

LACKAWANNA COLLEGE

2020 - 2021 Catalog



Table of Contents

A Message from the President	9
Statement of Disclaimer	10
Notice of Disclaimer.....	10
Lackawanna College Locations	11
Scranton (Main) Campus	11
Hazleton Center	11
Lake Region Center	11
School of Petroleum & Natural Gas.....	11
Towanda Center	11
Sunbury Center	12
Environmental Education Center.....	12
Academic Calendars.....	12
Fall 2020.....	12
Winter Session 2021	12
Spring 2021	13
Summer Session I 2021.....	13
Summer Session II 2021.....	13
The Lackawanna Experience	14
History of the College	14
Mission and Vision.....	15
Mission.....	15
Vision	15
Celebrating the Power of Education to Transform.....	16
Lackawanna College Strategic Plan 2017-2020	16
Core Values	16
Curriculum Mission Statement	17
Outcomes Assessment	17
Accreditation.....	18
College Facilities	18
Main Campus	18
Student Resident Housing	19
Student Union.....	19
Healey Hall and Seeley Hall	20

Peoples Security Bank Theater at Lackawanna College	20
Culinary Complex	20
Satellite Centers	21
Enrollment and Registration	22
Admissions Policy	22
Application Procedures.....	22
Admissions Policy for Non-Matriculating Students	23
Visiting Students	23
International Students	23
Returning Students	24
Registration.....	24
Family Educational Rights and Privacy Act of 1974 Notification	24
Notification of Rights Under the Family Educational Rights and Privacy Act of 1974 as Amended....	24
Directory Information.....	25
Student Right to Know Act.....	26
Change of Name/Address.....	26
Student Registration	26
Verification of Student Enrollment.....	26
Formation and Cancellation of Sections.....	26
Student Course Load.....	26
Change of Grade Policy.....	27
Change of Major	27
Withdrawal from Course or College	27
Residence Requirements	27
Transfer of Credit to Lackawanna College.....	28
Lackawanna College Credit Hour Policy	28
Semester Format	29
Online and Hybrid Courses	29
Instructional-Related Learning Activities.....	30
Out of Class Requirements	30
Other Information	31
Internship Hour Guidelines.....	31
Transfer of Credit Subsequent to Matriculation at Lackawanna College.....	31
Pennsylvania Municipal Police Officer Basic Training Program (ACT 120) Transfer Policy	31

Transfer from Lackawanna College	32
Transcripts	32
Expressway Accelerated Degree Program	33
Ordered to Active Military Service Enrollment Status Adjustment Policy	33
Online Student Credit Limit Policy	34
Tuition and Fees	35
Commitment Fee	35
Tuition	35
Payment Information Policy	35
Student Housing Payment Policy	36
Other Fees*	36
Family Tuition Discount	37
Refunds	38
Student Financial Aid	39
Procedures for Applying	39
Federal Campus Based Aid Programs	39
Federal Direct Loan Program	39
Pennsylvania Higher Education Assistance Agency	40
Institutional Aid	40
Private Scholarships and Funding	40
Continuing Education Department	41
Scranton (Main Campus)	41
Police Academy	41
Information Management Technician Certification Program	43
Information Management Technician with Medical Billing and Coding Certification	43
Administrative Support Technician Program	44
Customer Service with Microsoft Office Certifications	44
Microsoft Office Specialist Certification Program	44
Medical Billing & Coding Certification Program	45
Hospitality Certification Program	45
Accelerated Bookkeeping Certification Program	45
Administrative Medical Office Assistant Career Prep Online	45
Management Career Prep with Microsoft Certifications	46
GED to Credential Program	46

GED Testing.....	46
Summer Youth Camps	46
Environmental Education Center	47
Beekeeping Certificate Program.....	47
Conservation and Natural Resources Certificate Program.....	47
Sustainable Leadership Certificate Program	48
Hazleton Center.....	48
Customer Service with Microsoft Certifications.....	48
ESL to Customer Service with Microsoft Certifications	48
Microsoft Office Specialist Certification Program	49
Nurse Aide Training Program.....	49
Translation and Interpretation Certificate Curriculum (English/Spanish track)	50
Lake Region Center	52
Administrative Medical Assistant Career Prep Certification Program	52
Administrative Support Technician	52
Accelerated Bookkeeping Certification Program	53
Agribusiness Certificate	53
GED to Job Ready Program.....	53
Medical Billing & Coding Certification Program	53
Nurse Aide Training Program.....	53
Online Bookkeeping Administration Expert	53
Massage Therapy Program	54
Real Estate Pre-Licensing Program	54
New Milford Center/School of Petroleum and Natural Gas	54
Petroleum and Natural Gas Technician	54
Compressor/Engine Mechanic Certificate	54
Sunbury Center.....	55
Administrative Support Technician	55
Towanda Center	55
Certified Phlebotomy Technician Program.....	55
Certified Clinical Medical Assistant Program.....	55
Medical Administrative Assistant Program	56
Workforce Development/Customized Industry Training	56
Online Training and Certificate Programs	57

Personal Enrichment Courses	57
Academic Policies and Procedures	58
Grading System	58
Academic Integrity Policy	59
Academic Integrity Appeal Process	60
Process to Formally Appeal a Course Grade	60
Honors	61
President's List	61
Dean's List	61
Graduation	61
Requirements for an Associate Degree	61
Requirements for a Second Associate Degree	61
Requirements for a Baccalaureate Degree	62
Requirements for a Second Baccalaureate Degree	62
Graduation Honors	62
Honor Society	62
Classroom Policies	62
Attendance	62
Attendance Policy	62
Online Class Attendance Policy	64
Amnesty Policy	65
Policy for Students with Disabilities	65
Academic Development Policy	67
College 101 (Freshman Experience)	67
Online Learning	67
Academic Probation	68
Academic Suspension	68
Academic Dismissal	69
Failure to Withdraw	69
Audit Policy	69
Repeated Courses	70
Incomplete Work	70
Credit by Examination	70
Credit for Experiential Learning	71

Advanced Academic Achievement Program.....	71
Dual Enrollment.....	71
Level Up Program	72
Honors Program.....	72
Sentinel View	72
Reserve Officers Training Corps (ROTC)	72
Leave of Absence Policy	73
Student Support Services.....	73
Academic Advising Program	73
Tutoring Center	74
Writing Center.....	74
Math Center	74
Academic Success Coach	74
Lackawanna College Library at Albright	75
Student Life.....	75
Student Conduct and Community Standards	75
Student Success Center.....	76
Career Development Office.....	76
Student Wellness Program.....	76
Athletic Programs.....	77
Academic Programs.....	78
Curriculum Mission Statement	78
College Goals.....	78
Standards.....	79
Critical Thinking	79
Communication Skills.....	79
Diversity/Global Awareness	79
Respect for and Acceptance of Others.....	80
Teamwork/Collaboration.....	80
Life-Long Learning.....	80
Knowledge Application.....	80
Science/Technology Skills	80
Information Literacy	80
Core Curriculum	81

Associate and Bachelor’s Degree Programs	81
Business/CIS Division	82
Humanities Division.....	82
Social Sciences Division.....	82
Mathematics and Science Division	82
Division of Health Sciences	83
Petroleum and Natural Gas Program	83
Certificate Programs	84
Course Descriptions.....	84
Board of Trustees	85
Administration and Staff.....	86
Academic Affairs	86
Student Engagement	87
Student Success.....	87
Continuing Education	88
Student Services	88
Full-Time Faculty	88

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 Health Sciences, 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, Luzerne, and Northumberland counties. The amazing stories of student achievement that have come from our six satellite centers located in Towanda, New Milford, Hazleton, Hawley, Sunbury and Covington Twp., 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 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. Life Changing.

Sincerely,

A handwritten signature in black ink, appearing to read "Jill Murray", written in a cursive style.

Dr. Jill Murray
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/.

Notice of Disclaimer

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

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

In accordance with Title IX of the Education Amendments of 1972, Lackawanna College will not tolerate any forms of sexual misconduct including but not limited to sexual harassment, sexual assault, and sexual violence by employees, students or third parties. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Title IX applies to all members of Lackawanna College community including students, staff, faculty, administrators, contractors, visitors, third parties and to all programs and activities that take place either on or off campus.

Lackawanna College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance.

All complaints of sexual misconduct should be brought to the immediate attention of Lackawanna College's Title IX Coordinator, Brian Costanzo, first floor, Healey Hall, Advancement Office, 415 N. Washington Ave., Scranton PA, (570) 955-1466/(570) 677-7589, costanzob@lackawanna.edu or Abbey Judge, Deputy Title IX Coordinator, Healey Hall 223, 415 N. Washington Ave., Scranton, PA, (570) 955-1516, judgea@lackawanna.edu.

Lackawanna College will fully and promptly investigate all allegations of sexual misconduct and will take action reasonably designed to resolve the complaint in an equitable manner, end a hostile environment if one has been created, prevent its recurrence, and, when appropriate, take steps to remedy its effects on individuals and the college community.

Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence can be found at:

[https://portal.lackawanna.edu/ICS/icsfs/Straight_January_2018_Title_IX_Handbook_\(3\).pdf?target=0da93257-afa6-4adc-8e19-74684c6c3f09](https://portal.lackawanna.edu/ICS/icsfs/Straight_January_2018_Title_IX_Handbook_(3).pdf?target=0da93257-afa6-4adc-8e19-74684c6c3f09)

Additional information on Title IX requirements and how to file a complaint with the Office of Civil Rights is available from the Office of Civil Rights at www2.ed.gov/ocr, 800-421-3481.

Lackawanna College is a smoke-free environment.

Lackawanna College Locations

Scranton (Main) Campus

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

Hazleton Center

2 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

Sunbury Center

Sunbury Plaza
1145 N. 4th Street
Sunbury, Pennsylvania 17801
Telephone: (570) 988-1931

Environmental Education Center

93 MacKenzie Road
Covington Township, Pennsylvania 18444
Telephone: (570) 842-1506

<https://www.lackawanna.edu/>

Phone: 1-877-346-3552

Academic Calendars

Fall 2020

- **August 20:** Academic Orientation
- **August 26:** Academic Orientation
- **August 31 (Mon):** Fall Semester begins
- **September 2 (Wed):** Last day to add an online class
- **September 4 (Fri):** End of drop/add
- **September 5 (4pm Sat):** Drop date for subterm 1 online students not participating in Module 1
- **September 7 (Mon):** Labor Day/College closed
- **September 9-18:** First Advising period
- **October 5 (Mon):** Last day to withdraw without academic penalty from Subterm 1
- **October 12 (Mon):** Columbus Day/College closed
- **October 21 (Wed):** Subterm 1 ends
- **October 22 (Thu):** Subterm 2 begins
- **October 24 (Sat):** Last day to add an online class
- **Oct. 22-Nov 6:** Advising/Online Registration
- **October 27 (4pm Tues):** Drop date for subterm 2 online students not participating in Module 1
- **November 11 (Wed):** Veteran's Day/College closed
- **November 12 (Thurs):** Last day to withdraw without academic penalty from On-ground classes
- **November 24 (Tues):** Last day to withdraw without academic penalty from Subterm 2
- **Nov 25-Nov 27:** Thanksgiving break
- **Dec 7-Dec 11:** Finals Week

Winter Session 2021

- **January 4 (Mon):** Intersession begins/last day to add an online class
- **January 5 (4pm Tues):** Drop date for subterm 2 online students not participating in Module 1
- **January 12 (Tues):** Last day to withdraw without academic penalty
- **January 18 (Mon):** MLK Day/College Closed
- **January 22 (Fri):** Intersession ends

Spring 2021

- **TBA:** Academic Orientation
- **January 25 (Mon):** Spring Semester begins
- **January 27 (Wed):** Last day to add an online class
- **January 29 (Fri):** End of drop/add
- **January 30 (4pm Sat):** Drop date for subterm 1 online students not participating in Module 1
- **Feb 3 - Feb 12:** First advising period
- **February 15 (Mon):** Presidents' Day Observed/College Closed
- **February 26 (Fri):** Last day to withdraw without academic penalty from Subterm 1
- **March 8 - 12 (M-F):** Spring break
- **March 19 (Fri):** Subterm 1 ends
- **March 22 (Mon):** Subterm 2 begins
- **March 23 - April 9:** Advising/Online Registration
- **March 24 (Wed):** Last day to add an online class
- **March 24 (4pm Sat):** Drop date for subterm 2 online students not participating in Module 1
- **April 9 (Fri):** Last day to withdraw without academic penalty from On-ground classes
- **April 2 - 5 (F-M):** Holiday/College Closed
- **April 26 (Mon):** Last day to withdraw without academic penalty from Subterm 2
- **May 2 (Sun):** Honors Convocation
- **May 3 - 7:** Finals Week
- **May 16 (Sun):** Graduation

Summer Session I 2021

- June 1 (Tues): Summer 1 Semester begins
- June 3 (Thurs): Last day to add an online class
- June 5 (4pm Sat): Drop date for online students not participating in Module 1
- June 18 (Fri): Last day to withdraw without academic penalty
- July 2 (Fri): Summer Semester ends

Summer Session II 2021

- July 6 (Tue): Summer 2 Semester begins
- July 8 (Thur): Last day to add an online class
- July 10 (4pm Sat): Drop date for online students not participating in Module 1
- July 23 (Fri): Last day to withdraw without academic penalty
- Aug 6 (Fri): Summer 2 Semester ends

The Lackawanna Experience

Lackawanna College can provide you with a roadmap to your success. Through the College's combination of quality academic programs, dedicated faculty, small classes, personal attention and attentive counseling, Lackawanna offers you the opportunity to reach 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 will not only learn specific subjects, you will also learn the skills necessary for a productive career and a rewarding life.

