



Lackawanna COLLEGE

2025-2026 College Catalog

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Welcome To Lackawanna

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 ninth President is both an honor and a privilege. I am humbled by the fact that I 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, Northumberland, and most recently Philadelphia counties. The amazing stories of student achievement that have come from our satellite centers located in Tunkhannock, Towanda, Hazleton, Hawley, Sunbury, and Covington Township, inspire us to increase efforts to grow Lackawanna College throughout Pennsylvania.

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 life-long 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,

Dr. Jill Murray President

Notice of Non-Discrimination

Lackawanna College is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications. Lackawanna College does not discriminate in its educational programs, employment, admissions or any activities on the basis of race, color, religion or creed, national or ethnic origin, age, disability, pregnancy, sex/gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

Consistent with this principle, Lackawanna College will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination.

As a recipient of federal financial assistance for education activities, Lackawanna College complies with Title IX of the Education Amendments of 1972 to ensure that all its education programs and activities do not discriminate on the basis of the categories stated above, including in admissions and employment. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and this Policy.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, or limit the educational or employment access, benefits and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Kelly Schneider, Esq.

Title IX Coordinator
Healey Hall Room 237
(570)961-7890
SchneiderK@lackawanna.edu

Abbey Judge, Ed.D.

Affirmative Action Officer/
Director of Pre-College
Programs/Deputy Title IX
Coordinator
Healey Hall Room 223
(570) 955-1516
JudgeA@lackawanna.edu

Gopu Kiron, Ed.D.

Affirmative Action Officer/
Associate Dean of eLearning
& Information Literacy
Seeley Hall
(570) 504-7929
KironG@lackawanna.edu

Additional information regarding Title IX requirements and how to file a complaint with the Office of Civil Rights: Office of Civil Rights at <https://www2.ed.gov>, 1 (800) 421-3481.

Philadelphia Office: Office for Civil Rights U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: (215) 656-8541 or Email: OCR.Philadelphia@ed.gov.

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, Kelly Schneider, Second Floor, Healey Hall, 514 North Washington Avenue, Scranton, (570) 961-7890 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 on the webpage or in the Student Handbook.

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 <https://www2.ed.gov>, (800) 421-3481.

Lackawanna College is a smoke-free environment.

Lackawanna College Locations

Environmental Education Center

93 MacKenzie Road
Covington Township
Pennsylvania 18444
Phone: (570) 842-1506
Fax: (570) 459-1958

Hazleton Center

2 East Broad Street
Hazleton, Pennsylvania 18201
Phone: (570) 459-1573
Fax: (570) 955-1535

Lake Region Center

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

Pierce at Lackawanna

106 Walnut Street,
Suite 1900
Philadelphia, Pennsylvania
19103
Phone: (215) 545-6400
Fax: (215) 670-9366

Scranton (Main Campus)

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

Sunbury Center

Sunbury Plaza 45
N. 4th Street
Sunbury, Pennsylvania 17801
Phone: (570) 988-1931

Towanda Center

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

Tunkhannock Center

420 Tioga West Plaza, Suite 104
Route 6, Tunkhannock, PA 18657
Telephone: (570) 866-1900
Phone: 1 (877) 346-3552

Academic Calendars

FALL 2025

August 25 (Mon)	Fall Semester begins
August 27 (Wed)	Last day to add an online class for subterm 1
August 29 (Fri)	End of drop/add
August 31 (11:59pm Sun)	Deadline for student participation in subterm 1 module 0
September 1 (Mon)	Labor day/College closed
September 3-17	Academic Advising two-week check in
September 26 (Fri)	Last day to withdraw without academic penalty from Subterm 1
October 13 (Mon)	College Closed/Columbus/Indigenous People Day
Oct 20-Nov 4	Advising/Online Registration
October 17 (Fri)	Subterm 1 ends
October 20 (Mon)	Subterm 2 begins
October 22 (Wed)	Last day to add an online class for subterm 2
Oct 26 (11:59pm Sun)	Deadline for student participation in subterm 2 module 0
November 7 (Friday)	Last day to withdraw without academic penalty from On-ground classes
November 11 (Tues)	Veteran's Day/College Closed
November 21 (Fri)	Last day to withdraw without academic penalty from Subterm 2
Nov 26-Nov 28	Thanksgiving break
Dec 8-Dec 12	Finals Week
December 12 (Fri)	Fall semester ends

INTERSESSION 2026

January 5 (Mon)	Interession begins/last day to add an online class
January 11 (11:59pm Sun)	Deadline for student participation in intersession module 0
January 16 (Fri)	Last day to withdraw without academic penalty
January 19 (Mon)	College Closed / MLK Jr Day

January 23 (Fri)

Intersession Ends

SPRING 2026

January 26 (Mon)

Spring Semester begins

January 28 (Wed)

Last day to add an online class for subterm 1

January 30 (Fri)

End of drop/add

February 1 (11:59pm Sun)

Deadline for student participation in subterm 1 module 0

February 4-Feb 18

Academic Advising two-week check in

February 16 (Mon)

Presidents' Day Observed/College Closed

February 27 (Fri)

