts covered in class are reviewed as requested by students. The labs also play an important role in providing reinforcement of concepts taught in the Developmental Reading, Writing and Math courses.

Seeley Memorial Library

The Seeley Memorial Library is located at 406 N. Washington Ave., Scranton, on the ground floor of Seeley Hall. The library's main entrance is located on the cobblestone court on the south side of the building facing POSH.

The library offers numerous services, including print and electronic collections and reference and circulating materials. Additionally, the library houses seating and study space, a quiet study room, a computer lab, and staff offices.

The Seeley Memorial Library provides access to a variety of electronic databases, which include online access to journals, newspaper and magazine articles, encyclopedias, over 31,000 eBooks and more. Through Access Pennsylvania, the LCLS card also grants borrowing privileges to the Weinberg Memorial Library at the University of Scranton and the Marywood University Library.

Student Life

While the academic aspect of student life is given major emphasis at Lackawanna College, there is no doubt that some of the most significant educational growth can and does occur outside the classroom.

The primary mission of Student Life at Lackawanna is to offer to members of the college community a variety of events, programs and activities that complement the curriculum, enhance the overall quality of life within the College, and expose as many people as possible to a variety of social and cultural programs. Under the guidance of the Director of Student Life, many clubs and organizations provide an assortment of activities in which any student may participate. These include the Student Government Association; “Off the Vine,” a student-run newspaper; a ski club and chess club. Membership in the Phi Beta Lambda and Phi Theta Kappa honor societies is also an option for qualified students

Involvement in student activities allows students to develop an institutional spirit and identity through social interaction with their peers, staff, faculty, administrators and members of the local community. This spirit can be illustrated by the active role Student Government plays at the College. Through its elected officers, Student Government is the official voice of the student body at Lackawanna. This organization strives to improve student life at the College and acts as the liaison between students and administration, addressing issues that affect student life. SGA members are also instrumental in planning and implementing many social, cultural and leadership programming activities on campus each semester.

Retention Services

Students drop out of school for many reasons, but withdrawal often is avoidable when proper support and/or assistance is available. Lackawanna College’s Retention Coordinator has the responsibility of providing services designed to ensure completion of educational programs. The Coordinator meets with faculty on a regular basis to identify performance or absentee problems; stays in regular contact with students in jeopardy; and monitors the progress of special population vocational students to insure they receive needed services from the academic support staff.

Career Services

The primary mission of the Career Services Office is to assist students in determining their personal interests, aptitudes and values and in developing specific plans to engage in higher education, decide on career goals and/or conduct job search strategies.

The Career Coordinator facilitates student entry into the labor force by providing the following services: assisting students in clarifying their career interests and goals; gathering information about various occupations; developing specific education plans and job search strategies; helping students develop the necessary etiquette, communication, writing and interviewing skills to obtain employment; and advising students on how to develop necessary employment documentation such as resumes, cover letters, thank you letters and applications.

Cooperative Education Programs

The aim of Cooperative Education is to provide students with an opportunity to utilize classroom learning in the workplace. Students, thereby, acquire new and technical skills within their major field through operational experience and become better prepared to meet the challenges of the organizational dynamics of today's businesses.

Upon graduation, Cooperative Education students will have both a degree and practical experience to offer a potential employer. Students receive regular academic credit for their Cooperative Education work while they gain a better understanding of people and greater skill in interpersonal relations. Students may earn a maximum of six credits through Cooperative Education.

ATHLETIC PROGRAMS

Regional championships, district championships, national bowl games, intense competition, record-setting performances, degrees earned, attention from coaches and recruiters, scholarships to continue higher education and outstanding play after graduation — all these achievements are hallmarks of the athletic program at Lackawanna College. Through the years, sports and studies have gone hand-in-hand and created an enviable record of success both on and off the court and field.

Under the guidance of Athletic Director Kim Mecca, Lackawanna College conducts a full and active athletic program in both men's and women's sports. The College participates in intercollegiate competition in football, men's and women's basketball, men's baseball, women's softball, men's and women's golf, men's and women's cross country, women's volleyball, women's tennis, and women's soccer.

The College competes in Region XIX of the National Junior College Athletic Association (NJCAA). This region encompasses part of Eastern Pennsylvania, New Jersey and Delaware. Lackawanna College is in a Division II program, which allows the Athletic Department to award scholarships to athletes in all sports. To be eligible for such support, students must adhere to the rules set forth by the NJCAA.

Lackawanna College's teams have met with great success regionally and nationally over the years. The College's teams, both women's and men's, consistently follow their regular seasons with participation in regional, district and national playoffs and also in major tournaments. Remarkable success has also been the hallmark of the men's basketball teams which have competed for national championships three out of the last six years and of the football teams which under the direction of head coach Mark Duda have taken part in six national bowl games.

At Lackawanna College, athletic competition is viewed as an important component of the school's educational mission. Though teams have been successful on the playing fields and courts and many of the players have attained personal awards and

honors, sports accomplishments are only part of the story. More important, through Lackawanna's athletic programs, many individuals who might never have considered attending college have earned their degrees by capitalizing on their skills in particular sports. In addition to gaining associate degrees from Lackawanna College, many are able to continue their education and their sports activities by transferring to four-year institutions on scholarships. This process enables them to continue their academic progress and acquire bachelor's degrees in their chosen area of endeavor.

Recent graduates of Lackawanna athletic programs have gone on to these universities: Buffalo, Central Florida, Central Michigan, Cincinnati, Connecticut, East Carolina, Eastern Michigan, Florida, Fairleigh Dickinson, Maryland, Miami-FL, Minnesota, Old Dominion, South Carolina, Syracuse, St. John's, Long Island University, Syracuse, New Mexico State, Penn State, Rutgers, Temple, Tennessee Martin, Western Carolina, West Virginia, Wofford, Bloomsburg, Misericordia University, East Stroudsburg, Hofstra, James Madison, King's, Rider, Rhode Island, Mansfield, Monmouth, Marywood, Tuskegee Institute, Virginia State and West Chester.

ACADEMIC PROGRAMS

Curriculum Mission Statement

Lackawanna College's faculty strives to fulfill the College's institutional mission within the various curricula sponsored by individual divisions. 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; and
- promote a spirit of inquiry and a desire for lifelong learning.

College Goals

The specific Lackawanna College 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 capacities.

3) Diversity/Global Awareness: Diversity/Global awareness refers to one's sensitivity to the socio-economic, political, cultural and ecological 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. Achieving this goal should allow one to live and work harmoniously with diverse populations.

4) Respect for and Acceptance of Others: Respect for and acceptance of 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, environment, social and family life daily.

8) **Science/Technology Skills:** Science/technology skills are those aptitudes and competencies which enable one to utilize contemporary science and technology both in the workplace and in one's personal life knowledgeably and effectively. 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.

Standards

Goal attainment is manifested when students meet the standards laid out below:

Critical Thinking

- 1) All students subject a hypothesis to critical analysis utilizing data, facts and authoritative expertise either to confirm or refute their points of view.
- 2) All students analyze complex problems and propose feasible solutions based upon the application of logic and knowledge.
- 3) All students evaluate critically the underlying assumptions behind generally accepted viewpoints and "conventional wisdom."
- 4) All students demonstrate respectful skepticism in utilizing information for decision-making.

Communication Skills

- 1) All students demonstrate the ability to communicate effectively both orally and in writing through careful reading and listening.
- 2) All students assert and develop a thesis by applying established expository or persuasive modes.

- 3) All students prepare and present an oral argument and deal with audience response fairly and courteously.

Diversity/Global Awareness

- 1) All students are knowledgeable about the political, cultural, economic and environmental developments which have shaped today's global community.
- 2) All students are knowledgeable about interrelationships among the world's societies and see the common bonds that link all peoples and societies on this globe.
- 3) All students are knowledgeable about how the socio-economic realities within their local communities relate to global developments and are sensitized to the values and belief systems individuals within these communities uphold.

Respect for and Acceptance of Others

- 1) All students establish clear moral directives.
- 2) All students demonstrate a level of maturity in thought, word and action.
- 3) All students are able to make informed decisions on moral questions, particularly those involving plagiarism, cheating or lying.
- 4) All students recognize racism, discrimination, sexism, and other forms of intolerance as elements which subvert open-mindedness, empathy and mutual respect.

Teamwork/Collaboration

- 1) All students demonstrate knowledge of various leadership styles and the ability to work effectively with persons of various backgrounds in all types of group settings.
- 2) All students demonstrate understanding of the process of problem-solving in a group setting.
- 3) All students demonstrate negotiation skills and the ability to develop agreed-upon goals through consensus-building.
- 4) All students demonstrate the ability to initiate and carry out projects in a group setting.

Life-Long Learning

- 1) All students demonstrate effective research and information management skills.
- 2) All students demonstrate the ability to apply effective job finding skills.
- 3) All students demonstrate understanding of the continuing impact of societal, technological, governmental and economic forces on their professional lives.
- 4) All students demonstrate perseverance and learn from mistakes as they self-direct life-long learning.

Knowledge Application

- 1) All students understand the connections among theoretical, practical and experiential knowledge as the bases for their thinking and for their life experience in society and within families.
- 2) All students demonstrate the ability to construct knowledge, manifest an in-depth understanding of knowledge through the use of primary resources and connect knowledge to value beyond the classroom.
- 3) All students demonstrate the ability to solve semi-structured problems where hypotheses must be formed and tested.

- 4) All students demonstrate the ability to identify knowledge gaps and solutions to pursue needed information.

Science/Technology Skills

- 1) All students demonstrate familiarity with common applications of contemporary technology and can appreciate its usefulness in solving varying problems.
- 2) All students demonstrate mastery of practical skills using computer hardware and software as tools in their course of study.
- 3) All students manifest a level of scientific literacy commensurate with established academic and career directives.

Information Literacy

- 1) All students are able to determine their research needs.
- 2) All students are able to locate and access necessary reference works, books, journals, and other printed, non-print and electronic information resources skillfully and confidently.
- 3) All students are able to evaluate critically the usefulness, relevance, scholarly accuracy and veracity of the print, non-print, and electronic resources they may access for a particular assignment.
- 4) All students understand how best to utilize the resources essential to support a thesis statement in a learned manner.
- 5) All students adhere to Lackawanna College's academic integrity policy as well as have a functioning knowledge of copyright law.

CORE CURRICULUM

The following courses fulfill our Core Curriculum Requirements:

College Writing (ENG 105)	3 credits
Effective Speaking (COM 125)	3 credits
College Algebra, Math of Finance, or Math Reasoning (for Business Majors), or Intro to Statistics and Data Analysis	3 credits
Computer Information Systems elective	3 credits
Humanities elective: Literature, Philosophy, or Fine Arts; or Business Communications (ENG115) (for Business majors)	3 credits
Social Science elective: (Intro to Psychology, World History, Economics, or To Sociology)	3 credits
Natural Science or Laboratory Science elective:	3 credits
Diversity/Global Studies elective: (Cultural Anthropology, Foreign Language, American Minority Groups, Multiculturalism, or Sport in American Society)	3 credits
Ethics elective:	3 credits

Total core curriculum requirements range from 18 to 27 credits depending upon the degree program. The Curriculum Guide for degree program includes a listing of its required core courses.

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 required 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 student in selected first semester courses. Portfolio requirement 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.