Lackawanna College is a private, non-profit institution with 125 years 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. Developmental programs are available for students who need to improve English, reading, and math skills and rapidly enhance educational readiness.

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

History of the 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. John H. Seeley, a noted regional educator, purchased the school in 1912. 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.

Administrators removed the word “Business” from the school’s name, as it was too restrictive, and added Civil Service courses 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 Commission on Higher Education of the Middle States Association of Colleges and Schools accredited the College, thereby facilitating direct transfer of its credits to four-year institutions so that graduates could continue their education. The College established an open admissions policy and introduced non-credit enrichment courses. 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 reflect its present reality more accurately. The College opened an additional satellite center in New Milford to serve Susquehanna County in 2007, and in 2017, a satellite center opened in Sunbury to reflect the needs of that community.

In its continued service to northeastern Pennsylvania and in response to the overwhelming feedback of its students and alumni, the College introduced its first-ever bachelor’s degrees in 2017 after gaining approval from its accrediting body in July 2016.

The first bachelor’s degree programs offered are Business, Criminal Justice, and Human Services. The College recently announced the addition of new bachelor’s degrees in Accounting, Professional Studies – Writing, and Restaurant & Foodservice Management. The introduction of these new degree paths allows students studying at Lackawanna to remain close to home and in an environment with unparalleled academic and social support.

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 open-enrollment college of choice.

Celebrating the Power of Education to Transform

Lackawanna College Strategic Plan 2017-2020

Core Values

- Remaining an affordable open-enrollment college offering associate and bachelor level degrees.
- Providing a rigorous, engaging, and transferable education that exceeds academic expectations for students at all learning levels.
- Ensuring excellent educational opportunities for students academically underprepared for college-level work.
- Nurturing students' sense of self-worth and capacity to make a difference.
- Cultivating and maintaining active partnerships with our regional community, including other educational institutions, businesses, and nonprofit agencies.
- Delivering high-quality degree and non-degree programs that prepare students to succeed in the workforce.
- Committing to the premise that access to quality, affordable higher education has the power to transform lives and communities.

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

- Objective 1: Increase new degree-seeking student enrollment by 9% over 3 years.
- Objective 2: Increase LC's Hispanic student population by 9% over 3 years.
- Objective 3: Increase private donations for scholarships, programmatic, and capital growth by 20% over 3 years.
- Objective 4: Increase revenue generated through Continuing Education by 15% over 3 years.

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

- Objective 1: Increase the number of degree-seeking students prepared to directly engage in college level work by 12% over 3 years.
- Objective 2: Increase the number of students participating in non-degree educational offerings targeted at specific underserved populations by 10%.
- Objective 3: Continue to strategically expand into bachelor's level programming in disciplines that address the workforce gaps/opportunities in our region.

Goal 3: Enhance College-wide commitment to improving student success.

- Objective 1: Increase one-year retention rate by 12% over 3 years.
- Objective 2: Increase graduation rate by 9% over 3 years.
- Objective 3: Maintain ongoing process of evaluating student learning outcomes and conducting robust, multi-faceted academic program assessment.
- Objective 4: Increase the number of associate degree graduates who stay at LC for bachelor's degree programs by 21% over 3 years.
- Objective 5: Strengthen mechanisms to assist students in overcoming financial barriers to educational attainment by allocating a determined threshold for retention scholarships.

Goal 4: Maintain commitment to strategic and fiscal planning at institutional, departmental and programmatic levels.

- Objective 1: Maintain departmental strategic plans that are aligned with Institutional Strategic Plan, collaborative with other departments, and linked with the resource allocation process.
- Objective 2: Assess annual achievement of departmental plans and the contributions of departmental plans toward the achievement of the Institutional Strategic Plan.
- Objective 3: Maintain plans for resource enhancement, including physical infrastructure, technological improvements, and appropriate staffing in support of strategic organizational growth.

Goal 5: Promote and celebrate community partnerships.

- Objective 1: Develop strategic partnerships with organizations who serve our student demographic in other ways, including financial, recreational, health and wellness, and psychosocial dimensions.
- Objective 2: Increase the number of College personnel actively engaged in community service by 10% over 3 years and the number of College personnel holding leadership roles in civic organizations by 5% over 3 years.
- Objective 3: Enhance meaningful collaborations with community organizations, businesses, and industry representatives to provide student learning opportunities such as internships, service-learning projects, guest speakers, and/or field trips.

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

- Objective 1: Increase the number of faculty and staff participating in internal and external professional development activities by 5% over 3 years.
- Objective 2: Maintain and enhance the process of recognizing College personnel for exemplary service.

Curriculum Mission Statement

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

The overall College Curriculum Mission Statement is as follows:

Lackawanna College is an educational institution, which seeks to empower its students with the knowledge, skills and attitudes that will enable them to:

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

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 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.

College Facilities

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 1990s.

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 a bachelor's degree or earn an associate degree 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 residence halls 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 122 students in 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 that opened for the fall 2008 semester. It occupies the first four floors of the building and serves 111 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 eight 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, laundry facilities, parking, a common area, 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 45 miles from campus or less. Student athletes with a residence more than 30 miles from campus must reside in campus housing. This policy applies to any time of enrollment, including summer sessions and intersession.

Exceptions to this policy can only be made by the Associate Vice President for Student Engagement, and only under extreme circumstances. The decision of the Associate Vice President is final. To apply for an exception, the parent, legal guardian or spouse needs to provide a notarized letter documenting that the student will in fact meet the criteria stated in the policy and lives within a reasonable commuting distance (defined as within 30 miles of the campus of attendance).

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

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

Healey Hall and Seeley Hall, which are located 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.

Peoples Security Bank 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.

Culinary Complex

The Lackawanna College Culinary Complex building, located one block from the main campus building in Scranton, is the home of the Kiesendahl School of Hospitality. Students enrolled in the College's Culinary Art, Hospitality Management and Baking and Pastry Arts programs attend classes in this state-of-the-art building. The Complex is home to 409 on Adams, an upscale student run restaurant and bar known for its exciting rotating menu of classical and modern offerings.

On its second floor, the Culinary Complex provides an urban and relaxed location for student dining. Students enjoy an all you can eat environment in this colorful and hip location outfitted with comfortable booths, charging stations and communal tables perfect for dining, studying and enjoying the College environment.

The Culinary Complex is available when classes are not in session for private dining events for businesses and members of the internal and external College community.

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, Sunbury, Towanda and Covington Twp., 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 2 East Broad Street, Hazleton, PA 1820, 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 Sunbury at 1145 N. 4th Street, Sunbury, PA 17801, serving the Northumberland County region.
- In Towanda at 1024 South Main Street, serving the Northern Tier region of Pennsylvania.
- In Covington Township at Environmental Education Center located at 93 MacKenzie Road Covington Twp., PA 18444.

Enrollment and Registration

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, Sunbury 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.

Students wishing to enroll in bachelor’s programs must demonstrate “college readiness” through the Admissions process. If “college readiness” is not present, students must first enroll in one of LC’s associate degree programs, which are designed to seamlessly transition to a bachelor’s program.

Application Procedures

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

- Apply online or submit a paper application for admission. There is no charge for degree-seeking applications.
- 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 SATs 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.

- **NOTE:** If a freshman student has passed college courses with a C or better, they could be test exempt

After submitting a college application, a Lackawanna College Admissions Advisor will contact each applicant within two business days of receiving an application to schedule their interview date, if the student didn't self-register. The admissions interview will allow each candidate to visit campus or be virtually interviewed, determine individual educational goals, schedule or complete assessment testing (if required), and finalize all enrollment requirements. Applicants will not be officially accepted to the college until they complete all of the above-mentioned 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. Payments can be made to Lackawanna College by credit card, check, or money order 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 \$35 paper 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.

Interested students should contact the admissions department and complete the college application and other required paperwork. Visiting students should verify with their home institutions that credits earned will be accepted in order to enroll in Lackawanna 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

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, email 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 website. 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

Students need the approval of their academic advisor to finalize the registration process and are encouraged to register during the designated on-line registration period. Classes are available during the day, evening, or in an on-line format (offered as two sub-terms each semester), and students can schedule their coursework in whatever format works best for them. Students should keep in mind, however, that not all courses are offered in each format.

Students receiving financial aid and/or veteran benefits must be aware of specific financial aid and/or veteran regulations before scheduling on-line courses and should be encouraged to speak with representatives from those offices as needed.

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.

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. In the event this occurs, students will be notified as soon as possible and informed of all enrollment options.

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 Academic Dean and an Advising Center Advisor or Center Advisor. Permission forms to take in excess of 18 credits are available in the Registrar's Office, Advising Center, from a Center Director, or on the Portal.

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 Academic Dean and an advisor from the Advising Center or Center Advisor and

4. The student needs Capstone or a lab.

Change of Grade Policy

Course grades, with the exception of an Incomplete, should only be changed in the event of an instructor calculation error. As such, all grade changes must be made in a timely manner and completed within 30 days of the semester end date. No grade changes can be made outside the 30-day time period.

Change of Major

Any student entering Lackawanna College unsure of his/her career direction will be enrolled in the Professional 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 Professional 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, an advisor from the Advising Center, or Center Advisor to review requirements of the new curriculum and ensure that the appropriate courses are scheduled. A completed change of major form must be filed with the Registrar's Office.

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 Advising Center or Center Advisor. 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 and/or bachelor's degrees to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled degree requirements and earned half of their degree requirements. 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 or apply online at no cost. 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.

* Transfer evaluation of Physical Therapist Assistant, Surgical Technology, Occupational Therapist Assistant and Sonography curricula candidates is based upon criteria specified in program guidelines.

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, Academic Dean, 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.

* Transfer evaluation of Vascular Technology, Diagnostic Medical Sonography, Cardiac Sonography, Physical Therapist Assistant, Occupational Therapist Assistant, and Surgical Technology curriculum candidates are based upon criteria specified in program guidelines and according to program-specific accreditation standards.

** 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 College 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 40 hours per credit. Three semester hours of credit requires a minimum of 120 hours on site.

Before a student may complete a bachelor's-level internship (300 or 400 level), he or she must complete our Pre-Employment Training Workshop Series.

Transfer of Credit Subsequent to Matriculation at Lackawanna College

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.

Pennsylvania Municipal Police Officer Basic Training Program (ACT 120) Transfer Policy

Pennsylvania Municipal Police Officer Basic Training Program (ACT 120) graduates are eligible for 21 transfer credits applicable to the Criminal Justice curriculum. Official Pennsylvania Municipal Police

Officer Basic Training Program (ACT 120) transcripts must be forwarded to the Registrar's Office for evaluation. Graduates of other state-certified Pennsylvania Municipal Police Officer Basic Training Programs (ACT 120) are also eligible to transfer credits to Lackawanna College.