Last day to withdraw without academic penalty from Subterm 1

March 16-20

Spring break

March 20 (Fri)

Subterm 1 ends

March 23 (Mon)

Subterm 2 begins

March 23- April 10

Advising/Online Registration

March 25 (Wed)

Last day to add an online class for subterm 2

March 29 (11:59pm Sun)

Deadline for student participation in subterm 2 module 0

April 2-3 (Thurs-Fri)

College Closed

April 10 (Fri)

Last day to withdraw without academic penalty from On-ground classes

April 24 (Fri)

Last day to withdraw without academic penalty from Subterm 2

April 28 (Tues)

Honors Convocation

May 11-15

Finals Week

May 16 (Sat)

Graduation

SUMMER SESSIONS 2026

Subterm 1

May 26 (Tues)

Summer Subterm 1 begins

May 28 (Thur)

Last day to add an online class

May 31 (11:59pm Sun)

Deadline for student participation in subterm 1 module 0

June 12 (Fri)	Last day to withdraw without academic penalty
June 19 (Fri)	College Closed 0
June 26 (Fri)	Subterm 1 ends

Subterm 2

June 29 (Mon)	Subterm 2 begins
July 1 (Wed)	Last day to add an online class
July 3 (Fri)	College Closed
July 5 (11:59pm Sun)	Deadline for student participation in subterm 2 module 0
July 17 (Fri)	Last day to withdraw without academic penalty
July 31 (Fri)	Subterm 2 ends

Subterm 3

Aug 3 (Mon)	Subterm 3 begins*
Aug 9 (11:59 Sun)	Deadline for student participation in subterm 3 module 0
August 21 (Fri)	Subterm 3 ends*

*Class starting and ending times vary. Please see full schedule for more details.



The Lackawanna Experience

The Lackawanna Experience

Lackawanna College can provide you with a road map 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 over 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 their 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, in the evening, and online 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 then announced the addition of new bachelor's degrees in Professional Studies – Writing, and Restaurant & Foodservice Management. Most recently, bachelor's degree in Health Care Management and Hospitality Management have been added. 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.

Core Values

- ❖ Academic quality
- ❖ Value/afford ability
- ❖ Social and economic impact
- ❖ Meaningful partnerships with industry, other institutions of higher education, regional K-12 entities, and other non-profits
- ❖ Student support and engagement that meets learners where they are
- ❖ Employee empowerment/culture

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. Division of Health Sciences Programs are accredited by the following organizations:

- ❖ The RN-Bachelor of Science in Nursing program (distance education) is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Ave., NW, Washington, DC 20037, (202) 909- 2526.
- ❖ The Lackawanna College, Associate in Science Nursing Program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) at 2600 Virginia Avenue, NW, Washington, DC 20037, (202) 909-2526, and has full approval from the Pennsylvania State Board of Nursing.
- ❖ The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda MD 20814. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org
- ❖ The Physical Therapist Assistant program at Lackawanna College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac

Ave., Suite 100, Alexandria, VA 22305-3085; telephone: (703) 706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (570) 961-6100 ext.1026 or email murraym@lackawanna.edu.

- ❖ The ultrasound programs at Lackawanna College, are accredited, upon the recommendation of the JRC-DMS, by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th St. N, #7709 Seminole, FL 33775. For details, visit www.caahep.org.
- ❖ The Surgical Technology program is accredited by CAAHEP, 9355 113th St. N, #7709, Seminole, FL 33775. The accreditation is upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). For details, visit www.caahep.org or call (727) 210-2350.
- ❖ The Lackawanna College Medical Assisting certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs www.caahep.org, 9355 113th St N, #7709, Seminole, FL 33775, (727) 210-2350



Please refer to program specific websites and handbooks for additional accreditation information.

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 multiple 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 these 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. Residence halls are located approximately two blocks or less from the Main Campus- Scranton building.

McKinnie Hall, a three-story structure at the corner of Vine Street and Wyoming Avenue, has space for 122 students in rooms housing three or four persons. McKinnie Hall opened in the fall of 2002.

Seeley Hall, a multi-use structure located at 406 North Washington Avenue, opened for the fall 2008 semester. It occupies the first four floors of the building and has capacity for 111 students.

Tobin Hall, a multi-use structure, is located on the corner of Vine Street and Madison Avenue. This residence hall is made up of 10 suites on the first floor. Each suite can house up to eight students for a total potential of 80 occupants. Each suite contains its own restroom and shower facilities. Tobin Hall opened in the fall 2006 semester.

In all buildings, each unit is equipped with a bed, desk and chair, micro fridge and clothing storage area. The conveniently located facilities provide clean, comfortable rooms, video security, free laundry facilities, a common area, central air conditioning, WIFI and a student lounge with computer stations and a television. Visitation in the residence halls is monitored by Residence Life and Housing Staff along with Public Safety.

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 at 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 student must fill out the Housing Appeal Form located on the Lackawanna College Portal and this must be completed at least two weeks prior to the start of the semester.

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.

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 was able to begin offering classes in 2009.