ASSOCIATE DEGREE PROGRAMS

I: Business Division

- Accounting (Associate in Applied Science degree)
- Aviation Management (Associate in Science degree)
- Business Administration: (Associate in Science degree)
 - PNG – Business Administration
 - Business Studies Career Plan
 - Sport Management Career Plan
 - Recreation and Sport Management (Associate in Science degree)
- Culinary Arts (Associate in Science degree)
- Entrepreneurship Career Plan (Associate in Science degree)
- Hospitality Management (Associate in Science degree)

II: Humanities Division

- Communication Arts (Associate in Arts degree)
- Liberal Studies (Associate in Science Degree)

III: Social Sciences Division

- Criminal Justice (Associate in Science degree)
 - Criminal Justice Counseling Career Plan
 - Police or Security Career Plan
- Human Services (Associate in Science degree)
- Education (Associate in Science degree)
- Early Childhood Education Professional (Associate in Science degree)

IV: Mathematics, Computer Information Systems and Petroleum and Natural Gas Division

- Computer Information Systems (Associate in Science degree)
- Petroleum and Natural Gas Technology (Associate in Science degree)
- Petroleum and Natural Gas Compression Technology (Associate in Science degree)
- Petroleum and Natural Gas Measurement (Associate in Science degree)

V: Allied Health and Natural Science Division

- Cardiac Sonography Technology (Associate in Science degree)
- Diagnostic Medical Technology (Associate in Science degree)
- Emergency Medical Services (Associate in Science degree)
- Environmental Science (Associate in Science degree)
- Physical Therapist Assistant (Associate in Science degree)
- Pre-Allied Health (Associate in Science degree)
- Surgical Technology (Associate in Science degree)
- Vascular Technology (Associate in Science degree)

I. Business Division

ACCOUNTING

Associate in Applied Science Degree

This curriculum, with its applications orientation, enables graduates to qualify for entry-level employment within organizations specializing in finance, such as banks, investment companies, brokerage houses or corporate finance departments.

The concentration provides a basic core of accounting and finance courses as well as business and general electives that meet the needs of the individual students. The program is designed to acquaint the student with the basics needed to perform financial analysis and planning related to budgeting in a business environment.

1. Demonstrate mastery of basic accounting principles, practices, and procedures relating to various types of business entities.
2. Use computer programs and packages that facilitate data entry, calculation, and posting of accounts, as well as the preparation of tax returns.
3. Practice accounting procedures in relation to investment, depreciation, equity, cash flow, inventory, and receivables.
4. Apply the principles of cost accounting to industrial situations.
5. Demonstrate mastery of financial principles relating to the decision-making process involved in corporate finance.
6. Identify current federal tax policies and provisions and clarify issues such as taxable and non-taxable income, deductible expenses and losses, capital gains, and related themes.
7. Define fundamental business principles through the study of law, management, economics, and statistics.

First Semester

Principles of Accounting I
College Writing *
Introduction to Computer Applications
OR Computer Apps II
Business Law
Principles of Management
Freshman Experience

Third Semester

Introduction to Finance
Introductory Stat & Data Analysis
Social Science Elective
Science Elective*
Ethics Elective*

Second Semester

Principles of Accounting II
Computerized Spreadsheets
Macroeconomics
Mathematical Reasoning*
OR College Algebra *
Business Communications*

Fourth Semester

Managerial Accounting
Federal Taxation
Effective Speaking
Diversity/Global Studies Elective
Elective
Capstone Seminar

* Developmental courses may be required as prerequisites

AVIATION MANAGEMENT

Associate in Science Degree

The Aviation Management degree is designed for students interested in the business and managerial aspects of aviation and aerospace, including policy and regulation. The program is particularly recommended for students seeking careers within airport administration, airline operations, or government entities such as the Federal Aviation Administration and Transportation Security Administration.

Students contemplating transfer to a four-year institution to major in business and/or aviation-related disciplines frequently follow this curriculum.

Program Objectives:

1. Prepare the next generation of industry professionals for careers in aviation/aerospace by acquiring fundamental knowledge of various industry sectors, including law, finance, policy, planning, and administration.
2. Recognize the direct and indirect contributions of aviation/aerospace to national, regional, and local transportation networks and economies.
3. Analyze current events within the industry and assess potential solutions for the future.
4. Develop multi-faceted leaders capable of working collaboratively with stakeholders to solve issues both on and off the airport by incorporating written and verbal communication skills, the use of technology, and professional networking techniques.

FIRST SEMESTER

Introduction to Computer Applications

OR

Computer Applications II

College Writing*

Macroeconomics

Introduction to Aerospace & Aviation

Mathematical Reasoning*

OR

College Algebra*

Freshman Experience (1cr.)

SECOND SEMESTER

Principles of Accounting I

Principles of Marketing

Business Communications*

Airport Administration & Management

Humanities Elective

SUMMER SESSION

Aviation Internship**

THIRD SEMESTER

Effective Speaking

Airport Finance

Aviation Law/Legislation

Diversity/Global Studies Elective

Science Elective*

FOURTH SEMESTER

Principles of Accounting II

Social Science Elective

Aviation Safety & Security

Aviation Planning & Development

Business Ethics*

Capstone Seminar (1 cr.)

**Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.*

BUSINESS ADMINISTRATION

Associate in Science Degree

The Business Administration Management track has been designed for students desiring to acquire a broad background in business, commerce and industry. The program is particularly recommended for students preparing for a supervisory or marketing position. Students contemplating transfer to a four-year institution and planning to major in a business-related discipline also frequently follow this curriculum.

1. Prepare for a career in business management by applying fundamental management theories and techniques that illustrate their application.
2. Identify the financial reporting and tracking systems most commonly utilized by companies today.
3. Analyze business promotion through advertising, marketing, textbook study, field trips, and team projects.
4. Identify all aspects of the employment process, including interviewing, hiring, determination of benefit packages, evaluation, voluntary and involuntary termination, and severance plans.
5. Recognize the global perspective on business principles and practices by investigating multi-national and foreign companies and markets.
6. Use technology to sharpen skills through study of management information systems, macro-economics, and statistics.

Business Management Career Plan

First Semester

Introduction to Computer Applications

OR Computer Apps. II

College Writing *

Principles of Management

College Algebra*

Macroeconomics

Freshman Experience

Second Semester

Social Science Elective

Business Communications or

Humanities Core

Management Information Systems or

Computerized Spreadsheets

Principles of Marketing

Intro Stat & Data Analysis

OR Pre-Calculus

Third Semester

Principles of Accounting I

Diversity/Global Studies Elective

Human Resource Management

Effective Speaking

Science Elective*

Fourth Semester

Ethics Elective*

International Business

Principles of Accounting II

Business Law

Elective

Capstone Seminar

* Developmental courses may be required as prerequisites

PNG BUSINESS ADMINISTRATION

Associate in Science Degree

The Petroleum & Natural Gas Business Administration degree provides students with a broad background in business concepts as they relate to the oil & gas industry. Students will be exposed to oil & gas drilling, production, handling, processing, and safety concepts while studying core business disciplines. The program is recommended for students preparing for an administrative, accounting, marketing, or financial position with an oil & gas company.

1. Prepare for a career in the oil & gas industry by applying fundamental management, marketing, and human resource theories.
2. Identify the key concepts associated with oil & natural gas drilling, production, handling, and processing.
3. Demonstrate basic accounting principles, practices, and procedures relating to the oil & gas industry.
4. Use technology to sharpen skills through study of management information systems/computerized spreadsheets, macro-economics, and statistics.
5. Provide the student with the knowledge, skills, and resources to work safely in the oil & gas industry.
6. Explain the terms associated with the oil and natural gas industry's upstream and midstream technology.

First Semester

Introduction to Computer Applications

OR Computer Apps. II

College Writing *

Introduction to Petroleum/NG Technology

College Algebra* or Math for Petroleum NG

Physical Sci. for Petroleum/NG

Freshman Experience

Second Semester

PNG Handling & Processing

Business Communications*

Principles of Management

Computerized Spreadsheets

Intro Stat & Data Analysis

Third Semester

Principles of Accounting I

Social Science Elective

Human Resource Management

Effective Speaking

Macroeconomics

Fourth Semester

Industrial Safety/OSHA Regs.

Principles of Marketing

Principles of Accounting II

Business Law

Ethics, Leadership & Regulations

Capstone Seminar

* Developmental courses may be required as prerequisites

BUSINESS STUDIES

Associate in Science Degree

The Business Studies career plan is designed to provide students with a general knowledge of business theory and with the basic skills to prepare them for employment in business or government or transfer to a four-year school. With its elective options, the program can comfortably accommodate students' varying needs and interests within an overall business framework.

1. Build a foundation in general education emphasizing skills in oral and written communications, mathematics, literature, and science.
2. Recognize contemporary business operations through studies in management, accounting, economics, and sales.
3. Identify theoretical principles underlying human behavior and motivation and stimulate application of such principles through marketing projects and simulations.
4. Apply various concepts and norms of ethical behavior and their application in particular cases and in students' personal experience.
5. Use computer skills, particularly as they relate to business and accounting applications.
6. Demonstrate an understanding of today's multicultural world through studies in American and global history.
7. Construct a self-directed study into their programs to ensure that specific academic and career goals are met.

First Semester

College Writing *
Math of Finance, Math Reasoning
OR College Algebra*
Introduction to Business
Intro to Computer Applications
OR Computer Applications II
American National Government
OR Intro to Public Administration
Freshman Seminar

Third Semester

Principles of Accounting I
Effective Speaking
Ethics Elective*
Principles of Marketing
Elective

Second Semester

Macroeconomics
Business Communications **OR**
Introduction to Literature
Introduction to Accounting Basics++
Principles of Management
Elective

Fourth Semester

Salesmanship & Sales Mgmt.
Diversity/Global Studies Elective
Social Science Elective
Science Elective*
Elective
Capstone Seminar

* Developmental courses may be required as prerequisites

++Students must successfully complete ACC101 before enrolling in ACC105

CULINARY ARTS

Associate in Science Degree

The Culinary Arts degree program at Lackawanna College will give students hands-on training in new state of the art kitchen and classrooms. The program will teach students the most current trends and techniques in cooking and foodservice in an environment dedicated to exceptional product and customer service. An extensive culinary internship will provide students real life industry experience to round out their education and prepare them to emerge as leaders in the Culinary and foodservice industries.

1. Prepare for a career in the culinary industry by developing a working knowledge of the professional kitchen.
2. To demonstrate mastery of the classical knife skills and cooking techniques.
3. To successfully execute the proficiencies needed for success as a culinary business person: human resource management, excellent customer service relations, strategic branding and business management and food and beverage financial management.
4. Demonstrate the knowledge and ability to be in compliance with food service sanitation and service standards as dictated by the Pennsylvania Department of Agriculture.
5. Employ beverage knowledge both alcoholic and non-alcoholic in construction of menus and recipes in a professional foodservice establishment.

To emerge as an agent of change in the culinary industry armed with a working knowledge of sustainability, equipped to enhance and nourish the social, environmental and economic forces within the culinary field.

Academic advisors help students coordinate their academic plans while at Lackawanna College; however, students bear the ultimate responsibility for insuring that they meet the requirements for their degree.

Developmental/Additional Requirements:

Based on assessment testing results, students are placed in appropriate level courses (developmental or college level). Students without SAT / ACT / in-house assessment scores will be scheduled for three developmental courses (Reading for College, Basic Writing Skills, and Basic Math Skills). These courses must be successfully completed before a student may enroll in required English / math courses.

First Semester (16 Credits)

CUL 115 Culinary Foundations
CUL 140 Meat & Seafood Identification
CUL 145 Culinary Knowledge
CUL 150 Culinary Math
HSP 105 Intro to Gastronomy & Hospitality
HSP 125 Food & Safety Sanitation
COL 101 Freshman Experience (1 cr.)
CUL 100 Culinary Extern Prep 1 (0 cr.)

Second Semester (16.5 Credits)

CUL 130 Culinary/Hosp. Strategic Management
CUL 205 Advanced Culinary Foundations (6 cr.)
CUL 227 Ala carte Kitchen AM
CUL 228 Ala Carte Kitchen PM
SCI 110 Food and Nutrition
CUL 105 Culinary Extern Prep II (0 cr.)

SUMMER

CUL 200 Culinary Externship

Third Semester (18 Credits)

CIS 130 Hospitality Computer Applications
COM 125 Effective Speaking
CUL 255 Contemporary American Kitchen
CUL 260 Cuisines of the World
ENG 105 College Writing
PHL 135 Hospitality/Food Ethics

Fourth Semester (19 Credits)

CUL 238 Beverage Service Management
CUL 242 Contemporary Restaurant Cuisine
CUL 245 Baking & Pastry Skills
CUL 248 Advanced Baking & Pastry
CUL 250 Professional Table Service
CUL 265 Garde Manger & Banquets
CUL 270 Culinary Practical exam (0 cr.)
COL 201 Capstone Seminary (1 cr.)

**Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.*

Science Elective: BIO 105, BIO 110, BIO 115, CHM 110, ESC 105, ESC 115, ESC 125, ESC 130, ESC 135, PHY 105

03/14

ENTREPRENEURSHIP CAREER PLAN

Associate in Science degree

The Entrepreneurship Program is designed to equip students with the knowledge they need to start a successful small business. Focusing on the fundamentals, students learn about important legal, financial and practical issues faced by modern start-ups. Many classes are taught by successful local businesspeople that are able to give first-hand accounts of the ups and downs of the entrepreneurial world. The program also relies heavily on practical application of skills, culminating in students running their own small business.

1. Examine the role of the entrepreneur in a complex society and prepare the student to deal with the instability of a constantly changing contemporary life.
2. To provide students with the basic knowledge of the business concepts necessary to start a small business in today's competitive market.
3. To familiarize students with important legal, financial, and practical issues faced by entrepreneurs.
4. Recognize the importance of ethics and values in entrepreneurial activities.
5. To conceptualize, design, and operate a new business venture.

Developmental/Additional Requirements:

Based on assessment testing results, students are placed in appropriate level courses (developmental or college level). Students without SAT / ACT / in-house assessment scores will be scheduled for three developmental courses (Reading for College, Basic Writing Skills, and Basic Math Skills). These courses must be successfully completed before a student may enroll in required English / math courses.

First Semester

CIS 105 Introduction to Computer Applications
OR
CIS 115 Computer Applications II
ENG 105 College Writing*
MGT 105 Principles of Management
MAT 120 College Algebra*
ECO 110 Microeconomics
COL 101 Freshman Experience (1 cr.)

Second Semester

Social Science Elective
ENG 115 Business Communications*
MKT 105 Principles of Marketing
MGT 240 Business Law
MAT 135 Intro Stat & Data Analysis

Third Semester

ACC 105 Principles of Accounting I
Diversity/Global Studies Elective
MGT 205 Human Resource Management
COM 125 Effective Speaking
MGT 150 Entrepreneurship I

Fourth Semester

Ethics Elective*
MGT 235 International Business
MGT 200 Entrepreneurship Internship
MGT 250 Entrepreneurship II
Natural Science Elective
COL 201 Capstone Seminar (1 cr.)

Social Science Elective: PAD 105; any non-required psychology, sociology, criminal justice, or history listing

Diversity/Global Studies Elective: SSC 225, SSC 235, SSC 260, any global history, foreign language

**Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.*

HOSPITALITY MANAGEMENT

Associate in Science Degree

The Hospitality Management Degree Program is designed for students who would like to enter the field of hospitality and tourism. The program will exemplify and promote inventiveness, opportunity, and distinctive leadership in the hospitality industry by applying a guest-centered philosophy to the operation, communication, marketing, management, and advancement of the hospitable experience.

1. Prepare for a managerial position in the hospitality industry including hotels, restaurants, resorts and private clubs by applying fundamental management theories and skills specific to the hospitality field.
2. Develop a basic culinary skill set that will enable students to manage employees in both the front and back of the house.
3. To effectively execute the proficiencies needed for success as a hospitality executive: human resource management, marketing, excellent customer service relations, strategic branding and business management and food and beverage financial management.
4. To use and apply technology in the hospitality industry both to facilitate better business practices and to enhance the guest's overall experience.
5. To apply knowledge of lodging, food and beverage (both alcoholic and non-alcoholic) in a professional setting in order to best create a desirable guest experience aimed to elevate firm and to provide unparalleled guest satisfaction.
6. To emerge as an agent of change in the hospitality industry armed with a working knowledge of sustainability, equipped to enhance and nourish the social, environmental and economic forces within the hospitality and tourism fields.

Developmental/Additional Requirements:

Based on assessment testing results, students are placed in appropriate level courses (developmental or college level). Students without SAT / ACT / in-house assessment scores will be scheduled for three developmental courses (Reading for College, Basic Writing Skills, and Basic Math Skills). These courses must be successfully completed before a student may enroll in required English / math courses.

First Semester

ENG 105 College Writing*
HSP 135 Foundations of Tourism
HSP 105 Intro to Gastronomy & Hospitality
HSP 110 "Green" Hospitality
HSP 115 Front Office Operations
COL 101 Freshman Experience (1 cr.)

Second Semester

CUL 115 Culinary Foundations
HSP 125 Food & Safety Sanitation
CUL 130 Culinary/Hosp. Strategic Management
CIS 105 Intro to Computer Applications

OR

CIS 115 Computer Applications II
ENG 115 Business Communications*

SUMMER

HSP 200 Hospitality Externship

Third Semester

HSP 205 Catering, Conferencing & Mtgs
HSP 210 Food & Beverage Management
CUL 150 Culinary Math
ECO 105 Macroeconomics
COM 125 Effective Speaking
Science Elective

Fourth Semester

MKT 105 Principles of Marketing
HSP 225 Hospitality/Tourism Law
Social Science Elective
CUL 240 Wine Studies
PHL 135 Hospitality/Food Ethics
COL 201 Capstone Seminar (1 cr.)

**Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.*

Social Science Elective: PAD 105; any non-required psychology, sociology, criminal justice, or history listing 03/12

RECREATION & SPORT MANAGEMENT CAREER PLAN

(Available Lake Region)

Associate in Science Degree

Academic advisors help students coordinate their academic plans while at Lackawanna College; however, students bear the ultimate responsibility for insuring that they meet the requirements for their degree.

The Recreation and Sport Management degree program prepares students to provide recreational services and guidance to public, for-profit, and not-for-profit organizations that include sport and fitness programs as well as park management. Students will find employment in a variety of recreation-related fields.

1. Prepare for a career in recreation and sport management by practicing fundamental management theories and techniques that illustrate their application.
2. Analyze tourist-related industries focusing on managerial tasks and business skills required to delivering commercial and leisure services to the consumer.
3. Analyze sport promotion, advertising, and marketing through textbook study, field trips, and team projects.
4. Recognize the historical, cultural, and sociological factors underlying the evolution of organized sports in the United States and other parts of the world.

Apply general recreation and sport management principles and techniques in real-world settings through simulations and projects related to event planning, promotion, staffing, scheduling, and hosting.

Developmental/Additional Requirements:

Based on assessment testing results, students are placed in appropriate level courses (developmental or college level). Students without SAT / ACT / in-house assessment scores will be scheduled for three developmental courses (Reading for College, Basic Writing Skills, and Basic Math Skills). These courses must be successfully completed before a student may enroll in required English / math courses.

First Semester

CIS 105 Introduction to Computer Applications
OR
CIS 115 Computer Applications II
ENG 105 College Writing*
ECO 105 Macroeconomics
MGT 105 Principles of Management
MAT 120 College Algebra*
COL 101 Freshman Experience (1 cr.)

Second Semester

PSY 105 Introduction to Psychology*
MKT 105 Principles of Marketing
ENG 110 Introduction to Literature **OR**
ENG 115 Business Communications*
COM 125 Effective Speaking
MGT 125 Intro to Sport Management

SUMMER

MGT 200 Business Internship

Third Semester

ACC 105 Principles of Accounting I
MGT 230 Commercial Recreation
SSC 225 Sport in American Society
MKT 220 Sport Marketing
Social Science Elective

Fourth Semester

Science Elective*
Ethics Elective*
MGT 245 Recreation/ Park Mgmt (**SPRING**)
MGT 227 Sport Fac./Event Mgmt (**SPRING**)
Elective
COL 201 Capstone Seminar (1 cr.)

**Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.*

Social Science Elective: PAD 105; any non-required psychology, sociology, education, criminal justice, or history listing

Ethics Elective: PHL 115, PHL 120, PHL 125, PHL 140, PHL 145, PHL 205

Science Elective: BIO 105, BIO 110, BIO 115, CMH 110, ESC 105, ESC 115, ESC 125, ESC 130, ESC 135, PHY 105

3/14

SPORT MANAGEMENT CAREER PLAN

The Sport Management track offers coursework for the student interested in sport and recreation careers in the private/commercial sector, public recreation and park agencies, and corporate/industrial settings. Students completing this program will be qualified to seek employment in a recreational setting or to transfer the degree into a four-year sport and recreational management program.

1. Prepare for a career in sport management by practicing fundamental management theories and techniques that illustrate their application.
2. Identify the financial reporting and tracking systems most commonly utilized in the sports/entertainment industry today.
3. Analyze sport promotion, advertising, and marketing through textbook study, field trips, and team projects.
4. Create a positive model for improving and maintaining the quality and safety of all athletes.
5. Recognize the historical, cultural, and sociological factors underlying the evolution of organized sports in the United States and other parts of the world.

Apply general sport management principles and techniques in real-world settings through simulations and projects related to event planning, promotion, staffing, scheduling, and hosting.

First Semester

Introduction to Computer Applications

OR Computer Apps II

College Writing *

Principles of Management

Macroeconomics

College Algebra*

Freshman Experience

Second Semester

Intro to Psychology*

Intro to Literature **OR** Business Comm.

Principles of Marketing

Introduction to Sport Management

Science Elective*

Third Semester

Principles of Accounting I

Sport Marketing

Sport in American Society

Effective Speaking

Social Science Elective

Fourth Semester

Principles of Accounting II

Ethics Elective*

Coaching Mgmt Principles (**SPRING**)

Sport Fac./Event Mgmt (**SPRING**)

Elective

Capstone Seminar

**Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.*

Social Science Elective: PAD 105; any non-required psychology, sociology, education, criminal justice, or history listing

Ethics Elective: PHL 115, PHL 120, PHL 125, PHL 140, PHL 145, PHL 205

Science Elective: BIO 105, BIO 110, BIO 115, CHM 110, ESC 105, ESC 115, ESC 125, ESC 130, ESC 135, PHY 105

II. Humanities Division

LIBERAL STUDIES

Associate in Arts Degree

The building blocks of Education begin with a Liberal Studies degree. This two-year associate degree includes studies in the classics – writing, speaking, arithmetic. Students will choose a number of courses from the humanities, social sciences, business and math and science divisions to create a well-rounded program that suits their professional needs. Liberal Studies students may complete introductory classes in a wide variety of disciplines, which gives them a chance to become familiar with the requirements of many fields and helps them assess their potential for professional success in careers related to these studies.

A Liberal Studies major will:

- Demonstrate analytical and creative reasoning skills in a broad range of studies
- Provide students with a program that allows for interdisciplinary studies
- Demonstrate quantitative and/or analytical problem-solving skills
- Effectively communicate ideas through written expression
- Integrate multi-disciplinary course offerings as a plan to develop themselves as a whole
- Demonstrate the ability to provide works on subjects relating to human existence: social, political, philosophical, technological, and cultural through selected areas of study

First Semester

College Writing*
Effective Speaking
College Algebra*
U. S. History I
Introduction to Psychology*
College 101: Freshman Experience (1 cr)

Third Semester

Literature elective
Introduction to Philosophy*
Economics Elective
Diversity/Global Studies Elective
Elective

Second Semester

Introduction to Computer Applications or
Computer Applications II
Fine Arts Survey
Introduction to Literature
Introduction to Sociology or Introduction to
Cultural Anthropology
Elective

Fourth Semester

Science Elective*
Ethics Elective*
Social Problems
Humanities Elective
Social Science Elective
Capstone (1 cr)

*Developmental courses may be required as prerequisites. Credits earned in developmental courses cannot be applied toward graduation.

COMMUNICATION ARTS

Associate in Arts Degree

The Communication Arts major is designed to introduce students to all aspects of the media and examine the growing interrelationships among various media outlets. Essential background theory on state-of-the-art technologies and trends in communications will be studied to provide students with a complete understanding of media forms and techniques. Upon graduating, students are prepared for an entry level career in the media field or to continue their studies at a four-year university.