Transfer from Lackawanna College

Lackawanna College currently offers baccalaureate degree programs in Accounting, Business, Criminal Justice, Human Services, Professional Students (Writing Concentration) and Restaurant and Food Service Management (Baking and Pastry or Culinary Concentration). LC students completing comparable associate degrees will seamlessly transition into these programs. Graduates of Lackawanna College who wish to continue their education elsewhere 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 remains in constant contact with representatives from all area colleges and universities and keeps up-to-date information concerning transferability.

Lackawanna College graduates earning either an Associate of Science degree or an Associate of Arts degree will be admitted to a Pennsylvania State System University upon transfer under the "Academic Passport". Students earning an Associate of 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 state 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 many local private universities, including Keystone College, Marywood University, Misericordia University, and the University of Scranton. Students should meet with the Director of Advising to discuss transfer options.

On average, more than half of each year's graduating class immediately enrolls at four-year institutions. Students have 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.

Transcripts

Official Lackawanna College transcripts are requested online through the National Student Clearinghouse.

You can order a transcript by going to <https://www.studentclearinghouse.org/students/> or you can go to our website under [Registrar's Office](#) and simply follow the step-by-step instructions listed. Please have the correct recipient/receiver's email address available for the electronic order delivery.

A transcript is not issued to or for a student who is in debt to Lackawanna College.

If you attended our **Continuing Education Program** and are requesting a transcript, please contact Diane Parlanti, Director of the Training Institute at (570) 504-1586 or ParlantiD@lackawanna.edu.

If you attended our **Paramedic Program** and are requesting a transcript, please contact, Sandra Agentowicz, Clerical Assistant – Occupational Therapy Assistant & Surgical Technology Programs, at (570) 955-1463 or agentowicz@lackawanna.edu.

NOTE: Transcript requests will not be processed if a financial and/or administrative hold is on record.

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 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 Dean of Student Success and Retention, 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 Academic Dean. The results of said appeal will be conveyed by the Academic Dean to pertinent administrative departments (Registrar, Financial Aid, Bursar, Student Success).
- b. If the semester is close to completion, the student may confer with his/her instructors and the Dean of Student Success 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.
- a. The student will be advised to obtain departmental signatures. Once completed, the form will undergo data processing and distribution. Departmental procedures are as follows:
 - i. The Bursar 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.
 - ii. 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.
 - iii. The Registrar's Office will withdraw students from any subsequent semester courses for which they are pre-registered, process the selected option and retain the supporting paperwork.
6. If the student is a college resident, the Director of Residence Life will be notified by the Associate Vice President of Student Engagement.

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, and students may complete a select degree program entirely online.

However, any student who has applied a Pennsylvania Higher Education Assistance Agency (PHEAA) state aid grant to their tuition will only receive 75% of their maximum award if more than 50% of their coursework is completed online versus 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.

Students, advisors, Student Success 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

A paper 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. There is no charge for online applications.

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. Students will be charged the flat rate tuition plus a per-credit rate for exceeding 18 credits (or 19 if a Capstone waiver is granted). Part-time students pay on a per-credit-hour basis.

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 residence hall move-in date. Commuter students that have a balance owed to the College that is not covered by financial aid is due in full or satisfactory payment arrangements must be made prior to receiving their parking pass.

The College offers an interest-free, five-installment payment plan for the Fall and Spring semesters. Payments start approximately two months prior to the start of the semester and are five 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-Student Accounts Folder on the left 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 during July for the fall semester and during December for the spring semester (Contact the Student Accounts 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 agree to a payment plan with the student for subsequent semesters. All installments must be completed, and the account paid in full prior to the end of the semester.

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, athletics, 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 participate in commencement activities.

All questions concerning tuition costs, student invoices, payments, and payment dates should be directed to the Student Accounts 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 residence hall move-in date. Students enrolling in the College Payment Plan must not be delinquent in that plan prior to residence hall move-in. Students will not be allowed access to their rooms or residence halls 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.

Other Fees*

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

Transcript Request	\$10.00
Change of Grade/Incomplete Fee	\$20.00
Life Experience Processing Fee	\$35.00
**Lab Fee (3 credit course)	\$100.00
**Lab Fee (1 credit course)	\$35.00
Activity Fee (Scranton students only)	\$110.00
Activity Fee (Lake Region students only)	\$75.00
Activity Fee (Sunbury students only)	\$75.00
Late Payment Fee	\$25.00 per month
Technology Fee (5 or more credits per semester)	\$305.00

Technology Fee (Less than 5 credits, all sessions)	\$50.00
Communications Fee (Scranton Communication Technology courses only)	\$100 per course
Stop Payment Fee	\$50.00
Return Check Fee	\$25.00
Hospitality Majors	\$175.00 per semester
Culinary Majors/Baking Majors	\$300.00 per semester
Nursing (ASN) Majors Full-time	\$700 per semester
Nursing (ASN) Majors Part-time	\$50 per credit per semester
Physical Therapist Assistant Majors	\$175.00 per semester
School of PNG	\$175.00 per semester
Sonography Majors	\$175.00 per semester
Surgical Technology Majors	\$175.00 per semester
Graduation Fee, One Time	\$150.00 charged upon application for graduation

* All fees are subject to change without prior notice.

**Lab fees for part-time students only.

Pennsylvania Municipal Police Officer Basic Training Program (ACT 120) Tuition \$8,500

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 second week of scheduled classes: 100%
- Until the end of the third week of scheduled classes: 75%
- Until the end of the fourth week of scheduled classes: 50%
- After the fourth 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 Student Accounts 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 or the last date of attendance if provided. Withdrawal forms are available in the Advising Center or from each Center Advisor.

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 or the last date of attendance if provided.

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, Supplemental Educational Opportunity Grants, 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: PLUS Loan, Pell 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 immediately become responsible for repayment of 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 offers are developed after first determining the expected family contribution (EFC). The types of aid offered 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 offer 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.

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 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

Pennsylvania State 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 and via the College website at www.lackawanna.edu.

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. Currently complies with the requirements of 38 USC 3679(e).

Continuing Education Department

The Continuing Education Department of Lackawanna College is located in Angeli Hall, 501 Vine St. Scranton, PA 18509. Continuing Education addresses those needs of the community that do not fall under the traditional college degree-program 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.

Continuing Education courses are offered at the main campus in Scranton and at five Satellite Centers, located in Hawley, Hazleton, Towanda, Sunbury, and Lackawanna College's Environmental Education Center in Covington Twp. 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. Programs vary by location and are identified below.

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.

Scranton (Main Campus)

- The Police Academy
- Information Management Technician Certification Program
- Information Management Technician with Medical Billing Certification
- Administrative Support Technician Program
- Customer Service with Microsoft Office Certifications Program
- Microsoft Office Specialist Certification Program
- Medical Billing & Coding Certification Program
- Hospitality Certification Program
- Accelerated Bookkeeping Certification Program
- Administrative Medical Office Assistant Certification
- Management Career Prep Certification Program
- GED to Credential Program:
- Job Ready (Business/Accounting)
- MOS (Microsoft Office Specialist)
- GED Testing: Lackawanna College is an accredited testing site for GED examinations.
- Summer Youth Camps

Police Academy

Lackawanna College operates a Pennsylvania Municipal Police Training Academy to provide education and training for individuals serving in municipal police departments. Lackawanna is the only private college in northeastern Pennsylvania certified by the Municipal Police Officers Education Training

Commission (MPOETC) to provide this training. Lackawanna College is certified to hold the licenses for 2 of the 22 certified police academies in Pennsylvania. The locations of the Lackawanna College Police Academy sites are Scranton and Hazleton.

Training offered by the Police Academy include Basic Municipal Police Training under Act 120, annual Pennsylvania Municipal Police Mandatory In-Service Training, Lethal Weapons Security Certification under Act 235, and Continuing Law Enforcement Education in all areas of police training supervision and wellness. Additionally, completion of Pennsylvania Municipal Police Basic Training (ACT 120) will provide 21 credits toward an associate or bachelor's degree in Criminal Justice at Lackawanna College.

Since its founding in 1977, the Lackawanna College Pennsylvania Municipal Police Training Academy has graduated over 250 classes in the Act 120 Basic Training Program. Through its locations in Scranton and Hazleton, the Police Academy has graduated more than 4,000 individuals and has provided continuing training to tens of thousands of police officers throughout the Commonwealth. The Lackawanna College Pennsylvania Municipal Police Training Academy offers both full- and part-time programs, running on average two full-time and one part-time class each year in Scranton and two full-time and one part-time class each year in Hazleton.

Candidates apply to the Lackawanna College Police Academy as a civilian not employed or sponsored by a municipal police agency or as one hired sponsored by a municipal police department. The Academy is a highly structured organization, just as police departments are, and cadets are expected to exhibit professional discipline and follow strict code of conduct that is separate and different 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, letters of reference, reading test, physical agility test and an interview with the Director of Operations. The application process is competitive and does not adhere to open enrollment.

Lackawanna College Police Academy proudly employs more than 70 instructors who are active law enforcement officers from the local, state, county and federal level; Chiefs of Police; and practicing attorneys. The Academy is committed to providing extensive training to its Cadets above and beyond that mandated by the Commonwealth and includes in this training requirements of community service by assisting local agencies, law enforcement and civic organizations in a variety of functions. Annually, Cadets provide collectively more than 5,000 hours of community service to Northeastern Pennsylvania. The Academy's graduates have served in the Commonwealth and throughout the nation with local, state and federal law enforcement agencies. Many of our graduates serve in law enforcement leadership positions as police supervisors and Chiefs of Police.

POLICE ACADEMY PROGRAMS

THE PENNSYLVANIA MUNICIPAL POLICE BASIC TRAINING PROGRAM (ACT 120)

All municipal police officer candidates are required to complete the Pennsylvania Municipal Police Officers Education and Training Program (ACT 120), prior to their certification to serve as police officers in Pennsylvania. The training includes instruction in the areas of police science, law, procedure, behavioral science, cultural awareness, mental health response, firearms, self-defense, use of force, critical decision making, physical fitness, emergency vehicle operations, emergency medical response and a variety of other specializations.

LETHAL WEAPONS TRAINING (ACT 235)

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.

PENNSYLVANIA MUNICIPAL POLICE MANDATORY IN-SERVICE TRAINING (ACT 180)

Pennsylvania Certified Municipal Police Officers are required to complete annually twelve (12) hours of approved continuing education.

LAW ENFORCEMENT CONTINUING EDUCATION

The Lackawanna College Police Academy offers a variety of continuing education programs for law enforcement, first responders, and public and private safety and security training and civilian safety programs throughout northeast Pennsylvania. A sample of some of the programs offered, emergency first aid and CPR certification and recertification, firearms training, law enforcement less lethal training, crisis and incident command, threat assessment and management for business and industry, violence in the workplace and personal safety and self-defense. The courses can be customized to meet the needs of any size organization.

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

Information Management Technician Certification Program

This program gives students a full understanding and knowledge of Microsoft Office 2016 (Introductory, Advanced and Post-Advanced), including Introduction to Computers and Advanced Computers, Office Technology, Math of Finance, and Business Communications.

The student will receive instruction in Principles of Management, Accounting, Computerized Accounting, Management Information Systems, Human Resource Management, Business Ethics and various employment readiness skills.

Upon successful completion of this program, the student will be prepared to take the Microsoft Office Certification exam for each program application (Word, Excel, Access, PowerPoint, and Outlook), and have the necessary skills to obtain a position in a variety of office and information management settings. This program runs 1200 hours (25 hours per week for 48 weeks), after which a one-year certificate is awarded.

[Download more information here \(PDF\)](#)

Information Management Technician with Medical Billing and Coding 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.

Students will gain a full understanding and knowledge of Microsoft Office 2016 (Introductory, Advanced and Post-Advanced), including Introduction to Computers and Advanced Computers, Office Technology, Math of Finance, and Business Communications.

The student will receive instruction in Principles of Management, Accounting, Computerized Accounting, Management Information Systems, Human Resource Management, Business Ethics, and various employment readiness skills.

In addition, the students will spend 19 weeks (475 hour) in a certification program learning Medical Terminology, Anatomy and Physiology, Insurance, Billing and Coding, and ICD 10 2020 and CPT 2020. This additional programming will provide students with comprehensive training that allows them to work in a medical environment such as hospitals, nursing homes and doctor's offices.

Upon successful completion of this program, the student will be prepared to take the Microsoft Office Certification exam for each program application (Word, Excel, Access, PowerPoint, and Outlook), as well as the Certified Coding Associate (CCA) exam. These certifications will provide students with the necessary skills to obtain a position in a variety of office/medical office and information management/medical information management settings. This dual-certificate program runs 1600 hours (25 hours per week for 68 weeks).

[Download more information here \(PDF\)](#)

Administrative Support Technician Program

This 14-week certificate program is designed to give the student a general understanding and knowledge of office procedures that will prepare them for entering or 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), Business Communications and Employment Readiness skills. Upon successful completion of this program, the student will have the ability to sit for the Microsoft Office Specialist certifications in Word and Excel, which focus on demonstrating skills using 2016 Microsoft Office and the Windows operating system. This program is 350 hours (25 hours per week for 14 weeks).

[Download more information here \(PDF\)](#)

Customer Service with Microsoft Office Certifications

This 12-week certificate program is designed to prepare the student for a variety of entry level customer service positions. Students will gain knowledge in all areas of customer service, including Business Communications and organization skills. Upon completion of this certification program, students will be prepared to seek employment in a myriad of customer-centric areas, such as Call Centers, Credit Card Companies, Insurance Agencies, Financial Institutions, Retail Establishments, etc. In addition, the Microsoft Word and Excel certifications will demonstrate that each graduate meets globally recognized performance standards. This program is 360 hours (30 hours per week for 12 weeks).

[Download more information here \(PDF\)](#)

Microsoft Office Specialist Certification Program

This 5-month certificate 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 2016 System and 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, Spanish for the Workplace (Online), and Customer Service Skills. Upon successful completion of this program, the student will have the necessary skills to obtain MOS Certification. This course is 550 hours (25 hours per week for 22 weeks). Open entry policy enables students to enroll in this program at the start of any one of the applications, allowing for a more efficient rotation and completion.

[Download more information here \(PDF\)](#)

Medical Billing & Coding Certification Program

This 21-week 525-hour certification program will provide students comprehensive training in key topics necessary 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, Spanish for the Medical Front Office (Online), ICD 10 2020 & CPT 2020.

[Download more information here \(PDF\)](#)

Hospitality Certification Program

The Hospitality Certificate Program is designed for students who would like to enter the fields of Culinary and Hospitality. Each student will have the skills to demonstrate the knowledge and ability to be in compliance with the food services sanitation and service standards as dictated by the Pennsylvania Department of Agriculture by receiving their ServSafe and RAMP Certifications.

In addition to the ServSafe and RAMP curriculum, students will be provided instruction in Microsoft Excel (MOS in Excel Introductory and Advanced), Business Communications, Food and Nutrition, Culinary Math, Customer Service, Hospitality Computer Applications, and Employment Readiness skills. Students successfully completing this program will be eligible to receive 18 Lackawanna College credits if they choose to pursue a degree in either the Culinary Arts or Hospitality Management degree programs. This certificate program runs for 500 hours (20 hours per week for 25 weeks).

Accelerated Bookkeeping Certification Program

This accelerated program is designed to give the student a strong knowledge of Bookkeeping procedures that will include tasks related to recording financial transactions, maintaining records, creating statements and tracking customer or client accounts. In addition, students will learn to create companies, work with sales and receivables, payables and purchases, budgets & end-of-period procedures using the QuickBooks Professional software. Included: QuickBooks Pro Certification and Microsoft Excel Certification.

[Download more information here \(PDF\)](#)

Administrative Medical Office Assistant Career Prep Online

Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day support. In the Administrative Medical Assistant course, you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel including Microsoft Windows,

Outlook and Word. In addition, students will prepare and take the National Healthcareer Association (NHA) Medical Administrative Assistant Certification exam as well as the Microsoft Office Word certification exam.

[Download more information here \(PDF\)](#)

Management Career Prep with Microsoft Certifications

This 15-week certification program is designed to give each student a strong knowledge of management within the business community. Each student will have a choice of either the Business Management Career Prep track or the Associate Professional in Human Resources track, both of which include online components. In addition, each student will be trained and certified in Microsoft applications including Word, Excel and Power Point.

GED to Credential Program

This 22-week program is designed for students who have dropped out of high school and need a viable option that provides support while they receive their High School Equivalency (GED). In addition, this innovative program offers students the ability to receive an industry recognized credential while working on the academic coursework of the GED. This provides an opportunity for the student to graduate with two successful completions, as well as jump start into a high-priority occupation.

Students will also receive training in employment readiness skills, such as resume and cover letter writing, job search assistance, as well as interviewing skills. Credential programs offered include:

- GED to Job Ready (Business/Accounting) – [Download more information here \(PDF\)](#)
- GED to MOS (Microsoft Office Specialist) – [Download more information here \(PDF\)](#)

GED Testing

Lackawanna College is a certified Pearson VUE GED Testing Center. The hours of operation at the testing center are Monday, Wednesday, and Friday from 9 a.m. to 1 p.m. The GED Testing Center will not be open during holiday weekends. In case of weather or another related emergency, please call (570) 961-7899 to confirm that the College is open.

Anyone wishing to take part or all of the GED Exam should register and pay for test at <http://www.ged.com>. Once your appointment is scheduled and paid for, your testing time will be secure. Registration for testing is held in Room 205 at Angeli Hall (501 Vine St, Scranton, PA).

Please arrive at the testing center alone and no earlier than 15 minutes before your scheduled testing time. Entry to the building will be through the Washington Avenue student parking lot (lower door). All testers must entering the building must go directly to the screening area located inside ground floor door. Once you have been screened and processed you will be directed to registration room.

For more specific information on testing please go to <https://www.lackawanna.edu/continuing-education/ged/> or contact Bridget Duggan, GED Testing Administrator at (570) 961-7883.

Summer Youth Camps

Lackawanna College offers the youth of Lackawanna and surrounding counties with various structured, age-appropriate activities that help with both academic and personal enrichment. Our Summer Youth Camps engage learners ranging from age 5 – 18 in a variety of problem-solving, critical thinking, team building, recreational, exploratory and creativity tasks. Camps are typically 1 week in length and vary from 2.5 hours to full-day programs.

Environmental Education Center

- Public Programming
- Beekeeping Certificate Program
- Conservation and Natural Resources Certificate Program
- Sustainable Leadership Certificate

Dedicated in memory of Nancy Coccodrilli Angeli, the late wife of President Emeritus Raymond S. Angeli, the Lackawanna College Environmental Education Center rests on 211-acres of property in Covington Township and is Gold LEED-certified. The building provides a venue with seating for up to 100 people, and hosts progressive programs for the public, the College, and K-12 educators and students.

The Environmental Education Center hosts a number of unique public programs including Summer Camps, School Field Trips, public Walks & Talks series, Nature Birthday Parties, Natural Wonders programs, and Facility Rental. The Center currently offers three unique Certification Programs: a Beekeeping Certificate Program, a Conservation and Natural Resources Certificate Program, and partners with the College's Police Academy to offer a Conservation and Natural Resource Officer Certification.

Beekeeping Certificate Program

This program is designed to support both new and seasoned beekeepers through an entire apiary year. Participants will learn about honeybee biology, beekeeping equipment, care of bees throughout the year, apiary production, and environmental challenges through the Beginner, Intermediate, and Advanced Beekeeping sessions.

By the end of this collection of courses, participants will be able to manage honeybee colonies for maximum bee health and honey production. Upon successful completion of the course, a certificate will be issued. These programs also support a beekeeper's preparation for the Eastern Apicultural Society (EAS) of North America's nationally recognized Master Level Beekeeping. (Beginner, Intermediate, and Advanced sessions will run for 2 hours per week for 10 weeks).

[Download Beginner program information \(PDF\)](#)

[Download Intermediate program information \(PDF\)](#)

Conservation and Natural Resources Certificate Program

This 16-credit undergraduate certificate program is offered at the Lackawanna College Environmental Education Center in Covington Twp. and is a standalone field biology curriculum, focusing on the conservation and interpretation of our natural environment. It will cover the basic principles of conservation through specific courses designed to develop the student's knowledge of northeast United States flora and fauna and the recreational use of renewable and non-renewable resources. Students will experience both classroom and hands-on field training throughout in Park Management & Environmental Interpretation, Wildlife Management, Dendrology & Wildflowers, Field Ornithology, and Freshwater Ecosystems.

[Download more information here \(PDF\)](#)

Sustainable Leadership Certificate Program

The 16-credit Sustainable Leadership Certificate program provides the foundation needed to become a sustainability professional in under nine months! Students will learn how to use systems thinking and problem-solving skills to gain a deeper understanding of the complexity of sustainability, which encompasses economic, social and environmental issues.

The online distance-learning format is flexible and affordable, accommodating anyone interested in learning about sustainability. Students take one class at a time, which helps working professionals balance their school, work and personal responsibilities along with providing time to focus on each course. The program offers an ideal layout for busy working professionals, high school graduates or anyone who is looking to add a differentiating credential to their resume.

The curriculum is well suited for almost any industry, profession and employment level including but not limited to corporate and small business, travel, hospitality, transportation, education, healthcare, science and the food industry. Students take five three-credit courses and a one-credit capstone course.

While the program develops leadership and management skills through exploring issues involving sustainability, this is an excellent program for anyone interested in becoming an efficient leader by encouraging a productive workforce and reducing expenditure costs.

[Download more information here \(PDF\)](#)

Hazleton Center

- Customer Service with Microsoft Certifications
- ESL to Customer Service with Microsoft Certifications
- Microsoft Office Specialist Certification Program
- Nurse Aide Training Program
- Translation and Interpretation Certificate Curriculum (English/Spanish track)
- Part-time Pennsylvania Municipal Police Basic Training Program (ACT 120) (see Scranton)

Customer Service with Microsoft Certifications

This 12-week certificate program is designed to prepare the student for a variety of entry level customer service positions. Students will gain knowledge in all areas of customer service, including call handling, effective written communication, and organization skills. Upon completion of this certification program, students will be prepared to seek employment in a myriad of customer-centric areas, such as Call Centers, Credit Card Companies, Insurance Agencies, Financial Institutions, Retail Establishments, etc. In addition, the Microsoft Word and Excel certifications will demonstrate that each graduate meets globally recognized performance standards. This program is 300 hours (25 hours per week for 12 weeks).

ESL to Customer Service with Microsoft Certifications

This 22-week certificate program is designed to prepare the English language learner with a foundation in the language skills necessary to enter into a variety of business occupations as a customer service

professional. The 90-hour (9 hours per week for 10 weeks) ESL course offers the student practical training for listening, speaking and writing in American English, and serves as a pre-requisite to the Customer Service certificate program. The course not only focuses on proper grammatical usage of the English language, but also on current face-to-face and Internet jargon.

Upon completion of the ESL component, students will gain knowledge in all areas of customer service, including call handling, effective written communication, and organization skills. Upon completion of this certification program, students will be prepared to seek employment in a myriad of customer-centric areas, such as Call Centers, Credit Card Companies, Insurance Agencies, Financial Institutions, Retail Establishments, etc. In addition, the Microsoft Word and Excel certifications will demonstrate that each graduate meets globally recognized performance standards. This program is 390 hours and will be completed in 22 weeks.

[Download more information here \(PDF\)](#)

Microsoft Office Specialist Certification Program

This 5-month certificate 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 2016 System and 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 Certification. This course is 500 hours (25 hours per week for 20 weeks). Open entry policy enables students to enroll in this program at the start of any one of the applications, allowing for a more efficient rotation and completion.

[Download more information here \(PDF\)](#)

Nurse Aide Training Program

Under the supervision and direction of Registered Nurses who are experienced in long-term care, the Lackawanna College Nurse Aide Training Program is a 128-hour program with hands-on, supervised clinical experience.