Communication Arts majors are required to assume leadership roles in communication arts and technology projects and college video productions.

Objectives

In the Communication Arts major, students will:

- Experience the balances of philosophy and applied skills in many fields of media communication
- Work as technically proficient, artists, and professionals who combine history, theory, aesthetics, analysis, and social vision in video production
- Understand the planning, scripting, shooting, and editing a media production
- Demonstrate an understanding of the technical aspects of the video camera, lighting for video, audio recording, videotape recording and editing
- Demonstrate a basic level of skill in using the video camera, various kinds of microphones, a lighting kit and editing systems
- Demonstrate a knowledge, understanding and skill in the use of television studio production and audio production elements
- Develop production of multimedia projects using various computer software programs
- Become socially and politically active through partnerships with local cultural groups, non-profit entities, and community media and technology organizations
- Be involved with collaborative projects involving their classmates and the college community
- Experience the balances of philosophy and applied skills in many fields of media communication
- Be prepared effective communicators in varied professional, public fields
- Be skilled, effective, communicators who understand the effects and responsibilities of media
- Research, and analyze the social, legal, political, historical, and economic factors that influence the media and the media's influence on society
- Have a solid foundation to enter the diverse areas of communication workforce or to pursue baccalaureate studies in any field relating to communication arts

First Semester

College Writing*
Video Production I
Video Editing***
Introduction to Computer Applications
OR
Computer Applications II
Introduction to Mass Media
Freshman Experience (1 cr.)

Second Semester

Introduction to Literature
Diversity/Global Studies Elective
Math of Finance **OR** Mathematical
Reasoning **OR** College Algebra
Introduction to Film Studies
Intro to Inter. Communications

*** Video Production and Video Editing
MUST BE TAKEN IN THE SAME SEMESTER

Third Semester

New Media Journalism
Studio Production
Media Scriptwriting
Effective Speaking
Media Ethics

Fourth Semester

Social Science elective
Video Journalism
Public Relations
Science Elective*
Internship/Media Project (3 credits)
Capstone (1 cr)

*Developmental courses may be required as prerequisites. Credits earned in developmental courses cannot be applied toward graduation

III. Social Science Division

CRIMINAL JUSTICE

Associate in Science Degree

This curriculum provides a variety of courses and career paths for students planning to work professionally in some capacity within the criminal justice system. Students may follow one of two broad tracks: Counseling or Police.

Students interested in becoming counselors or probation officers within the criminal justice system should follow the Counseling career plan. Required courses place the emphasis on the social and behavioral sciences to give students a firm theoretical foundation for successful personal and social interventions in chosen profession.

CRIMINAL JUSTICE COUNSELING CAREER PLAN

Associate in Science Degree

Objectives

Students completing the Criminal Justice – Counseling track will be prepared for various non-police employment opportunities the community as they will:

- Understand the three major components, the history, and the role of the criminal justice process: the police, the courts, and the various forms of corrections and rehabilitation
- Recognize correctional alternatives including but not limited to probation and intermediate sanctions, the functions of state, local, and private sector systems
- Enumerate alternatives to incarceration, including probation and parole, drug and alcohol treatment programs, and mental health care
- Support the clients within the correctional systems and their rights regarding treatment, correctional classification, pre-release programs, and community-based correctional programs
- Understand the role of the juvenile as a subcomponent of the larger criminal justice system and the issues of interfacing the juvenile system including the process and components of the juvenile justice system, including terminology, the police, the courts, and corrections
- Realize the partnership of the police and community as a strategy to deter or minimize crimes including family violence, sexual assault, drug and alcohol related crimes; problems in citizen relations, including treatment of victims, witnesses, and jurors; citizen involvement in the legal process as well as homicides

First Semester

College Writing*
College Algebra* or
Math Reasoning*
Intro to Sociology
Introduction to Computer Applications
or Computer Applications II
Introduction to Criminal Justice**
College 101: Freshman Experience (1 cr)

Second Semester

Intro to Psychology*
Effective Speaking
Social Problems
PA Criminal Law or
Deviant Behavior
Humanities Core

Third Semester

Criminology
The Correctional Community
Diversity/Global Studies Elective
Forensic Science*
Elective

Fourth Semester

Social Psychology
Juvenile Delinquency
Abnormal Psychology
Drugs and Behavior
Ethics Elective*
Capstone (1 cr)

*Developmental courses may be required as prerequisites.

** Introduction to Criminal Justice is a pre-requisite for all other criminal justice courses.

POLICE OR SECURITY CAREER PLAN

Associate in Science Degree

Those interested primarily in day-to-day police operations, either within local municipalities or as state police officers, should pursue the Police or Security career plan. Courses in this track highlight hands-on and practical criminal justice applications. Graduates of the College's ACT 120 Program who seek Associate Degrees in Criminal Justice normally use their training modules as course equivalencies for a number of criminal justice requirements in this plan.

Objectives

Students completing the Criminal Justice – Police or Security career plan will be prepared for various police or security employment opportunities the community as they will:

- Explore the ethical, emotional and physical aspects of a career in law enforcement
- Recognize the laws, both criminal and civil that law enforcement officials deal with on a daily basis
- Understand the defined requirements constituting the commission of a criminal act
- Realize the importance of police investigatory practices along with explanations and rationale of the laws and recommendations to appropriately and legally deal with the requirements of the laws
- Understand basic individual rights under the United States and Pennsylvania constitutions; the maintenance of public order, arrest, confessions, search and seizure, and pretrial identification; the duties, rights, and liabilities of a law enforcement professional and rights guaranteed by the Fourth, Fifth and Sixth amendments to the United States Constitution, along with the corresponding Amendments to the Pennsylvania Constitution
- Understand modern policing including organization, function, operational strategies, and culture of the police; uniform patrol functions; criminal investigations; forensics; less than lethal weapons; terrorism; DNA profiling; and modern forensics.

First Semester

College Writing *
College Algebra* or
Mathematical Reasoning*
Intro to Psychology*
Intro to Sociology
 or Public Administration
Intro to Criminal Justice**
College 101: Freshman Experience (1 cr)

Second Semester

Humanities Core
Ethics Elective*
PA Criminal Law
Introduction to Search & Seizure
Intro to Computer Apps.
 or Computer Apps. II

Third Semester

Juvenile Delinquency
The Correctional Community
Police Operations
Forensic Science*
Drugs & Behavior

Fourth Semester

Firearms and Police Combat Situations***
or Social Problems **or** CJS200 Internship
Drugs and Behavior
Preliminary Law Enforcement & Criminal
Investigation
Effective Speaking
Criminology Elective
Diversity/Global Studies Elective
Capstone Seminar (1 cr)

* Developmental courses may be required as prerequisites

** Introduction to Criminal Justice is a pre-requisite for all other criminal justice courses.

***Additional fees not included in tuition apply for this course and include but may not be limited to :

The cost of a background check

Rental of Firing Range Time*

Eye and Ear Protective Gear*

Ammunition*

Rental of firearms*

Targets*

*Students make payment directly to the Firing Range

Academic advisors help students coordinate their academic plans while at Lackawanna College; however, students bear the ultimate responsibility for insuring that they meet the requirements for their degree.

HUMAN SERVICES

Associate in Science Degree

The Human Services curriculum has been designed to develop the knowledge and skills necessary to work with people in a variety of helping relationships. The integration of coursework from the fields of psychology, sociology and education provides an excellent basis for students wishing to continue their education in human services, education, psychology, sociology or social work. Graduates may also wish to seek employment in human service “aide” positions in educational, rehabilitation and other social service institutions.

Objectives

- To acquaint students with the human services profession in general and with the particular agencies, programs, and careers included within this designation.
- To introduce students to the stages of intellectual, emotional, and social development an individual experiences as he/she moves through childhood, adolescence, adulthood, and old age.
- To familiarize students with recognized exceptionalities in individual development and with group pathologies (racial discrimination, gender bias, etc.) that can affect an entire society.
- To review the principles and practices that allow married couples to succeed as partners, parents, productive workers, and neighbors.
- To show students how and why certain counseling theories and techniques lead to interventions that markedly improve the psycho-social lives of individuals and families.
- To explain thoroughly how controlled substances of various types alter mood and behavior in those who abuse them and adversely impact society as a whole.

First Semester

Introduction to Human Services
Introduction to Psychology
Intro to Sociology **or** Social Problems
College Algebra* **or** Math Reasoning
College Writing*
College 101: Freshman Experience (1 cr)

Second Semester

Social Psychology
Effective Speaking
Psychology of Adjustment
Race & Ethnic Relations
Intro to Computer Applications **or**
Computer Apps II

Third Semester

Ethics Elective*
Adulthood and Aging
Science Elective*
Sociology of the Family
Drugs and Behavior
Elective

Fourth Semester

Developmental Psychology
Abnormal Psychology
Humanities Elective
Elective
Capstone (1 cr)

*Developmental courses may be required as prerequisites.

EARLY CHILDHOOD EDUCATION PROFESSIONAL

Associate in Science Degree

The Early Childhood Education program prepares students educationally to immediately become assistant teachers, teachers or site directors in early childhood settings such as early learning (child care) centers and preschool programs (Professional Track). It also prepares students to transfer to bachelor degree programs in early childhood education, child development or elementary education (Transfer Track). The curriculum balances general education courses with courses specifically designed to develop an understanding of the learning needs of young children. Many opportunities for “hands-on” experiences with children give students a firm foundation for immediately entering the workforce or continuing their formal education.

Objectives

After completing the Associate in Science of Early Childhood Education degree at Lackawanna College, students will be able to:

- Explain the history, foundational theory, governance, and persistent issues in education, as well as the responsibilities and behaviors of a well-organized and responsible educator
- Define, analyze, differentiate, and create effective assessments that align with objectives appropriate for children from Birth to Grade Four, considering student strengths and weaknesses
- Self-assess and reflect on teaching effectiveness in light of student’s learning styles, development, and ability levels and use that reflection to contribute to current debates in early learning curricular and assessment reform
- Identify and apply knowledge of all developmental domains as well as the implications of that development for effective teaching and learning
- Demonstrate application of models, theories, and laws of inclusive education in curriculum and lesson planning and identify and demonstrate application of assistive technology and other strategies to implement IFSP goals
- Explain and demonstrate how educational theory informs best practice through the creation and application of developmentally appropriate, standards-based learning environments and materials
- Differentiate, discuss, and create classroom management plans with consideration of teacher behavior in time management and organization in space, methods, and materials adaptations; and expectations for student behavior with age-appropriate, educationally-focused accountability
- Describe and evaluate the process and progress of children’s literacy acquisition, including the role of literature in cross-curricular activities
- Establish and implement respectful, collaborative relationships among family, school, peers, community, and media, while identifying laws that govern the release of student information
- Carry out play-based lessons and assessments

- Demonstrate knowledge, skills, ethics, and experience sufficient to be “work ready” as well as “transfer ready”
- Participate in level I and II field observation to analyze and apply program level objectives

First Semester

Introduction to Computer Applications
OR
 Computer Applications II
 Intro to Prof of Education
 College Writing
 Methods & Materials
 Effective Speaking
 College 101: Freshman Experience (1 cr)

Second Semester

Introduction to Literature
 Development I
 Child, Family & Community
 Assessment I
 Intro to Psychology*

Third Semester

Education Elective(HIS118,ESC110)
 U.S. History I **or** II
 ECE Elective: ECE 206 **or** ECE 207
 Math for the Early Year
 Laboratory Science Elective
 College Algebra
 PA Certification Preparations(0 cr.)

Fourth Semester

Language, Literacy & Play
 Early Intervention in ECE
 Field Studies
 Diversity/Global Studies Elective
 Applied Ethics
 Capstone Seminar (1 cr)

*Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.

MAT Elective: MAT 106, MAT 115, MAT 120 or higher; developmental and/or bridge math coursework may be required prior to enrollment in math elective

*** ECE 125, ECE 215, EDU 205 and ECE 115 must be successfully completed prior to enrollment in ECE 255 or ECE 260. Students must have a 3.0 cumulative GPA to enroll in ECE 260.*

Diversity/Global Studies Elective: SSC220, SSC225, SSC235, SSC245, any global history, foreign lang

EDUCATION

(Lake Region Campus Only)

Associate in Science Degree

The Education option introduces students to educational history and theory, allowing them to complete the first two years of study normally required in elementary or secondary education programs. To become certified teachers, students must transfer to a four-year college or university to earn their baccalaureate teaching credentials. A minimum GPA of 3.00 is necessary for successful transfer into a four-year Education program.

Objectives

After completing the Associate in Science of Education degree at Lackawanna College, students will be able to:

- Explain the history, foundational theory, governance, and persistent issues in education, as well as the responsibilities and behaviors of a well-organized and responsible educator
- Define, analyze, differentiate, and create effective assessments that align with objectives; develop methods to evaluate and communicate student strengths and weaknesses; self-assess and reflect for teaching effectiveness; and contribute to current debates in curricular and assessment reform
- Identify and apply knowledge of social, emotional, and physical human development for effective teaching and learning
- Demonstrate application of models, theories, and laws of inclusive education in curriculum and lesson planning; and identify and demonstrate application of assistive technology and NETS standards to enhance teaching and learning
- Explain and demonstrate how educational theory informs practice through the creation and application of developmentally appropriate learning environment and materials
- Differentiate, discuss, and create a classroom management plan with consideration of time management and organization; space, method, and materials adaptations; parent-teacher-school-peer-community connections; student motivation; behavior patterns; and personal philosophy
- Describe and evaluate the process and progress of children's reading acquisition, including the role literature in cognitive, social, and emotional development
- Establish and implement respectful collaborative relationships among family, school, peers, community, and media through the design of an individualized outreach program; identify the importance of maintaining these connections; and collect supportive resources for appropriate future referrals
- Participate in level I and II field observation to analyze and apply program level objectives

First Semester

Introduction to Computer Applications

OR

Computer Applications II

Intro to the Profession of Education

College Writing*

Introduction to Psychology*

Objectives, Assessment, Curriculum

College 101: Freshman Experience^

Second Semester

Intro to Literature

Child, Family & Community

Education Elective(His118,Esc110)

Methods and Materials

Effective Speaking

Third Semester

Development II

U.S. History I or II

Math Content I

Education Elective

(HIS118, ESC110, Any non-req science)

Laboratory Science Elective

BIO 115 **OR** ESC 115 **OR** CHM110

Certification Preparation (0 cr.)

Fourth Semester

Language, Literacy & Play

Inclusive Ed & Technology

Classroom Management

Applied Ethics

Education Elective

(HIS118, ESC110, Any non-req science)

Capstone (1 cr.)

**Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.*

****** Any non-required science or math offering (MAT 115 or higher)

*******Any non-required science, math (MAT 115 or higher), history, or English (ENG 220 or higher)

06/10

IV. Math and Computer Information Systems Division

COMPUTER INFORMATION SYSTEMS

Associate in Science Degree

The aim of this curriculum is to provide a conceptual and practical basis for the understanding and application of modern computer information systems for business. Theoretical principles acquired in the formal class sessions are refined and become usable skills through the utilization of the College's computer laboratories. Over the course of this program, each element of a computer information system will be explored.

From this curriculum, students can progress in either of two directions. Those who wish to continue their education will find they have acquired an excellent foundation for further study in Computer Information Systems or other related fields at four-year institutions. Students who intend to work with computers professionally upon graduation will find Lackawanna's program has given them the experience they need to enter a highly competitive market.

Objectives

- To acquaint the student with selected programming languages and applications packages
- To acquaint the student with the syntax used in selected programming languages
- To acquaint the student with computer program design using both object-oriented methodology and top-down structured methodology
- To acquaint the student with the practical uses of programming languages and applications packages
- To provide students with the mathematical background needed to work in a computer programming environment
- To provide students with the mathematical background needed for transfer to bachelor's degree studies in a similar major
 - To provide the student with foundation knowledge of the principles used in the field of Management Information Systems regarding computer systems, telecommunications, electronic commerce, security, privacy, and ethical considerations

First Semester

Principles of Accounting I
College Writing*
Pre-Calculus*
Computer Applications II
Diversity/Global Studies Elective
College 101: Freshman Experience (1 cr)

Second Semester

Principles of Accounting II
Computerized Spreadsheets
Web Page Construction
Intro to Stat& Data Analysis
Effective Speaking

Third Semester

Social Science Elective
Management Information Systems
Visual Basic Programming
Macroeconomics
Humanities Elective

Fourth Semester

Ethics Elective*
Database Management Systems
Java Programming
Natural Science Elective*
Elective
Capstone (1 cr)

PETROLEUM AND NATURAL GAS TECHNOLOGY

Associate in Science Degree

In the summer of 2009, Lackawanna College announced the development of a new degree program that began at the School of Petroleum & Natural Gas in the fall of that year. The degree program is in response to the recent emergence of potential employment through the exploration of resources in the Marcellus Shale Natural Gas Reserves located in Northeast Pennsylvania and the Southern Tier of New York State.

The Petroleum and Natural Gas Technology Associate's Degree program has been developed in cooperation with the petroleum and natural gas industry to prepare students for a career in the operations segment of the petroleum and natural gas industry. The program, which began in fall 2009, will prepare students to be operations technicians that will be responsible for the production and processing of natural gas once wells have been completed. Students will learn the full spectrum of natural gas discovery, drilling, production, processing equipment and principles, and marketing plus OSHA Safety requirements and computer skills necessary for technician level positions. Instruction will include hands-on teaching with gas field equipment and a summer internship with 12 weeks of actual field experience with a gas producing company.

Objectives

- Explain the fundamental principles of the technology in the oil and natural gas upstream, midstream and downstream sectors technically including development, economics, equipment, systems, instrumentation, operations, and the various associated scientific principles and processes.
- Ensure student's Industrial Safety and OSHA Regulations knowledge, skills, and resources to be able to work safely in the oil and natural gas industry while having an understanding of the overall aspects of safety, health, and environment.
- Demonstrate process understanding and operation of separators, heaters, dehydrators, the chokes, valves, controls, gauging, LACT units, FWKs, Tanks, orifice measurement, heat exchangers, scrubbers; hydrate properties petroleum reservoir-produced fluids behaviors and glycol/chemical pumps, including troubleshooting of liquid glycol dehydration systems.
- Describe the basic forces and overall processes in the inflow/outflow relationships, tubular flow dynamics, deliquification/artificial lift of fluids in oil and gas wells, reservoir flow mechanics and inflow performance, problem analysis.
- Experience an industry internship of 160 certified hours working in some aspect of the petroleum and natural Gas Upstream, Midstream or Downstream sectors with an approved company.
- Relate and analyze electronic, hydraulic, pneumatic process control systems and electronic instrumentation and controls including the physics describing these.
- Demonstrate knowledge of overall well completions, workover procedures, and well service including wellbore hydraulics, well stimulation including acid stimulation and hydraulic fracturing, practical cost benefit of workover/stimulation/repair,

completion designs and workover equipment and procedures including sand cleanout, sand control measures, squeeze cementing, casing failures and repairs, corroded or leaking tubular, remedial well work including swabbing; fishing and associated tools and recovery of stuck tubing.

- Demonstrate understanding and operations of instrumentation, measurement, and control systems including real gas laws, basic thermodynamic principles and energy relationships; measuring flow in closed pipe systems; oil and gas storage, metering and export, control and safety systems, pressure temperature and liquid-level measurements; safety shutdown valves and back pressure control Standard measurement devices: orifice, turbine, rotary, diaphragm, ultrasonic and Coriolis meters operating and safety procedures at well heads and compression stations; moisture measuring and control devices; software and hardware associated with WIFI, IP and SCADA; PLC systems and calibration processes.
- Describe physics concepts including measurement, motion, and work/energy.
- Calculate motion-velocity.
- Demonstrate equation and problem solving and relate laws of chemistry and physics to petroleum and natural gas technology.
- Evaluate algebra, geometry and trigonometry with a focus on mastering mathematical operations that will be applied to calculation of real-world science and engineering concepts.
- Discuss leadership, ethics, & regulations within the petroleum and natural gas industry, including the effect of corporate leadership on the company's credibility and reputation, real world ethical issues facing the petroleum and natural gas industry, and the relationship of the industry to federal, state, and local governments, including regulatory agencies.
- Demonstrate mastery of technology in a select aspect of the Upstream, Midstream or Downstream sectors of the Petroleum and Natural Gas industry through a project to be determined by the student and instructor/advisor in an approved plan of study.
- Demonstrate knowledge of reciprocating gas compression technology including operation, maintenance, basic understanding of system designs and components, design of performance and capacity, calculations for efficiencies and volumes and midstream and transmission pipeline systems technology including natural gas pipeline design; maintenance and repair; pipeline or gather system design; pipeline materials and construction; general flow equations for steady-state flow of gas through pipes; incompressible fluid hydraulic flow, pipeline components; basic pipeline protection, integrity monitoring, leak detection methodologies; friction and pressure drop calculation, optimization process, and pigging.
- Explain and demonstrate understanding of drilling & completion technology including open hole, horizontal and cased hole completions, drill site procedures, drilling mud, hydraulics and casing designs for open hole and closed hole completions, pressure concepts and the causes of and solutions for kick, different types of equipment in the drilling process.

For more information about this degree program and other general information, please call Lackawanna College's School of Petroleum & Natural Gas at 570-465-2344, send an email to pngschool@lackawanna.edu or check out the Lackawanna College website at www.lackawanna.edu

You can also learn more information about the Marcellus Shale Natural Gas Reserve and the extraction process by accessing the Marcellus Shale Coalition's website at www.PaMarcellus.com.

Enrollment and Acceptance Criteria

Enrollment for each fall semester's class is capped at 24 students and qualified students will be accepted on a first-come, first-served basis.

It is recommended that students considering this Associate's Degree program be highly motivated to succeed, committed to learning, be willing to work outdoors in both good and inclement weather, and have a mechanical aptitude upon entry.

Petroleum & Natural Gas Technology applicants must submit the following to be considered for acceptance into the program:

- Lackawanna College application and required \$35 application fee to the Lackawanna College School of Petroleum & Natural Gas.
- Copy of Official High School transcript or copy of GED certificate and/or score report.
- Official Transcripts from previously attended college/university if student is a transfer applicant.
- If the student is not a transfer, an official SAT/ACT score report with math scores of 450/20 respectively. Should the candidate not have SAT or ACT scores, their admission to the program will be contingent on either achieving a designated score on the math section of the Lackawanna College Accuplacer test, or attending a designated pre-semester math program.

Upon receipt of all above required documents, a representative from the Lackawanna College, School of Petroleum & Natural Gas will contact selective individuals for an admissions interview. Official acceptance will be determined for qualified applicants once the interview process is complete. At that time, these participants will be required to pay the \$80.00 commitment

fee. For further information regarding the degree program or the enrollment process, please contact the School of Petroleum & Natural Gas at 570-465-2344.

PETROLEUM & NATURAL GAS TECHNOLOGY PROGRAM **CURRICULUM GUIDE**

The Petroleum and Natural Gas Technology Associate's Degree program will prepare students to be operations technicians that will be responsible for the production and processing of oil & gas. Students will learn the full spectrum of oil & gas discovery, drilling, production, pipelining, processing equipment and principles, and marketing plus OSHA safety requirements and computer skills necessary for technician level positions. Instruction will include hands-on teaching with oil & gas field equipment and a summer internship with 12 weeks of actual field experience with an oil & gas producing company.