The program is accredited by the Pennsylvania State Department of Education for 40 hours of classroom teaching, 44 hours of laboratory training, and 44 clinical hours in a long-term care facility.

The program offers 32 additional specialized hours that includes training in CPR, tours in local long-term facilities, and practice laboratory hours to prepare students to take the National Nurse Aide Assessment Program Examination.

Upon successful completion of all program components, the nursing assistant students will be eligible to take the National Nurse Aide Assessment Program Examination, and students passing both the written and skills portion of the test will be placed on the Nurse Aide Registry.

The program is ideal for students interested in beginning a career pathway in nursing or health care, and after successfully testing you may be able to work in a variety of health care environments such as hospitals, nursing homes, and home health care.

[Download more information here \(PDF\)](#)

Translation and Interpretation Certificate Curriculum (English/Spanish track)

The 12-Credit Translation and Interpretation Certificate program provides the foundation needed to validate one's Spanish writing and speaking ability. Students will learn the basic through advanced skills of Translation and Interpretation to gain a deeper understanding of the theory and practice of professionals in that field.

All students must have successfully completed ENG105- College Writing and COM125- Public Speaking as a prerequisite into this program.

THEORY AND PRACTICE OF TRANSLATION

Course Description: This course is an introductory course focusing on theory and practice of written translation in English and Spanish. This course will provide students with a comprehensive understanding of the philosophy and implementation of written translation, focusing on the basic skills and techniques needed to translate any written document from English to Spanish and Spanish to English. General review of medical, legal, text, business, financial, advertisement, social services and other forms of translation are addressed, as well as transferrable industry skills and career potential for translators. Students will translate practice texts from legal documents, reports, articles, etc. applying techniques and practices learned within the course, focusing on grammatical components of English and Spanish at all times.

Student Learning Outcomes:

1. Demonstrate comprehensive understanding of the theory and practice of translation and their importance in the act of translation.
2. Identify linguistic and cultural challenges with translation of any written document from English to Spanish and/or Spanish to English and demonstrate understanding of how to address and overcome these challenges.
3. Use skills learned in the course to complete successful written translation of documents from English to Spanish and/or Spanish to English.
4. Demonstrate the proper qualities and necessary behaviors to become a successful translator.

THEORY AND PRACTICE OF INTERPRETATION

Course Description: This course is an introductory course focusing on the theory and practice of spoken interpretation in English and Spanish. This course will provide students with a comprehensive understanding of the philosophy and implementation of spoken interpretation, focusing on the basic skills and techniques needed to interpret in any situation from English to Spanish and Spanish to English. This course focuses on community interpreting across a wide variety of settings, addressing simultaneous and consecutive practices of interpreting. Students will observe spoken interpretation in a variety of industries, and practice spoken interpretation in class in mock situations in need of an interpreter. Students will focus on cultural challenges and elements while interpreting and address how to overcome these challenges, while working in high-pressure situations.

Student Learning Outcomes:

1. Demonstrate comprehensive understanding of the theory and practice of interpretation and their importance in the act of interpretation.

2. Identify linguistic and cultural challenges with interpretation in varying situations from English to Spanish and/or Spanish to English and demonstrate understanding of how to address and overcome these challenges.
3. Identify the differences between simultaneous and consecutive interpreting and determine which practice should be used in specific situations.
4. Use skills learned in the course to complete successful interpretation from English to Spanish and/or Spanish to English.
5. Demonstrate the proper qualities and necessary behaviors to become a successful interpreter, particularly focusing on cross-cultural awareness and people skills in sensitive situations.

ADVANCED TECHNIQUES OF TRANSLATION

Course Description: This course is an advanced course in the development, practice and implementation specific necessary skills for successful written translation in English and Spanish. This course will provide students with the tools and techniques used in written translation, focusing on the specific linguistic and cultural elements needed to successfully translate any written document from English to Spanish and Spanish to English. Specific review of medical, legal, text, business, financial, advertisement, social services and other forms of translation are addressed, as well as the differing vocabulary and techniques used for different industries. Students will translate practice texts from legal documents, reports, articles, etc. applying techniques and practices learned within the course, focusing on grammatical components of English and Spanish at all times.

Student Learning Outcomes:

1. Demonstrate comprehensive understanding and implementation of the necessary skills for advanced practice of translation across varying industries.
2. Identify linguistic and cultural challenges with translation of any written document from English to Spanish and/or Spanish to English and demonstrate understanding and implementation of how to address and overcome these challenges, specifically in relation to differing vocabulary and meanings across demographic areas and cultures.
3. Use technical skills learned in the course to complete successful written translation of documents from English to Spanish and/or Spanish to English.
4. Demonstrate the proper qualities and necessary behaviors to become a successful translator.

ADVANCED TECHNIQUES OF INTERPRETATION

Course Description: This course is an advanced course focusing on the development, practice and implementation of spoken interpretation in English and Spanish. This course will provide students with the tools and techniques used in spoken interpretation, focusing on the specific linguistic and cultural elements needed to successfully interpret in any situation from English to Spanish and Spanish to English. This course focuses on community interpreting across a wide variety of settings, such as medical, legal, business, financial, advertising and social services and other industries, determining when simultaneous, consecutive or other practices of interpreting are necessary. Students will practice spoken interpretation in a variety of situations in need of an interpreter, maintain professionalism and the communicant's dignity in high-stress and highly sensitive situations. Students will also practice notetaking, its importance, and how to successfully take notes while listening attentively. Students will focus on cultural challenges and elements while interpreting and address how to overcome these challenges, specifically in regard to vocabulary and cultural differences.

Student Learning Outcomes:

1. Demonstrate comprehensive understanding and implementation of the necessary skills for advanced practice of interpretation across varying industries.
2. Identify linguistic and cultural challenges with interpretation in any industry and situation from English to Spanish and/or Spanish to English and demonstrate understanding and implementation of how to address and overcome these challenges, specifically in relation to differing vocabulary and meanings across demographic areas and cultures, as well as cultural resistance to situations.
3. Determine which practice of interpreting is necessary in a given situation, whether simultaneous, consecutive, sight, or none of the above.
4. Demonstrate successful note-taking skills and determine when such skills are necessary in specific situations.
5. Use skills learned in the course to complete successful interpretation from English to Spanish and/or Spanish to English.
6. Demonstrate the proper qualities and necessary behaviors to become a successful interpreter, particularly focusing on cross-cultural awareness and people skills in sensitive situations.

[Download more information here \(PDF\)](#)

Lake Region Center

- Administrative Medical Assistant Career Prep Certification Program
- Administrative Support Technician
- Accelerated Bookkeeping Certification Program
- Agribusiness Certificate
- GED to Job Ready Program
- Medical Billing and Coding Certification Program
- Nurse Aide Training Program
- Online Bookkeeping Administration Expert
- Massage Therapist Certificate Program
- Real Estate Pre-Licensing Program

Administrative Medical Assistant Career Prep Certification Program

This 365-hour program will allow the students the training to work in a medical environment as an Administrative Medical Assistant.

[Download more information here \(PDF\)](#)

Administrative Support Technician

This 14-week certificate program is designed to give the student a general understanding and knowledge of office procedures that will prepare them for entering or re-entering the workforce in a variety of administrative office positions. This also will include Microsoft Office Specialist (MOS) Certification. The student will receive instruction in Microsoft Office, Principles of Accounting, Computerized Accounting (QuickBooks), Business Communications and Employment Readiness skills. Upon successful completion of this program, the student will have the ability to sit for the Microsoft

Office Specialist certifications in Word and Excel, which focus on demonstrating skills using 2016 Microsoft Office and the Windows operating system. This program is 350 hours (25 hours per week for 14 weeks).

[Download more information here \(PDF\)](#)

Accelerated Bookkeeping Certification Program

This accelerated program is designed to give the student a strong knowledge of Bookkeeping procedures that will include tasks related to recording financial transactions, maintaining records, creating statements and tracking customer or client accounts.

[Download more information here \(PDF\)](#)

Agribusiness Certificate

This 14-week, 280 hour, certificate program is designed to give an understanding of agricultural practices and an introduction into business that will provide the foundation for starting a successful farm. Students receive instruction in farm business management, farm structures, farm equipment maintenance, pest management, and soil science.

[Download more information here \(PDF\)](#)

GED to Job Ready Program

This 22-week innovative training program offers students the opportunity to receive an industry recognized credential while working on the academic coursework of the GED. This provides an opportunity to graduate with two successful completions as well as jump start into a high priority occupation.

[Download more information here \(PDF\)](#)

Medical Billing & Coding Certification Program

This 475-hour program will allow the students the training to work in a Medical environment doing Medical Terminology, Billing and Coding. Coursework, taught from the practitioner's perspective, focuses on skills and coding competencies used in settings such as hospitals and physician practices.

[Download more information here \(PDF\)](#)

Nurse Aide Training Program

The Lackawanna College Nurse Aide Training Program is designed for students who would like to enter the field of healthcare within this high priority occupation.

[Download more information here \(PDF\)](#)

Online Bookkeeping Administration Expert

This accelerated program is designed to give the student a strong knowledge of Bookkeeping procedures that will include tasks related to recording financial transactions, maintaining records, creating statements and tracking customer or client accounts.

[Download more information here \(PDF\)](#)

Massage Therapy Program

The Massage Therapy program is a 720-hour, non-credit program per Pennsylvania state guidelines, with a 96-hour supervised hands-on clinical externship at *The Lodge at Woodloch* for a total of 720 hours or approximately 6 months. After successful completion of the program, students are eligible to take the MBLEx (Massage and Bodywork Licensing Exam) in order to obtain licensure from the Pennsylvania State Board of Massage Therapy. Students will receive instruction in massage therapy education which includes: massage and bodywork assessment and application (Swedish Massage, Hydrotherapy/Aromatherapy, Allied Modalities, Therapeutic & Medical Massage), professional ethics, anatomy & physiology, kinesiology, pathology, as well as business practices and much more. Students will also receive CPR certification through the American Heart Association.

[Download more information here \(PDF\)](#)

Real Estate Pre-Licensing Program

The Pennsylvania Real Estate Commission regulations require that an applicant successfully completes a 60-hour course in Real Estate Fundamentals and Real Estate Practice before they can apply to take the state real estate exam. Our 30-hour Real Estate Fundamentals course introduces students to the language, principles, and legal concepts that govern real estate ownership and its transfer in Pennsylvania. This course is designed to prepare students for the state licensing exam. The 45-hour Real Estate Practices course provides an introduction to real estate business and will focus on areas of specialization, including: techniques, procedures, and ethics involved in a real estate transaction. This course is designed to provide a working knowledge of forms and documents.

[Download more information here \(PDF\)](#)

New Milford Center/School of Petroleum and Natural Gas

- Petroleum and Natural Gas Technician Certificate Program
- Compressor/Engine Mechanics Certificate Program

Petroleum and Natural Gas Technician

The Petroleum & Natural Gas Technician Certificate is specifically designed to offer industry-based education and training to students who desire quick entry into the gas industry. Coursework is focused on educating and training professionals for new careers in the oil and gas industries. Courses include Industrial Safety, PNG Handling & Processing, PNG Production, and more. Students pursuing this new certificate program should graduate in less than one year.

Compressor/Engine Mechanic Certificate

The Petroleum and Natural Gas Compression/Engine Mechanic Certificate is specifically designed to offer industry-based education and training to students who possess a mechanical mindset and desire entry into the oil and gas industry. Aspiring PNG compressor and engine mechanics will receive hands-on training for a career that's essential to the continued operation of a gas industry organization. Courses include Industrial Safety, PNG Handling & Processing, Compressor and Engine mechanics and more. Students pursuing this new certificate program should graduate in less than one year.

[Download more information here \(PDF\)](#)

Sunbury Center

Administrative Support Technician

This 14-week certificate program is designed to give the student a general understanding and knowledge of office procedures that will prepare them for entering or 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), Business Communications and Employment Readiness skills. Upon successful completion of this program, the student will have the ability to sit for the Microsoft Office Specialist certifications in Word and Excel, which focus on demonstrating skills using 2016 Microsoft Office and the Windows operating system. This program is 350 hours (25 hours per week for 14 weeks).