1st Year **Credit Hours**

1st Semester

CIS 105 Intro to Computer Apps or CIS 115 Intro to Computer Apps II	3
PHY 150 Physical Science for PNG with Lab	4
MAT 150 Math for PNG or MAT 120 College Algebra	3
PNG 105 Intro to PNG Technology	3
COL 101 Freshman Experience	<u>1</u>
	14

2nd Semester

CIS 210 Computerized Spreadsheets	3
PNG 125 Industrial Safety/OSHA Regs	3
PNG 130 PNG Handling and Processing	3
PNG 135 PNG Oil & Natural Gas Production	3
ENG 115 Business Communications or ENG 105 College Writing	<u>3</u>
	15

Summer

PNG 200 Twelve (12) week internship with industry	3
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2nd Year**Credit****Hours**3rd Semester

COM 125 Effective Speaking	3
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PNG 210 Electronics	3
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PNG 220 PNG Well Completion, Workover/Service	3
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PNG 230 Compression & Pipelining	3
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Social Science Elective*	<u>3</u>
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	15
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4th Semester

PNG 245 Drilling/Completion Technology	3
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Elect/PNG 215 Pneumatics Process Control System	3
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PNG 225 Instrumentation, Measurement, & Control	3
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PHL 150 Ethics, Leadership, & Regulations	3
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PNG Elective*	3
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COL 201 Capstone	<u>1</u>
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	16
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	Program Total
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	66
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* Social Science Elective – PAD 105; any non-required psychology, sociology, criminal justice or history listing

^ PNG Elective – PNG 150 or ECL 135

NATURAL GAS COMPRESSION TECHNOLOGY PROGRAM

CURRICULUM GUIDE

The Natural Gas Compression Technology Associate's Degree program will prepare students to be operations technicians in the compression component of the natural gas industry. Students will learn concepts in oil & gas discovery, compression, natural gas engine mechanics, pipelining, processing equipment and principles, and marketing plus OSHA safety requirements and computer skills necessary for technician level positions. Instruction will include hands-on teaching with oil & gas field equipment and a summer internship with 12 weeks of actual field experience with an oil & gas producing company.

Objectives

- Explain the fundamental principles of the technology in the oil and natural gas upstream, midstream and downstream sectors technically including development, economics, equipment, systems, instrumentation, operations, and the various associated scientific principles and processes.
- Ensure student's Industrial Safety and OSHA Regulations knowledge, skills, and resources to be able to work safely in the oil and natural gas industry while having an understanding of the overall aspects of safety, health, and environment.
- Demonstrate process understanding and operation of separators, heaters, dehydrators, the chokes, valves, controls, gauging, LACT units, FWKs, Tanks, orifice measurement, heat exchangers, scrubbers; Hydrate properties petroleum reservoir-produced fluids behaviors and glycol/chemical pumps, including troubleshooting of liquid glycol dehydration systems.
- Describe the function, calculations and uses of a reciprocating gas compressor including the major parts of a reciprocating gas compressor, emergency shutdown, auxiliary equipment, suppression pulsations, compressor valves, volume efficiency, horsepower requirements, rod loads, cylinder clearance, valve maintenance, compressor inspection and safety precautions.
- Describe basic aspects of natural gas engines and their operations systems including: safety, hand tool and rotational motion, product information, operation, gas engines, operation fuel systems, electronic system overview, maintenance and troubleshooting, system operation, system troubleshooting, internal components, ADEM III and GERP, lubrication and cooling system, gas ignition, intake and exhaust, intro to CAT Electronics System operating Testing and Adjusting.
- Experience an industry Internship will of 160 certified hours working in some aspect of the Petroleum & Natural Gas Upstream, Midstream or Downstream sectors with an approved company.
- Relate and analyze electronic, hydraulic, pneumatic process control systems and electronic instrumentation and controls including the physics describing these.
- Demonstrate understanding and operations of instrumentation, measurement, and control systems including real gas laws, basic thermodynamic principles and energy relationships; measuring flow in closed pipe systems; oil and gas storage, metering and export, control and safety systems, pressure temperature and liquid-level measurements; safety shutdown valves and back pressure control Standard

- measurement devices: orifice, turbine, rotary, diaphragm, ultrasonic and Coriolis meters operating and safety procedures at well heads and compression stations; moisture measuring and control devices; operate software and hardware associated with WIFI, IP and SCADA; operate PLC systems and calibration processes.
- Apply basic mechanics required for the compression process as it relates to compression cycle, PV diagrams, estimating compressor capacity, piston displacement, and estimating compressor horsepower requirements.
 - Demonstrate in depth practice and understanding of compressor performance software.
 - Apply principles of compressor evaluation, maintenance, systems to help prevent catastrophic failures, calibration of gas flow meter, and trouble shooting of reciprocating compressors.
 - Describe natural gas engine components including trouble-shooting, basic disassembly procedures and tooling, electrical system failure testing, ADEM III control system, and valve wear.
 - Describe physics concepts including measurement, motion, and work/energy.
 - Calculate motion-velocity.
 - Demonstrate equation and problem solving and Relate laws of chemistry and physics to petroleum and natural gas technology
 - Evaluate algebra, geometry and trigonometry with a focus on mastering mathematical operations that will be applied to calculation of real-world science and engineering concepts.
 - Discuss leadership, ethics, & regulations within the petroleum and natural gas industry, including the effect of corporate leadership on the company's credibility and reputation, real world ethical issues facing the petroleum and natural gas industry, and the relationship of the industry to federal, state, and local governments, including regulatory agencies.
 - Demonstrate mastery of technology in a select aspect of the Upstream, Midstream or Downstream sectors of the petroleum and natural gas industry through a project to be determined by the student and instructor/advisor in an approved plan of study.

1st Year

Credit Hours

1st Semester

CIS 105 Intro to Computer Apps or CIS 115 Intro to Computer Apps II	3
PHY 150 Physical Science for PNG with Lab	4
MAT 150 Math for PNG or MAT 120 College Algebra	3
PNG 105 Intro to PNG Technology	3
COL 101 Freshman Experience	<u>1</u>
	14

2nd Semester

PNG 140 Compression I & Pipelining	4
PNG 125 Industrial Safety/OSHA Regs	3
PNG 130 PNG Handling and Processing	3
CIS 210 Computerized Spreadsheets	3
ENG 115 Business Communications or ENG 105 College Writing	<u>3</u>
	16

Summer

PNG 200 Twelve (12) week internship with industry	3
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2nd YearCreditHours3rd Semester

COM 125 Effective Speaking	3
PNG 210 Electronics	3
PNG 150 NG Engine Mechanics I	3
PNG 240 NG Compression Technology II	3
Social Science Elective*	<u>3</u>
	15

4th Semester

PNG 215 Elect/Pneumatics & Hydraulic Systems	3
PNG 225 Instrumentation, Measurement, & Control	3
PHL 150 Ethics, Leadership, & Regulations	3
PNG 250 NG Engine Mechanics II	3
PNG Elective^	3
COL 201 Capstone	<u>1</u>
	16

Program

Total: 67

* Social Science Elective – PAD 105; Any non-required psychology, sociology, criminal justice or history listing

^ PNG Elective – PNG 245 or ECL 135

V. Allied Health and Natural Science Division

CARDIAC SONOGRAPHY TECHNOLOGY

Associate in Science Degree

Sonography (also known as ultrasound) is the use of sound waves to generate an image for the assessment and diagnosis of various medical conditions.

Cardiac Sonographers use special equipment to direct nonionizing, high frequency sound waves into areas of a patient's body to visualize the heart and surrounding area. The equipment collects reflected echoes and forms an image that may be videotaped, transmitted or photographed for interpretation and diagnosis by a physician. Unlike most diagnostic imaging methods, sonography does not involve radiation, so harmful side effects and complications from repeated use are rarer for both the patient and the sonographer.

Cardiac Sonographers use ultrasound technology to examine the heart's chambers, valves, and vessels. Images that are produced by using ultrasound are then reviewed by a physician for interpretation and diagnosis of heart abnormalities. In addition, Cardiac Sonographers may also choose to specialize in vascular technology. Lackawanna College offers a separate Vascular Technology Degree Program.

Job opportunities and salaries in the healthcare specialty of Echocardiography have been rising steadily over the last few years and the US Department of Labor predicts another 26% increase in the need for Echocardiographers by the year 2016. Cardiac Sonographers are ranked in the Top 10 Best Paid positions for associate degree careers. Further more, skilled Echo Technologists enjoy a rewarding career that balances high-tech expertise with compassionate care of the individual. **By 2006, median annual income for U.S. Diagnostic Cardiac Sonographers rose to \$57,160.** The middle 50% earned between \$48,890 and \$67,670 per year. In 2006, Echocardiography salary range was from \$40,960 to \$77,520. Pretty impressive pay for a career that requires an average 18 months to 2 years of education!

Most Cardiac Sonographers are employed by hospitals and primary clinics, with the remainder working in the offices of physicians or in medical and diagnostic laboratories, including diagnostic imaging centers. Also on the rise, is contract and traveling Cardiac Sonographers.

Lackawanna College's Cardiac Sonography Program combines classroom instruction with practical clinical externships at regional free standing and hospital-based sonography laboratories. Both career-specific and academic core courses are included. Students successfully completing the program are eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations and, thereafter, pursue an exciting career.

Lackawanna College's Cardiac Sonography Degree Program classes are given days, nights and on weekends (based on the availability of the instructors). Clinical externships, however, must take place during the daytime. The Cardiac Sonography Program's is accredited by the Committee on Accreditation of Allied Health Education Programs.

Program Objectives:

1. Demonstrates knowledge, understanding and proficiency in the use of quantitative principles applied to Doppler Echocardiography including pulse wave and continuous wave Doppler and Color imaging
2. Able to correlate regional wall motion abnormalities with coronary territory
3. Identify complications associated with ischemic heart disease
4. Provides an appropriate assessment of cardiovascular hemodynamics and flow patterns
5. Demonstrates proficiency in recognizing, identifying, and appropriately documenting abnormal echocardiography, patterns of disease, pathology and pathophysiology for ischemic heart disease
6. Able to evaluate diastolic function using left ventricular inflow, pulmonary venous flow, tissue and/or color Doppler, IVRT
7. Obtains adequate images in 2D parasternal, shortaxis, apical, subcostal and suprasternal views as per protocol
8. Demonstrates knowledge, understanding and proficiency of M-Mode and 2D Echo calculations
9. Demonstrates knowledge, understanding and proficiency in evaluation of ventricular function
10. Able to identify and evaluate cardiomyopathy such as: dilated cardiomyopathy, non-compaction, hypertrophic cardiomyopathy
11. Able to evaluate and identify complications of cardiomyopathy
12. Able to identify hemodynamic consequences
13. Able to differentiate between constrictive and restrictive physiology
14. Able to identify pericardial effusion from pleural effusion
15. Able to evaluate hemodynamic consequences of pericardial effusion and/or cardiac tamponade
16. Able to identify complications of pulmonary hypertension
17. Demonstrates knowledge, understanding and proficiency in the use of quantitative principles applied to Doppler Echocardiography including pulse wave and continuous wave Doppler and Color imaging
18. Able to correlate regional wall motion abnormalities with coronary territory
19. Identify complications associated with ischemic heart disease
20. Provides an appropriate assessment of cardiovascular hemodynamics and flow patterns
21. Demonstrates proficiency in recognizing, identifying, and appropriately documenting abnormal echocardiography, patterns of disease, pathology and pathophysiology for ischemic heart disease
22. Able to evaluate diastolic function using left ventricular inflow, pulmonary venous flow, tissue and/or color Doppler, IVRT

23. Able to assess and quantify ventricular and atrial size and systolic function
24. Demonstrates proficiency in recognizing, identifying, and appropriately documenting abnormal echocardiography, patterns of disease, pathology and pathophysiology for cardiac thrombi, neoplasm or mass
25. Able to identify primary vs. secondary cardiac tumors
26. Obtains adequate images in 2D parasternal, shortaxis, apical, subcostal and suprasternal views as per protocol
27. Demonstrates knowledge, understanding and proficiency of M-Mode and 2D Echo calculations
28. Demonstrates knowledge, understanding and proficiency in evaluation of ventricular function
29. Able to identify and evaluate cardiomyopathy such as: dilated cardiomyopathy, non-compaction, hypertrophic cardiomyopathy
30. Able to evaluate and identify complications of cardiomyopathy
31. Able to identify hemodynamic consequences
32. Able to differentiate between constrictive and restrictive physiology
33. Able to identify pericardial effusion from pleural effusion
34. Able to evaluate hemodynamic consequences of pericardial effusion and/or cardiac tamponade
35. Able to identify complications of pulmonary hypertension
36. Able to identify pericardial effusion from pleural effusion
37. Able to evaluate hemodynamic consequences of pericardial effusion and/or cardiac tamponade
38. Able to identify complications of pulmonary hypertension

FALL SEMESTER 15 Credits

College Algebra (3)
 College Writing (3)
 Comp. Apps/II (3)
 Anatomy & Physiology (3)
 Intro. to Patient Care (2)
 Intro to Physics (3)
 Medical Terminology (1)

SPRING SEMESTER 17 Credits

Cardio Pathophysiology I (3)
 Cardio Vascular A & P (3)
 EKG/Lab (2)
 Ultrasound Physics I*
 Skills Lab I (2)
 Cardio Clinical I (1)
 Effective Speaking (3)

SUMMER SESSION 5 Credits

Cardiac Intro to Vascular (3)
 Pharmacology Skills/Therapeutic Techniques (2)

FALL SEMESTER 18 Credits

Cardio Pathophysiology II (3)

Medical Ethics (3)

Skills Lab II (2)

Introduction to Psychology (3)

Ultrasound Physics II (3)

Cardio Clinical II (3)

Senior Seminar Attendance (0)

Intro to Peds (1)

SPRING SEMESTER 15 Credits

Cardio Clinical III (15)

Registry Review (0)

HThP140(Ultrasound Physics I) cannot be scheduled unless a student has successfully completed **MAT 120 (College Algebra)**.

All coursework must be successfully completed prior to enrollment in **CDS 205 (Clinical III)**.

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate in Science Degree

Diagnostic Medical Sonographers use special equipment to identify actual or potential medical abnormalities in various body systems. Through classroom presentations and on-site clinical experience, students become familiar with the operation of such equipment and with the scientific principles and processes underlying its applications.

Objectives

- Perform complete non-invasive abdominal, gynecological, obstetrical, small parts, carotid artery, and venous testing protocols.
- Apply the appropriate diagnostic criteria to each of the above listed testing protocols; Identify normal sonographic anatomy through the proper application of diagnostic testing.
- Modify the scanning protocol based on the sonographic findings and the differential diagnosis.
- Modify the scanning technique based on the patient body habitus and visual artifacts.
- Demonstrate appropriate scanning planes and patient positioning to obtain optimum images.
- Provide a complete and accurate assessment of all testing findings in a preliminary impression.
- Describe and/or demonstrate appropriate procedures for assuring the accurate and timely interpretation of studies.
- Develop a working knowledge of Ultrasound Careers and their related requirements.
- Students successfully completing the Ultrasound Program will be eligible to sit for the American Registry of Diagnostic Medical Sonography examination, and thereafter pursue an exciting career in Ultrasound technology.

First Spring Semester (Pre-Ultrasound) Summer Session

Intro to Psychology

College Writing*

Intro to Physics (3 cr)

Intro to Computer Apps or

Computers Apps II

Intro to Patient Care

College Algebra*

Anatomy & Physiology

Medical Terminology

First Fall Semester

Pelvic Sonography and Lab
Abdominal Sonography and Lab
Ultrasound Physics I**
Small Parts Sonography
Clinical I

Spring Semester

Effective Speaking
Obstetric Sonography and Lab***
Ultrasound Physics II
Fetal and Neonatal Anomalies***
Laboratory Management
Clinical II***
Senior Seminar Attendance (0 cr.)

Summer Semester

Medical Ethics
Intro to Vascular Technology

Fall Semester

Clinical III****
Registry Review

* Developmental courses may be required as prerequisites

** HTH 140 (Ultrasound Physics I) cannot be scheduled unless a student has successfully completed MAT 120 (College Algebra) and HTH 135 (Intro to US Physics).

*** BIO 201 (A&P) and HTH 105 (Intro to Patient Care), MAT 120 (College Algebra), and HTH 100 (Medical Terminology) must be taken during a student's first semester at Lackawanna College.

**** All coursework must be successfully completed prior to enrollment in Clinical III.

EMERGENCY MEDICAL SERVICES

Associate in Science Degree

The Emergency Medical Services Concentration combines the College's paramedic training program with core curriculum and advanced college coursework. The College awards 32 credits to those degree-seeking students who have successfully completed all 1704 hours of the paramedic program and have passed the Pennsylvania Department of Health Paramedic Certification Examination (see the Continuing Education section of this catalog). The 33 additional hours such students need to earn their degrees are distributed among the following courses:

College Writing *	3 credits
EMT Training	6 credits
Mathematics of Finance*	3 credits
Intro to Psychology*	3 credits
Introduction to Computer Applications or Computer Apps II	3 credits
Anatomy and Physiology	3 credits
Effective Speaking	3 credits
Medical Ethics	3 credits
Drugs and Behavior	3 credits
Intro to EMS	3 credits
General Pharmacology	1 credit
Assessment	1 credit
Respiratory	3 credits
Cardiac	6 credits
Clinical EMS	3 credits
Trauma	3 credits
Medical Emergency I	3 credits
Medical Emergency II	3 credits
Advanced Clinical	5 credits
Capstone Field Internship	3 credits
Capstone Seminar	1 credit
College 101: Freshman Experience	1 credit

Objectives

- To prepare EMS-certified staff members to assume higher levels of responsibility and advance professionally within the health care industry.
- To bring EMS students to a more sophisticated understanding of personal, social, and cultural development.

- To provide instruction and practice in oral, written, and electronic communications as these relate to professional performance.
- To broaden students' understanding of questions of conscience and increase their sensitivity to diversity through focused study of philosophy and literature.
- To facilitate personal growth and understanding of relevant medical data by means of mandated self-development coursework.

* Developmental courses may be required as prerequisites.

ENVIRONMENTAL SCIENCE

Associate in Science Degree

This major prepares students for transfer into baccalaureate degree programs in the environmental field. Environmental science is a multidisciplinary field that integrates physical, biological, and chemical sciences to the study of the environment, and the solution of environmental problems. Environmental science provides an integrated, quantitative, and interdisciplinary approach to the study of environmental systems. Environmental scientists work on subjects like the understanding of earth processes, evaluating alternative energy systems, pollution control and mitigation, natural resource management, and the effects of global climate change. Environmental issues almost always include an interaction of physical, chemical, and biological processes. Environmental scientists bring a systems approach to the analysis of environmental problems.

Program Objectives:

Students successfully completing the A.S. degree program in Environmental Science will:

1. Recognize the interdisciplinary nature of scientific inquiry and apply analytical thinking and analysis to explain various scientific phenomena as they develop skill in using the scientific method.
2. Demonstrate a working knowledge of biology, basic chemistry, and ecology sufficient for entry into higher-level science courses at a transfer institution.
3. Develop the qualitative and quantitative skills, through the use of technology, necessary for a career in environmental science.
4. Understand the diverse and dynamic nature of how humans impact the environment through the study of humanities, global studies, and math/science electives.
5. Be able to communicate effectively, both orally and through the written word, and be able to work with others in a professional setting.
6. Develop and demonstrate skills in biological and chemical laboratory practices.

First Semester

College Writing*
Pre-Calculus*
General Biology I*
General Biology I Lab (1 credit)
Environmental Science
Environmental Science Lab
College 101: Freshman Experience (1 cr)

Second Semester

Calculus
Intro to Environmental Studies
General Biology II
General Biology II Lab (1 credit)
Intro to Computer Apps or Comp Apps II
Macroeconomics

Third Semester

Principles of Management
Ecol/Evol Biology
Diversity/Global Studies Elective
Humanities Elective
Effective Speaking

Fourth Semester

Environmental Law & Policy
Bioethics
General Chemistry I
General Chemistry I Lab
Social Problems
Capstone Seminar (1 cr.)

*Developmental courses may be required as prerequisites.

PHYSICAL THERAPIST ASSISTANT PROGRAM

Associate in Science Degree

The Mission of the Physical Therapist Assistant program at Lackawanna College is to facilitate the preparation of individuals regardless of their socio-economic status, past achievements, gender, national origin, age, race, color or creed, as entry level, associate of science degree earning, physical therapist assistants. These individuals will be compassionate and caring lifelong learners who will provide evidence based ethical treatment to assist the physical therapist in the rehabilitation of all individuals in their care. The program will strive to provide students with a diverse educational setting allowing for academic excellence, and to become socially, culturally, and professionally well rounded clinicians and individuals.

The program is a 2 year (5 semesters) program that combines both classroom and clinical field experiences in preparation for the student to enter this profession as an entry level skilled PTA. The student will graduate with an Associate of Science Degree and be eligible to sit for the national licensure exam once notification of accreditation of the PTA program is received. A student considering entering the field of PTA should have a demonstrated aptitude for the sciences, interact well with others, have an interest in working with physically challenged, ill or i

Objectives

- Apply knowledge of basic and evidence based PT sciences to the application and appropriate modification of selected PT procedures.
- Interact with patients, the patient's family members or care givers, colleagues, and the public in a manner that reflects appreciation of the worth of an individual, appropriate response to cultural differences, and an understanding of the psychological and social effects of illness and injury.
- Demonstrate appropriate and effective written, oral and non-verbal communication with patients, the patient's family or caregivers, colleagues, and the public.
- Recognize their own strengths and limitations, interpret for others their scope and function, and understand the need for continued lifelong education and growth.
- Always demonstrate a commitment to safe, ethical, and legal practice.
- Understand basic concepts of healthcare and the mechanics of providing healthcare services.
- Will sit for the National Licensing Examination.
- Achieve status of Licensed PTA, and skill level of an entry level PTA.

First Semester (17 credits)

ENG 105 College Writing * (3cr)
CIS 105 Introduction to Computer Applications (3cr.)
PTA 105 Introduction to PTA** (3cr)
BIO 205 Anatomy and Physiology 1 (4cr)
HTH 100 Medical Terminology (1cr)
PHL 110 Medical Ethics (3cr)

Second Semester (18 credits)

PTA 110 Functional Kinesiology** (3cr)
COM 125 Effective Speaking (3cr)
PTA 245 Anatomy & Physiology 2** (4cr)
PTA 130 Organization & Adm** (2cr)
PTA 125 Therapeutic Modalities** (3cr)
PTA 135 Ortho Rehab & Basic Skills** (3cr)

Summer / Third Semester (6 credits)**PTA 200** Clinical Field Experience 1 (3cr)**MAT 120** College Algebra * (3cr)**Fourth Semester (16 credits)****PTA 210** Therapeutic Exercise** (4cr)**PTA 220** Methodology & Evidence Based Practice** (3cr)**PTA 225** Neurological Rehab and Advanced Skills** (3cr)**PSY 105** Introduction to Psychology (3cr)**PTA 215** Health Care Issues and Special Topics** (3cr)**Fifth Semester (12 credits)****PTA 230** Clinical II (5cr)**PTA 240** Clinical III (5cr)**COL 201** PTA Seminar (1cr)**TOTAL Credits = 69 credits**

*Developmental courses may be required as prerequisites. Credits earned in developmental courses cannot be applied toward graduation.

** Program's "Technical Phase" classes that cannot be taken outside of the LC PTA program.

PRE-ALLIED HEALTH

Associate in Science Degree

The Pre Allied Health Degree at Lackawanna College is designed to provide the necessary foundation for a future as an Allied Health professional. In this major student must maintain a 2.5 GPA and must not require developmental or bridge courses. Sciences courses include Biology, Chemistry, Microbiology and Anatomy and Physiology. Students entering this program should have successfully completed two to three years of mathematics and three years of science in high school. They should also be familiar with computers and their uses. Primarily a transfer-related program, this curriculum provides intensive hands-on laboratory experience that will prepare students for additional study at four-year institutions.