[Download more information here \(PDF\)](#)

Towanda Center

- Certified Phlebotomy Technician Program
- Certified Clinical Medical Assistant Program
- Medical Administrative Assistant Program

Certified Phlebotomy Technician Program

Phlebotomists are Allied Health Professionals who draw blood from patients for diagnostic, therapeutic, or donation purposes. Phlebotomists are responsible for preparing patients and obtaining high quality specimens for transport to the lab. A competent clinical phlebotomist must have good manual dexterity, special communication skills, good organizational skills, and a thorough knowledge of lab specimen requirements and departmental policies.

This is a 17-week program, consisting of classes 2 days per week for a total of 170 classroom/lab hours. In addition, students will complete a clinical component at a pre-arranged location that will consist of obtaining a minimum of 100 Venipunctures and 5 Dermal punctures. After successful completion of the course, students will be eligible and scheduled to take the NHA (National Healthcareer Association) Certified Phlebotomy Technician (CPT) national certification exam.

[Download more information here \(PDF\)](#)

Certified Clinical Medical Assistant Program

A Certified Clinical Medical Assistant is a multi-skilled Allied Health professional whose responsibilities may include administrative/office duties including managing appointments, health insurance and reimbursement, office finances, along with performing clinical skills consisting of obtaining patient vital signs and histories, performing phlebotomy and lab procedures, and performing electrocardiogram's (ECG's) on patients, just to name a few. A competent Clinical Medical Assistant must have proficient multi-tasking skills, special communication skills, exceptional organizational skills, and good manual dexterity.

This 30+ -week program consisting of classes 3 days per week for a total of 500 classroom/lab hours. The clinical component will consist of 160 externship hours in a pre-arranged clinical setting. After the successful completion of this course, the student will be eligible and scheduled to take the NHA (National Healthcareer Association) Certified Clinical Medical Assistant (CCMA) national certification exam.

[Download more information here \(PDF\)](#)

Medical Administrative Assistant Program

Medical Administrative Assistants are Allied Health Professionals that may also be referred to as a Medical Office Secretary or Medical Office Assistant. The Certified Medical Administrative Assistant will perform administrative tasks to help keep the physicians' offices and clinics running efficiently. A competent Medical Administrative Assistant must have proficient multi-tasking skills, special communication skills, and exceptional organizational skills. Medical Terminology, Managing Appointments, Communications Skills, Managing Office Finances, Computer Operations, Health Information Management and Protection, Health Insurance and Reimbursement, and Medical Office Management are some of the training included in this program.

This 17-week program consists of classes 2 days per week for a total of 136 classroom/computer lab hours. The clinical component will consist of a minimum of 70 hours in a pre-arranged clinical setting. After successful completion of this course, the student will be eligible and scheduled to take the NHA (National Healthcareer Association) Certified Medical Administrative Assistant (CMAA) national certification exam.

[Download more information here \(PDF\)](#)

Workforce Development/Customized Industry Training

Lackawanna College believes that education should not end once a student gains employment but should be a life-long endeavor. We believe that employees are empowered by workplace training and education and are committed to assisting regional employers in identifying programming that meets their unique needs.

We offer customized training that is specifically designed to fit a company's organizational culture, striving to build a foundation for high functioning teams and improved operational performance. Programming is applicable to all industries, and our specialists can help companies identify funding opportunities. Areas of training in which Lackawanna College specializes include:

- Leading Successful Organizational Change
- Building a High-Performance Culture
- Leadership Development
- Supervisory Skills Development
- Managing Time and Priorities
- Train the Trainer
- Excellence in Customer Service
- Building Successful Teams

- Polished Presentations
- Microsoft Office Applications
- Embracing Diversity
- Conflict Resolution
- Effective Communications Skills
- Supply Chain Management
- Project Management

Online Training and Certificate Programs

Online certifications make your professional development accessible and easy, and courses start throughout the year, and are generally self-paced, allowing flexibility for busy professionals.

Training is now available online in many categories that help the student gain credentials in key industries, for in-demand occupations, or coursework that can supplement existing credentials. These areas include:

- Accounting and Finance
- Health Sciences
- Business and Leadership
- Career and Hospitality
- Criminal Justice and Legal
- Education and Personal Development
- Green and Renewable Energy
- Healthcare
- Industrial and Skilled Trades
- Multimedia and Graphic Design
- Petroleum & Natural Gas Technician
- Programming and Web Applications
- Spanish in the Workplace
- Technology and Computer Programs

Personal Enrichment Courses

The Continuing Education Department offers a variety of personal enrichment programming throughout the year to meet the needs and interests of the communities served by Lackawanna College at our Satellite Center locations. Past offerings have included Business Social Media, Sales Skills Training, Intentional Networking, American Sign Language, Financial/Retirement Planning Workshops, Career & College Readiness, ESL, Computer Basics, Yoga, and various other offerings. Program offerings can be found on the College website and through the College/Satellite Center social media outlets.

Academic Policies and Procedures

Grading System

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

Letter	Grade Point Average	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.

Academic Integrity Policy

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

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

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

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

Lackawanna College's faculty members have agreed to proceed in a uniform manner whenever they detect violations of academic integrity. Therefore, regardless of the form these violations take (see list above), and regardless of the class, location, or instructor, an offending student (or students) will incur the same penalty: a failing grade (F) for the assignment. This action will be taken immediately after the violation has been reported and, unless reversed through the appeal process (see below), will remain in effect.

If a student violates the Academic Integrity Policy for a second time, the offense will result in a failing grade (F) in the course. This action will be taken immediately after the violation has been reported and, unless reversed through the appeal process (see below), will remain in effect no matter the consequences to one's financial aid, athletic eligibility, or overall academic standing. Repeated violations of the Academic Integrity Policy may also result in dismissal of the student from an academic program or from the College. Under unusual circumstances, the Provost reserves the right to dismiss the student from a class or an academic program after the first infraction of the Academic Integrity Policy.

All violations of the Academic Integrity Policy are reported through the College's Disciplinary Warning System, Starfish. Instructors may request that the Associate Dean of Faculty Affairs counsels students after a first violation. Students will be required to meet with the Associate Dean of Faculty Affairs after their second violation.

Academic Integrity Appeal Process

The student has the right to appeal the action of the faculty member when accused of a violation of the Academic Integrity Policy. The typical process for doing so is outlined in the **Student Dismissal from Class Appeal Policy**.

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

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 and completing the Formal Grade Appeal Form located on the Portal. 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 Academic Dean. 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 to meet with the Provost. The Provost will consider the student's case and will render a decision. All grading decisions made by the Provost 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.) If you are unsure on the appropriate person to contact at any level, you may email the Academic Affairs Administrative Assistant at walshl@lackawanna.edu for clarification.

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 must complete an application for graduation in their Capstone Seminar class. In order to qualify for a degree, a student must attain a minimum G.P.A of 2.0 and satisfy all curriculum requirements. Students returning to Lackawanna College after an absence of two semesters or more must follow current curriculum requirements.

The graduation ceremony takes place in May of each year at the conclusion of the spring semester. Students who complete requirements at the end of the previous summer or fall semester, in addition to those who have completed their requirements in the spring semester, are invited to take part in the annual Commencement ceremony. Students who meet degree 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. Students who are short of curriculum requirements by ONE COURSE (3 OR 4 CREDITS) or owe the College any outstanding balance will not be allowed to participate in commencement.

Requirements for an Associate Degree

All students meeting graduation requirements must complete an application for graduation in their Capstone Seminar class. In order to qualify for a degree, a student must attain a minimum GPA of 2.0 and satisfy all curriculum requirements. Students are required to complete half of their required program credits at Lackawanna College. A student must earn a minimum of 60 credits to be awarded an associate degree, including no less than 21 general education credits. The remaining credits will be specific to each major/degree.

It is the student's responsibility to select the courses that will satisfy the graduation requirements of the College. Some programs require higher quality point averages than the general school requirement.

Requirements for a Second Associate 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, all 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.

Requirements for a Baccalaureate Degree

A student must earn a minimum of 120 credits for a bachelor's degree, including no less than 40 general education credits. The remaining credits will be specific to each major/degree. At least one half of the credits required for a major must be earned at Lackawanna College. For graduation, the cumulative GPA must be at least 2.00. An application for graduation must be completed in their Contemporary Issues/Senior Seminar class.

Requirements for a Second Baccalaureate Degree

Candidates for a second baccalaureate degree are expected to complete a minimum of 30 credits at Lackawanna College beyond the completion of courses for the first degree. Students must complete all requirements for the second degree not covered by the first degree program for the major and cognate courses.

Graduation Honors

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

HONORS

- Summa cum laude (with highest honors)
 - – 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).

Honor Society

Lackawanna College hosts a local chapter of an internationally recognized honor society. 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 college students in associate degree programs. 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.

Classroom Policies

Attendance

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

Attendance Policy

Students enrolled in credit-bearing courses at Lackawanna College will be dropped from any course(s) in which they accumulate absences beyond the maximum number allowed. This pertains to online classes as well. Attendance is tracked by instructors, so be sure to adhere to the following scale:

# of Times Class Meets	Maximum # of Absences Allowed
3 times a week	6
2 times a week	4
1 time a week	2
Developmental Classes DEV 010, DEV 020, DEV 030	The equivalent of one week of classes
300 and 400 level courses	* to be determined by instructor

During the COVID-19 Pandemic the following attendance policy has been implemented:

Attendance Policy:

The safety of students, faculty, and staff is Lackawanna College's highest priority as we continue to monitor Novel Coronavirus (COVID 19). In these challenging times, the College will continue to provide a high-quality educational experience to students. Evidence shows that attendance is a key predictor of success in the college classroom. In an effort to remain aware of possible concerns related to the health, safety, and academic well-being of students, Lackawanna instructors will track attendance and participation and report this information through Starfish. This way, students who may need assistance can be identified.

In all decisions the College is making, we are aligning ourselves with the advice provided by the Centers for Disease Control and Prevention (CDC) and the Commonwealth of Pennsylvania to limit the spread of infectious diseases, such as COVID-19.

During the 2020-2021 academic year, students will not be dropped from a course for lack of attendance after the initial two-week add/drop period. It is critical to adhere to the public health protocol to prevent the virus from spreading. Please note that students **MUST** communicate with their instructors and begin coursework during the first two weeks to avoid being dropped from the class as 'never attended.'

Students should stay home if they are feeling sick, and most especially if they exhibit any symptoms of an infectious disease. Students should follow College-wide guidelines for staying away from campus if they have had any COVID exposure.

If a student needs to miss one or more classes due to illness, the student is responsible for emailing the course instructor to inform him or her of the situation and for making up missed work according to the instructor's established policy. If the student will need to miss more than one course meeting for the same class, the student should copy the Dean of Student Success, Denise Larson, (larsond@lackawanna.edu), on this email. There is **NO** need to provide a medical excuse to document

illness. Students are responsible for completing any work that they miss due to illness, including assignments, quizzes, tests, and exams.

Students are responsible for communicating with their instructor(s) via the means of communication established by the instructor(s), e.g., via Canvas or lackawanna.edu email.

Students requiring medical treatment during the semester should refer to the College's [medical exigency policy in the Student Handbook](#) to determine next steps.

After week 10, students will no longer be dropped from courses for lack of attendance and will instead receive the course grade earned, assuming zeros on all missed assignments, projects, tests, quizzes, participation, etc. 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, officially withdraw from class. Students are encouraged to attend class since attendance is vital to successful academic achievement. If a student fails to attend a 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 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.

If a student anticipates missing class for an extended period of time, one week or longer, the student should reach out to the Student Success Center, prior to the absence, to discuss options regarding the Active Military Service leave policy or the Medical Exigency Policy.

Online Class Attendance Policy

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

Attendance is defined by participating in an academic activity within the online classroom, which includes making posts and replies in a course-related graded discussion forum or submitting a course-related written assignment. Activities (Introduce Yourself, Course Navigation Quiz, What Did You Learn from the Syllabus, and Online Agreement) not related to the aforementioned activities will **not** count for attendance purposes.

Students that fail to participate in an academic activity as described above in the online classroom prior to the last day to drop/add, will automatically be dropped from the course.