Program Objectives:

Students successfully completing the A.S. degree program in Pre-Allied Health will:

1. Recognize the interdisciplinary nature of scientific inquiry and apply analytical thinking and analysis to explain various scientific phenomena as they develop skill in using the scientific method.
2. Demonstrate a working knowledge of biology, basic chemistry, and anatomy and physiology sufficient for entry into higher-level science courses at a transfer institution.
3. Develop the qualitative and quantitative skills, through the use of technology, necessary for a career in health sciences.
4. Understand the diverse and dynamic nature of the human condition through the study of humanities, global studies, and math/science electives.
5. Be able to communicate effectively, both orally and through the written word, and be able to work with others in a professional setting.
6. Develop and demonstrate skills in biological and chemical laboratory practices.

First Semester

College Writing*
General Biology I*
General Biology I Lab
Integrated Science*
College Algebra
College 101: Freshman Experience (1 cr)

Second Semester

Pre-Calculus
Anatomy & Physiology I*
General Chemistry I*
General Chemistry I Lab*
Intro to Computer Applications or
Computer Applications II

Third Semester

Humanities Core
Intro Statistics & Data Analysis
General Biology II/BIO II Lab*
Or
Anatomy & Physiology II*
Intro to Psychology
Elective

Fourth Semester

Bioethics
Effective Speaking
Diversity/Global Studies Elective
Microbiology
Science Elective
Capstone (1 cr)

* Developmental courses may be required as prerequisites.

SURGICAL TECHNOLOGY DEGREE PROGRAM

The Surgical Technology degree program at Lackawanna College consists of 69 credits. The Surgical Technology program includes courses in anatomy, physiology, pharmacology, medical terminology, microbiology, principals and practice for surgical technology, advanced surgical procedures, and extensive hands-on clinical practice. After one year of academic and clinical preparation, the Surgical Technology student receives a certificate in Surgical Technology. Through their academic and clinical preparation, the students are equipped for an entry level position in the health care market.

The Surgical Technology student works in collaboration with all members of the health care team. They provide quality patient care via their academic preparation. The Surgical Technology program promotes professional practice and is guided by operating room standards of care.

Surgical Technology students assist with surgical operations. All Surgical Technicians work primarily under the supervision of the attending Surgeon and the Surgical Registered Nurse. Skills required include the preparation of surgical instrumentation and equipment. Surgery can be very physically demanding, thus good health and stamina is vital to successful completion of the program. The Surgical Technology student is responsible for counting all of the surgical instrumentation in collaboration with the circulating Registered Nurse. They monitor all members of the surgical team to maintain a sterile field during each procedure. They transport patients safely to and from the operating room. They pass instruments and surgical equipment, and they utilize retractors on tissue to help better visualize the area of the patient where surgeons and surgical assistants are working. They operate suction machines, diagnostic equipment, and sterilization equipment. Students are also exposed to principles of sterilization, infection control techniques, aseptic techniques, the proper handling of sharp instrumentation, the proper handling of medications and surgical solutions. The students also receive training related to medical office policies, procedures, and documentation related to surgery. (Towanda Center)

SURGICAL TECHNOLOGY

Associate in Applied Science

Through a balance of classroom instruction and clinical experience a student will acquire applied skills in the field of Surgical Technology. The program objectives are: to give students an understanding the need for surgical intervention; to develop an understanding of the role of surgical technologist as a member of the surgical team; to instruct students in the responsibilities which the performance of this role entails; to assist students in developing the knowledge of the organizational structure of the hospitals, its departments and the operating room; to develop a basic understanding of biological science as it relates to safe operating room procedure; and to facilitate the hands-on, supervised experience in the operating room performing the duties of a surgical technologist.

Objectives

- To give students an understanding the need for surgical intervention
- To develop an understanding of the role of surgical technologist as a member of the surgical team
- To instruct students in the responsibilities which the performance of this role entails
- To assist students in developing the knowledge of the organizational structure of the hospitals, its departments and the operating room
- To develop a basic understanding of biological science as it relates to safe operating room procedure
- To facilitate the hands-on, supervised experience in the operating room performing the duties of a surgical technologist.

First Semester

Introduction to Computer Applications	3 crs
Introduction to Microbiology wo/lab	3 crs.
Medical Ethics	3 crs.
Introduction to Surgical Technology	3 crs
College Writing	3 crs.
Medical Terminology	1 cr.
Pharmacology	1 cr
College 101: Freshman Experience	1 cr.

Second Semester

Anatomy and Physiology I	3 crs.
Principles and Practice of Surg.Tech.	6 crs.
Surgical Procedures I	4 crs
Introduction to Psychology	3 crs.

Summer Session

College Algebra	3 crs.
Effective Speaking	3 crs.

Third Semester

Anatomy and Physiology II w/lab	4 crs.
Surgical Procedures II	4 crs.
Clinical Practice I	8 crs.

Fourth Semester

Clinical Practice II	12 crs
SGT250 Registry Review	0 crs
COL201 Capstone	1 cr
Total credits	69 crs.

VASCULAR TECHNOLOGY

Associate in Science Degree

A Vascular Technologist provides health care patient services using medical ultrasound to gather data necessary to diagnose a variety of circulatory conditions and diseases. Lackawanna's two-year associate degree program requires 70 credit hours of coursework and includes science and vascular courses, labs and clinical experiences as well as the College's basic core courses.

Objectives

- Perform complete non-invasive extracranial , cerebrovascular, extremity arterial, extremity venous, Venous Mapping, Renal Artery, Mesenteric Arterial , Mesenteric Arterial, Abdominal Venous, Aorto-Iliac, Dialysis Access, Intracranial Arterial Evaluation (TCD) testing protocol
- Apply the appropriate diagnostic criteria to each of the above listed testing protocols
- Provide a complete and accurate assessment of all testing findings in a preliminary impression
- Modify the scanning protocol based on the sonographic findings and the differential diagnosis
- Modify the scanning technique based on the patient body habitus and visual artifacts
- Describe and/or demonstrate appropriate procedures for assuring the accurate and timely interpretation of studies
- Describe various treatment options of abdominal vascular disease including pharmacology and interventional procedures
- Develop a working knowledge of Ultrasound Careers and their related requirements
- Students successfully completing the Vascular Technology Program will be eligible to sit for the American registry of Diagnostic Sonography Vascular Technology examination, and thereafter pursue an exciting career in Ultrasound technology.

First Fall Semester (Pre-Vascular)

Intro to Physics (3 cr)
College Algebra (3 cr)*
Intro to Comp Apps or Comp Apps II (3 cr)
Anatomy & Physiology (3 cr)
Medical Terminology
Introduction to Patient Care (2 cr.)
Intro. To Psychology

First Spring Semester (Vascular Coursework Begins)

College Writing (3 cr)*
Extremity Venous Disease
and Assessment (3 cr)
Upper Extremity Arterial Disease
and Assessment
Lower Extremity Arterial Disease
and Assessment (3 cr)
Ultrasound Physics I* (3cr)
Vascular Clinical I

Summer Session

Medical Ethics (3 cr)

Second Fall Semester

Vascular Clinical II (3 cr)
Effective Speaking (3 cr)
Cerebrovascular Disease and
Assessment (3 cr)
Ultrasound Physics II (3 cr)
Abdominal Vascular Disease
and Assessment (3 cr)
Vascular Laboratory Mgmt. (2 cr)
Senior Seminar Attendance (0 cr)

Intersession

Introduction to Literature (3 cr)

Second Spring Semester

Vascular Clinical III (15 cr)
Registry Review (0 cr)

* Developmental courses may be required as prerequisites

** HTH 140 (Ultrasound Physics I) cannot be scheduled unless a student has successfully completed HTH 135 (Introduction to Ultrasound Physics) and MAT 120 (College Algebra).

- HTH 125 (Anatomy and Physics), HTH 105 (Introduction to Patient Care), Mat 120 (College Algebra) and HTH 100 (Medical Terminology) must be taken during a student's first semester at Lackawanna College.

- VST 112, VST 113, HTH 140 and VCL 105 must be successfully completed before a student may enroll in VST 110, VST 125, VST 205, HTH 145 and VCL 110.

- All coursework must be successfully completed prior to enrollment in
VCL 205 (Clinical III).

CERTIFICATE PROGRAMS

COMPUTER TECHNICIAN CERTIFICATE WITH MICROSOFT CERTIFICATION

Microsoft Office User Specialist (MOUS) certification is the globally recognized standard for skill attainment in the Microsoft Office suite of business productivity applications. The coursework in this certificate program prepares students to earn Microsoft core certification in one or more applications. Expert certification may also be achieved by the most proficient students.

Lackawanna College is an authorized testing center (ATC) so students may take any Microsoft exam on site.

Since the courses in this certificate program are all applicable to degree programs, students may elect to continue their studies within an Associate Degree curriculum once their certificates have been earned.

Students enrolled in the program follow this course of study:

Introduction to Computer Applications (3)
Computer Applications II** (3)
 Required Microsoft testing at completion
Computer Applications III*** (3)
 Required Microsoft testing at completion
Business Communications (3)* or College Writing (3)
Accounting I (with Computerized Accounting) (3)
Visual Basic (3)
A+/Software (3)
 Required Microsoft testing at completion
A+/Hardware (3)
 Required Microsoft testing at completion
Networking + (2)
 Required Microsoft testing at completion
MIS (3)
Math of Finance* (3) or College Algebra (3)
Total: 32 Credits

* Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.

** Before taking this course, students must successfully complete Introduction to Computer Applications or submit proof of high school coursework in computer applications (word processing, spreadsheets and database) through a transcript or portfolio.

*** Students must successfully complete Computer Applications II prior to enrolling in this class.

CAREER ADVANCEMENT STUDIES

Individuals seeking to improve their present employment positions will find the Career Advancement Program an excellent means to expand their knowledge, increase their skills and qualify for promotions.

Participants will receive a Certificate of Training after successfully completing eight three-credit courses to fulfill their individualized career needs and one one-credit course chosen from the Self-Development series.

The intention to pursue a Career Advancement Certificate must be declared before completion of 25 credits. Career Advancement Certificates will not be awarded on a retroactive basis.

Credits attained in this program may be applied later to one of the College's Associate Degree programs or transferred to other institutions of higher education.

COURSE DESCRIPTIONS

<u>Accounting (ACC)</u>	<u>Fine Arts (ART)</u>
<u>Aviation (AVM)</u>	<u>Health Care (HTH)</u>
<u>Biology (BIO)</u>	<u>History (HIS)</u>
<u>Chemistry (CHM)</u>	<u>Hospitality Management (HSP)</u>
<u>Business (BUS)</u>	<u>Management (MGT)</u>
<u>Cardiac Diagnostic Sonography (CDS)</u>	<u>Marketing (MKT)</u>
<u>Chemistry (CHM)</u>	<u>Mathematics (MAT)</u>
<u>Communications (COM)</u>	<u>Media Technology (CTN)</u>
<u>Computer Information Systems (CIS)</u>	<u>Philosophy (PHL)</u>
<u>Criminal Justice (CJS)</u>	<u>Physical Science (PHY)</u>
<u>Culinary Arts (CUL)</u>	<u>Physical Therapy Assistant (PTA)</u>
<u>Developmental Education (DEV)</u>	<u>Petroleum and Natural Gas (PNG)</u>
<u>Diagnostic Clinical (DCL)</u>	<u>Psychology (PSY)</u>
<u>Diagnostic Medical Sonography (DMS)</u>	<u>Public Administration (PAD)</u>
<u>Early Childhood Education (ECE)</u>	<u>Self-Development (LSK)</u>
<u>Earth Science (ESC)</u>	<u>Spanish (SPN)</u>
<u>Economics and Finance (ECO)</u>	<u>Social and Behavioral Sciences (SSC)</u>
<u>Education (EDU)</u>	<u>Vascular Clinical (VCL)</u>
<u>Emergency Medical Services(EMS)</u>	<u>Vascular Technology (VST)</u>
<u>English (ENG)</u>	

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