- You are required to engage in discussion by making an initial post to your instructor's prompt by the assigned day of the week (Wednesday), and then submitting the required number of replies

by the end of the week (Sunday). **Please note that the initial post by Wednesday is separate from the three replies due by Sunday. Thus, 4 days of posting are required (1 day for the initial post, and 3 separate days for the 3 replies).**

- Students who do not participate in any course-related discussions AND who do not submit any course-related assignments for any ONE week (prior to the last day to withdraw for the subterm) will be DROPPED from the course.
- Students who do not participate in any discussions AND who do not submit any assignments for any ONE week (after the last day to withdraw for the subterm) will receive zeros on all missed discussions/assignments.
- It is the responsibility of the student to formally withdraw from the course at the Registrar's office. Withdrawal forms can be obtained in the Advising Center or from a Center Advisor.

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
- Extended time on assignments
- Exams in a distraction-free environment
- Copies of an instructor's notes/outlines
- Alternative methods of demonstrating mastery of course objectives
- Note taking services

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 a diagnosis of your current disability, as well as supporting information, such as the date of the diagnosis, how the diagnosis was reached, and the credentials and signature of the professional; information on how your disability affects your academic performance; and 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 the Director of Disability Services, Academic Development, Suite 110, Angeli Hall, at the beginning of each semester. Students are responsible for securing appropriate documentation and completing necessary paperwork in order to inform their instructor(s) 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 570-961-7878.

Academic Development Policy

Academic Development coursework is designed to provide students who may require additional instruction with the basic reading, writing, and mathematics skills they will need to find success at the college level. The College uses SAT, ACT, and/or ACCUPLACER scores to determine the proper placement of students.

This 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.

The developmental courses are DEV 010 Basic Writing Skills, DEV 020 Reading for College, and DEV 030 Basic Math Skills. The bridge courses are ENG 102 Fundamentals of Writing, ENG 103 Critical Reading, and MAT 110 Introduction to Algebra. Bridge courses may be used as a free elective in some programs.

1. A student may only take a developmental or bridge level course if he or she places or progresses into it. If a student wishes to take a developmental or bridge course without placing or progressing into it for a specific educational reason, he or she may appeal this policy to the Academic Development Division Chair.
2. Students who place into all three developmental courses may not enroll in the college after the first day of the semester.

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. Currently, full-time students are required to complete this course including dual enrollment, ACT 120 students and transfer students who transfer in fewer than 12 credits. Please see your advisor for more details.

Online Learning

Online learning 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	MINIMUM PROGRESS (CGPA) (Required to Avoid Academic Dismissal)
0-31	1.85
32+	2.00

If a student is on Academic Probation status, he or she is required to meet certain criteria to continue his or her attendance at Lackawanna College. The list of criteria are as follows:

- Enroll in a maximum of 13 credits during the semester on probation
- Repeat any available courses that an "F" was received
- Attend the "Commit to Success" series throughout the semester
- Attend three Student Success Workshops

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 academic suspension.

If a suspended student believes that extenuating circumstances contributed to academic difficulties during a particular semester, he/she may appeal the suspension to the Dean of Student Success and Retention (studentsuccess@lackawanna.edu) prior to the date published within the notification letter.

Students are permitted to appeal their academic suspension one time. If a student is academically suspended for a second time, he/she will be academically dismissed from the College (see Academic Dismissal Policy).

Academic Dismissal

A student on Academic Probation whose Cumulative Grade Point Average falls below a 1.50 or academically suspended for a second time will be academically dismissed from the College. Academic Dismissal is permanent unless, with good cause, the student may reapply to the College after one calendar year and be accepted under special consideration by the Academic Affairs Office and Student Success Center. You must be in good disciplinary standing to be removed from academic suspension. Students on disciplinary probation should contact the Student Conduct and Community Standards office for your disciplinary status at (570) 955-1522.

***Financial aid eligibility is a separate policy and the student must contact the Financial Aid Office to verify eligibility.**

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

Auditing courses is a practice designed primarily to allow students to expand their educational opportunities. Students may audit a lecture course (online, studio or laboratory courses are not auditable) with the permission of the Registrar, based on seat availability. Auditors receive no credit for the course and must pay the appropriate fee (\$250). The auditor is not expected to take any of the instructor's time away from the regularly enrolled students. Lackawanna College students (and alumni) can audit courses free of charge. Each clinical instructor will be capped at one free course audit per semester. Graduates or Clinical instructors auditing courses that involve lab fees are required to pay these fees.

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. Permission to audit a class is based on seat availability. LC students (and alumni) can audit free of charge, but anyone else is charged \$250.

Repeated Courses

Students may repeat courses to improve an initial grade of D+, D, F, AW, or I. 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.

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 maximum time allowed to make up an incomplete grade is 30 days after the last day of the semester in which the class(es) occurred. However, the instructor has the right to set a time limit earlier than the allotted time. The student is responsible for the change of grade fee. If the work is not completed within the 30 days, your grade will be the grade on record at the time of the Incomplete Petition.

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 and pay a \$35 processing fee. If this approval is secured, final permission must be granted by the Academic Dean 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. The Business Office should be contacted for applicable charges.

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, Academic Dean, 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.

Advanced Academic Achievement Program

Dual Enrollment

Lackawanna College offers a Dual Enrollment 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.

Level Up Program

Level Up is a unique program in which students have access to a variety of educational pathway options beginning in high school. Students can earn from 15 credits up to a full associate degree taking courses online, on-campus, in the summer or evenings, and through dual enrollment courses at partnering high schools. Level Up offers authentic college experiences in a supported environment. Students become familiar with the expectations, rigor, and processes of college, preparing them for the transition to post-secondary education. High school students must meet eligibility requirements for admission to the Level Up program. Credits earned can be applied to a Lackawanna degree or potentially transferred to another institution upon high school graduation.

Honors Program

The Lackawanna College honors program allows students with demonstrated high academic achievement to participate in comprehensive educational experiences that will prepare graduates to emerge as leaders ready to change the face of their communities. These educational experiences include leadership opportunities and meaningful immersive service learning.

Eligible students will rank in the top 20 of their graduating high school class and demonstrate college-readiness based on SAT/ACT or Accuplacer test scores. Honors students will receive a scholarship based on class rank covering all or a portion of their tuition. The scholarship is good for up to four years of consecutive enrollment. To remain eligible for this scholarship and continue in the program students must maintain a 3.25 GPA and participate in planned activities during each semester. Students must complete a FAFSA annually and enroll in a minimum of 12 credits per semester for the duration of the scholarship.

Students will work with their advisor, course instructors, and/or other College personnel to complete and document their participation in the activities designed for the program. Students may have the opportunity to enroll in other honors level curriculum or activities. Honors students will meet with their advisor during designated advising periods to create a schedule that maximizes their honors experience while still meeting requirements for their program of choice.

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:

- MIL 101 - Concepts of Leadership I
- MIL 102 - Concepts of Leadership II
- MIL 201 - Dynamics of Leadership I
- MIL 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 online. Approval from an advisor is required. The leave can only be requested between semesters, not after a semester has begun.

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 within the one year time frame 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.

Student Support Services

Academic Advising Program

Strong academic advising is the key to student retention. The best way to keep students enrolled is to keep them stimulated, challenged, and progressing toward a meaningful goal.

Lackawanna College's Student Academic Advising Program is based on the premise that there is no substitute for academic advisors who serve as role models and mentors to their students. Upon registering for classes at Lackawanna, each matriculating student will be assigned an academic advisor---a member of the College's faculty or professional staff. The College's advising 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 advisors will also assist the student in course selections during the advising/registration meetings. Academic advisors may also act as referral sources for other specific services within the College.

While there is no substitute for the advisor/advisee connection, students may also visit the Advising Center in Suite 105 of Angeli Hall, which is staffed with two full-time academic advisors who can work with students when assigned academic advisors are not available. Advisors from the Advising Center can also assist students on selecting a major, provide guidance on scheduling academic electives to help students reach their desired higher educational or vocational objectives, and also assist students in selecting a four-year program. Students may contact the Advising Center by emailing advising@lackawanna.edu.

Tutoring Center

Feeling stressed and confused? Not sure where to go for assistance? Through a supportive, interactive learning experience Lackawanna College Tutorial Services assists students in becoming independent learners who can then go on to achieve their personal goals. Professional, individual, group and tutoring services are free of charge to currently registered students! For more information please email tutoring@lackawanna.edu

Writing Center

The Writing Center welcomes all members of the Lackawanna College Community to meet with a trained collaborator for assistance during any stage of the writing process and on any writing project. The Writing Center is located on the first floor of Angeli Hall, Room 109. Students may arrange for individual or small-group collaboration either in-person or online at their convenience.

Math Center

The Math Center welcomes all members of the Lackawanna College community to meet with one of our tutors for assistance with studying for their math classes. Its primary function is to provide students with the opportunity to receive personalized help from tutors ready and able to answer their math questions. The Math Center is located in G D09 Angeli Hall and has appointments available Monday-Friday. Appointments can be made through Starfish.

Academic Success Coach

Academic Success Coaching is a strategic partnership between a coach and a student for the purpose of fostering success skills in an educational environment. Coaches individualize their approach with every student by engaging in the process of reflection, goal setting, and planning. Some services include, but not limited to Study Skills, Managing Time Effectively, Goal Setting, and Academic Organization. Success Coaching appointments can be made via Starfish.

Lackawanna College Library at Albright

Lackawanna College collaborates with the Lackawanna County Library System's Albright Memorial Library to offer library services to its students. The library is located on Vine Street, directly across from Angeli Hall.

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 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, including Interlibrary Loan service throughout the state of Pennsylvania.

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, 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.

Student Conduct and Community Standards

The Lackawanna College Student Conduct and Community Standards promote student development and enhance the Lackawanna College Student experience through programs that focus on prevention and intervention that leads to a student's successful navigation to graduation.

Our goal is to create a culture of care for students, faculty, and staff by providing exemplary programs, campus partnerships, community connections, direct support and policy development designed to enhance students' academic and personal success.

Student Conduct and Community Standards are dedicated to encouraging responsible community conduct, educating the Lackawanna College community and implementing disciplinary action in situations where violations of the Student Conduct Code have occurred.

Student Success Center

The Student Success Center's mission is to provide an individualized approach of connecting students to the resources available from transition into Lackawanna College through graduation. We empower students in making informed academic and personal decisions to meet their goals. We offer a variety of programming options to promote student persistence and success. Our goal is to help students thrive at Lackawanna College and beyond. The staff from the Student Success Center communicates with faculty on a regular basis to identify performance or absentee problems; monitors academic warnings; stays in regular contact with students in jeopardy; and connects students with the support needed on their academic journey. We also provide first-year student scheduling and advising support throughout each students' academic career to help students complete their degree in a timely manner.

Career Development Office

The primary mission of the Employment Placement and Internship Coordinator 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 Employment Placement and Internship 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 and internships; 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.

Student Wellness Program

The mission of the Student Wellness Program is to engage, educate and empower students with the goal to promote the overall wellness and personal effectiveness of the individual as well as the collective College community.

Engage... We engage students to explore the skills, attitudes, and resources necessary to both succeed in the college environment and better the communities in which they live.

Educate... We educate students on mental health issues, alcohol and other drug prevention, sexual misconduct awareness, as well as teach them about healthy lifestyle choices.

Empower... We empower students to enhance their social, emotional, physical, intellectual, and spiritual wellness to reach their academic goals and assist them in making the most of their educational experience at Lackawanna College.

The college experience can be one of the most challenging transitions in a young person's life. The Lackawanna College Student Wellness Program is dedicated to promoting healthy lifestyles, positive choices, and total wellness for all students. Students can get support to overcome the demands of adjusting to the social, emotional, and educational demands of college.

Students can gain access to local resources in order to overcome a number of issues including relationship concerns, anxiety, depression, identity issues, stress management, substance abuse, and more.

All Student Wellness Program services are free and confidential for Lackawanna College students. Situations of a serious nature are referred out to community agencies or local hospitals with the support and assistance from the Student Wellness Program. Emergency and crisis consultation is also available.

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 the Athletic Director, 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, women's volleyball, men's and women's soccer, and men's and women's wrestling and esports.

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. Esports is governed by the National Association of Collegiate Esports (NACE).

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 football team, which under the direction of head coach Mark Duda, has taken part in eleven national bowl games and the 2019 National Championship game. The baseball, women's basketball and wrestling teams have all competed at their respective national championships in the 2018-2019 academic year.

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 sports. In addition to gaining associate degrees from Lackawanna College, many 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-FI, Minnesota, Old Dominion, South Carolina, Pittsburgh, Tennessee, Albany, 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 lifestyles 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	3 credits
Effective Speaking	3 credits
College Algebra, Math of Finance, Math Reasoning, or Intro to Statistics and Data Analysis	3 credits
Computer Information Systems elective or Core Curriculum Elective	3 credits
Humanities elective	3 credits
Social Science elective	3 credits
Natural Science or Laboratory Science elective	3 credits
Diversity/Global Studies elective	3 credits
Philosophy or Ethics elective	3 credits

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

Associate and Bachelor's Degree Programs

All curriculum guides are [accessible as PDFs on our portal](#) and are updated annually.

Business/CIS Division

- Accounting (Associate of Applied Science degree)
- Accounting (Bachelor of Science Degree)
 - Forensic Accounting Track
- Agribusiness (Associate in Science degree)
- Baking & Pastry (Associate in Science degree)
- Business (Bachelor's in Science degree)
 - Marketing Track
- Business Administration (Associate in Science degree)
- Business Studies (Associate in Science degree)
- Culinary Arts (Associate in Science degree)
- Cybersecurity (Associate in Science degree)
- Hospitality Management (Associate in Science degree)
- PNG – Business Administration (Associate in Science degree)
- Restaurant & Food Service Management (Bachelor of Science degree)
 - Baking and Pastry Concentration
 - Culinary Arts Concentration
- Sport Management (Associate in Science degree)

Humanities Division

- Communication Arts (Associate in Arts degree)
- Professional Studies (Associate in Arts Degree)
- Professional Studies/Writing Track (Bachelor's in Arts degree)

Social Sciences Division

- Criminal Justice (Associate in Science degree)
- Criminal Justice (Bachelor of Science degree)
 - Addictions Concentration
- Human Services (Associate in Science degree)
- Human Services (Bachelor of Science degree)
 - Addictions Concentration
 - Counseling Track
 - Management Track
- Early Childhood Education Professional (Associate in Science degree)

Mathematics and Science Division

- Pre-Allied Health (Associate in Science degree)

Division of Health Sciences

- Cardiac Sonography (Associate in Science degree)
- Diagnostic Medical Sonography (Associate in Science degree)
- Nursing (Associate in Science)
- Occupational Therapy Assistant (Associate in Science degree)
- Physical Therapist Assistant (Associate in Science degree)
- RN-to-BSN (Bachelor of Science degree)
- Surgical Technology (Associate of Applied Science degree)
- Vascular Technology (Associate in Science degree)

Petroleum and Natural Gas Program

- Petroleum and Natural Gas Technology (Associate in Science degree)
- Petroleum and Natural Gas Business (Associate in Science degree)

Certificate Programs

Certificate Program guides are linked as PDFs in the [Continuing Education section](#) of this catalog.

Course Descriptions

Course descriptions are updated annually and are [available on the College website](#). Archived copies of course descriptions are available as [addenda to the College Catalog](#) each year as a PDF.

Accounting (ACC)	Health Care (HTH)
Agriculture (AGR)	History (HIS)
Aviation (AVM)	Horticulture (HOR)
Biology (BIO)	Hospitality Management (HSP)
Business (BUS)	Human Services (HSV)
Cardiac Diagnostic Sonography (CDS)	Law (LAW)
Chemistry (CHM)	Management (MGT)
Communications (COM)	Marketing (MKT)
Computer Information Systems (CIS)	Mathematics (MAT)
Conservation & Natural Resource (CNR)	Media Technology (CTN)
First Year and Graduation Seminars (COL)	Occupational Therapy (OTA)
Criminal Justice (CJS)	Philosophy (PHL)
Culinary Arts (CUL)	Physical Science (PHY)
Developmental Education (DEV)	Physical Therapist Assistant (PTA)
Diagnostic Clinical (DCL)	Petroleum and Natural Gas (PNG)
Diagnostic Medical Sonography (DMS)	Psychology (PSY)
Early Childhood Education (ECE)	Public Administration (PAD)
Earth Science (ESC)	Science (SCI)
Ecological Sustainability (ECL)	Self-Development (LSK)
Economics and Finance (ECO)	Spanish (SPN)
Education (EDU)	Social and Behavioral Sciences (SSC)
Emergency Medical Services (EMS)	Surgical Technology (SGT)
English (ENG)	Vascular Clinical (VCL)
Fine Arts (ART)	Vascular Technology (VST)

Board of Trustees

JOYCE VAN SCHOONEVELD

Chair of the Board

THOMAS P. TULANEY

Vice Chair of the Board

JODY CORDARO

Secretary of the Board

DR. JILL MURRAY

President of the College

DEBORAH A. BAILEY

CHRISTINA CURRAN

DOMINICK DENAPLES

GREGORY GAGORIK

ALEX J. HAZZORI

MICHAEL B. KEARNEY

CHERYL MADDOX

JULIA K. MUNLEY, ESQ.

COLLEEN PETTINATO

DR. JAMIE STALLMAN

MICAH WOODARD

MARY ANN OLIVERI

Assistant Board Secretary

Administration and Staff

Dr. Jill Murray

President of the College

Mary Ann Oliveri

Executive Assistant to the President / Assistant Secretary of the Board of Trustees

Erica Barone Pricci, Ph.D.

Provost and Chief Academic Officer

Thomas Eltringham

Chief Operating Officer

John Risboskin

Vice President for Finance and Administration

Brian Costanzo

Vice President for Advancement

Renee Mundy, SPHR, SHRM-SCP

Vice President for Human Resources

Dr. Daniel LaMagna

Associate Vice President of Student Engagement

Academic Affairs

Erica Barone Pricci, Ph.D.

Provost/Chief Academic Officer

Suzanne Cercone, Ph.D.

Academic Dean

Kelly A. Musti, PT, DPT, GCS

Dean of Health Sciences and Assessment

Adrienne Asbury, M.Ed.

Associate Dean of Faculty Affairs

Richard C. Marquardt, Jr.

Founding Dean, The School of Petroleum and Natural Gas

Lori Walsh

Assistant to the Academic Officers

Beverly O'Hora

Employment Placement and Internship Coordinator

Karen Lipnichan

Programs of Study Coordinator

Lynn B. DeSanto

Chairperson, Mathematics/Science Division

Dr. Alicia Burns

Chairperson, Business Division

Dr. Brian Fanelli

Chairperson, Humanities Division

Nicole Bradigan

Chairperson, Social Science Division

Karolyn DeMarco

Chairperson, Academic Development Division

William Schoen

Director of Continuing Education

Stephanie McDaniels

Director of the Sonography Programs

Meegan Murray

Director of Physical Therapist Assistant Program

Mary Lou Purnell

Director of Surgical Technology Program

Melissa Aleksak

Director of Occupational Therapy Assistant Program

Kristen McNally

Director of Culinary and Hospitality Programs

Susan Gumble

Director of Petroleum and Natural Gas Programs

Mary Beth Roche

Library Director

Abbey Judge

Director of Level Up Program

Student Engagement

Dr. Daniel LaMagna

Associate Vice President of Student Engagement

Kris Liebegott

Dean of Students

Marsha Pigga

Executive Director Student Wellness Program

Jeff Krisiak

Director of Student Life and Housing

Student Success

Denise Larson

Dean of Student Success and Retention

Rebecca Cerra

Academic Success Coach

Nick Costanzo

Advisor

Denise Duda

Student Success and Tutoring Coordinator

Barbara Nowogorski

Director of Advising

Continuing Education

William Schoen

Director of Continuing Education

John Chilleri

Director of Police Academy Operations

Bridget Duggan

Youth and Special Programs Manager

Laurie Mielo

Office Manager

Diane Parlanti

Training Institute Director

Christine Verdetto

Training Institute Coordinator

Student Services

Jeanne Hill

Bursar

Theresa Scopelliti

Registrar

Matthew Peters

Director of Financial Aid

Full-Time Faculty

John Baldino (2017)

Instructor of Humanities

B.A., Marywood University

M.A., Excelsior College

Melaina Benscoter (2019)

Instructor of Accounting

B.S., MAcc., Keystone College

Gene Berger

Print and Media Librarian

Nicole Bradigan (2015)

Instructor of Criminal Justice

B.S., Misericordia University

M.S., Shippensburg University

Alicia Burns, Ed.D. (2013)

Assistant Professor of Business

B.S., Juniata College

M.S., University of Scranton

Ed.D., Wilkes University

Carolyn Chupko (2016)

Instructor of Business

B.S., M.S., Keystone College

Joseph Cice, Ph. D (2016)

Instructor of Social Science

B.S., University of Scranton,

M.S., Holy Family University,

Ph.D., Marywood University

Karolyn DeMarco (2014)

Assistant Professor of Reading and Mathematics

B.S., M.S., University of Scranton

Lynn DeSanto (2008)

Assistant Professor of Mathematics
B.S., Marywood University
M.S., University of Scranton

Robert Eskra, Esq. (2016)

Instructor of Criminal Justice
J.D., Widener University

Brian Fanelli, Ph.D. (2013)

Assistant Professor of English
B.S., West Chester University
M.F.A., Wilkes University
Ph.D., SUNY Binghamton

Susan Gilroy-King (2017)

Instructor of Humanities
A.A.S., Luzerne County Community College
B.A., Wilkes University
M.A., University of Scranton

Annette (Shelley) Gower (2014)

Assistant Professor in Academic Development
B.S., University of Scranton
M.S., Concordia University

Stacey Hinkley (2017)

Instructor in Academic Development
B.S., M.Ed., Misericordia University

Michael Jensen (2018)

Instructor in Business
B.A., Columbia International University
M.B.A., University of Phoenix

Christine Kiehart (2009)

Associate Professor in Academic Development
and Director of Disability Services
B.S., The Pennsylvania State University
M.S., Marywood University

Jenette Kiesendahl (2013)

Assistant Professor in Academic Development
B.A., M.F.A., Hofstra University

Andrew Kurilla (2006)

Assistant Professor in Communications
B.A., The Pennsylvania State University
M.A., Marywood University

Emelia Kurilla (2001)

Associate Professor of Communications
B.A., East Stroudsburg University
M.A., Marywood University

Gail Laskowski (2006)

Assistant Professor in Early Childhood Education
B.A., Lebanon Valley College
M.S., Marywood University

Timur Maskayev (2019)

Instructor of Humanities
B.A., Kings College
M.A., Temple University

Kevin McDonough (2009)

Assistant Professor in English
B.S. Kutztown University,
M.A. Wilkes University.

Michelle Mohyla (2018)

Instructor of Allied Health
A.S., Lackawanna College
B.S., University of Scranton
M.S., Wilkes University

Sharon A. Nazarchuk, Ph.D. (2007)

Professor of Social Sciences
R.N., Mercy Hospital
B.A., M.H.A., Wilkes University
M.A., Ph.D., State University of New York

Carlie Nicastro, Ph.D. (2009)

Associate Professor in Education
B.S., Marywood University,
M.A.T., Marywood University
Ph.D., Marywood University

Amylyn Ostroski (2019)

Instructor of Social Sciences
A.S., Luzerne County Community College
B.A., Marywood University
M.S., Capella University

Lawrence Pugliese (1995)

Professor of Mathematics
B.S., DeVry Institute of Technology
M.S.L., Vermont Law School

Penny Reppa (2019)

Instructor of Mathematics

B.S., M.S., University of Scranton

Kelly Schneider, Esq. (2018)

Instructor of Social Sciences

B.A., University of Scranton

J.D., Widener University

William Tarutis, Ph.D., (1997)

Professor of Natural Science

A.A.S, Luzerne County Community College

B.S., Wilkes University

M.S., Ph.D., The Pennsylvania State University

Rebecca Tomlinson (2017)

Instructor in Social Sciences

B.A., Millersville University

M.Ed., Bloomsburg University