Healey Hall, located at 415 North Washington Avenue, contains the institution's Advancement Office, faculty offices, classrooms, and the sonography program. Seeley Hall, at 406 North Washington, houses classrooms, the Seeley Resource Center, offices, and the building contains several floors of resident housing. Both buildings are architecturally significant and have been restored and adapted to the enlightened standards traditionally utilized by Lackawanna College.

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, volleyball home games, men's and women's home wrestling matches and for special events. The playing court meets NCAA 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.

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 1,043, 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, Tunkhannock, Sunbury, Towanda and Covington Township, 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, multiple Continuing Education courses and programs are offered at the Satellite Centers.

Satellite Centers are located:

- ❖ In Hazleton at 2 East Broad St., Hazleton, PA 18201, serving southern Luzerne County and the adjacent counties in central and eastern Pennsylvania.
- ❖ In Hawley at 8 Silk Mill Dr., serving Wayne and Pike counties.
- ❖ In Sunbury at 1145 N. 4th St., Sunbury, PA 17801, serving the Northumberland County region.
- ❖ In Towanda at 1024 S. Main St., serving the Northern Tier region of Pennsylvania.
- ❖ In Tunkhannock at 420 Tioga West Plaza, Suite 104, serving Wyoming County and students of the School of Petroleum & Natural Gas.
- ❖ In Covington Township at Environmental Education Center located at 93 MacKenzie Road, Covington Township, PA 18444.
- ❖ In Philadelphia at Peirce at Lackawanna College located at 1608 Walnut Street, Suite 1900, Philadelphia, PA 19103.

Interruption of Service

In the event of an unanticipated impact to instruction, the Lackawanna College administration will support each Division Chair and/or Program Director in developing an appropriate plan for all impacted areas of study. These plans will consider all modalities of instruction, including but not limited to, converting lecture-based content to an online format. These plans will also address necessary space and equipment requirements to assure continuity of the educational experience and follow all state and federal health/safety regulations and guidelines. Final plans will require approval by AVP of Academic Affairs/Dean of Health Sciences or Dean of Curriculum and Faculty Affairs.

Students will be made aware of these changes to classroom formatting verbally and/or in writing, with frequent updates provided. In the event of requiring change to a course modality, college staff will reach out to all students impacted to assure continuity of educational services and meet each individual need.



Enrollment and Registration

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. Enrollment counselors 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, Tunkhannock, Sunbury, and Towanda centers. However, degree candidates should plan on attending the Main Campus or Online to complete program requirements in curricula that may not be available at the other centers.

Application Procedures

- ❖ The application process involves submission of the following to the Office of Enrollment:
- ❖ Apply online or submit a paper application for admission. There is no charge for degree-seeking applications.
- ❖ An official high school transcript, general educational development (GED) certificate (a copy of the official diploma and/or score report), or other approved high school equivalency documentation. If currently a high school senior, the applicant must ensure that their final official transcript is on file no later than the official start date of the student’s first semester.
- ❖ An official copy of all college transcripts 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 or ACT will not be required to take the College’s placement exams. Alternatively, students without earned college credits who have not achieved these scores or have not taken the SAT or ACT 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 Office of Enrollment for review.

NOTE: Applicants who have passed college courses with a C or better may be considered by the Director of Enrollment – Scranton for exemption in some circumstances. The courses must show competency in reading, writing, and math to be exempt from all testing.

After submitting a college application, a Lackawanna College Enrollment Counselor will contact each applicant within two business days of receiving an application to schedule their interview date to review their candidacy. 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 enrolled at the college until they complete all the above-mentioned admissions requirements. Student can be provisionally accepted into the institution upon receiving evidence that graduation has occurred or likely to occur. If a student does not fulfill the requirements for acceptance, the student's enrollment will be terminated. Upon completion of all admissions procedures, all applicants are required to pay a non-refundable 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, money order payable to Lackawanna College, or online via the website.

Please note that specialty programs may have additional application requirements for acceptance into the program. Acceptance into Lackawanna College does not guarantee program acceptance.

Admissions Policy For Non-Matriculating Students

1. Any new student wishing to register for individual courses can do so in the Office of Enrollment 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. There is no guarantee that the requested course can be offered. Some courses are only available to students enrolled in specific programs or current matriculating students of Lackawanna College.
3. Non-matriculating students who have earned 30 credits at Lackawanna College must select a degree of study before registering for additional credits. A non-matriculating student enrolled in classes that will result in the accumulation of 30 credits or more by the end of term, must declare a major before the beginning of said term. A student cannot be released as non-matriculating, special transfer, or SPEC (special) if they've earned 30 credits or will earn in excess of 30 credits at Lackawanna College towards the degree they ultimately declare. The curriculum guide requirements for the academic year in which the student declares the major will apply. Students may appeal this policy to the Registrar.

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 Office of Enrollment 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). To order a transcript, through the National Clearinghouse go to the Registrar's page on the [College Website](#). All non-matriculating applicants without proper verification from their home institution(s) must follow the standard application procedures for matriculating students. Some program-specific courses may not be available to visiting 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 (if required), visa information and any other related documentation to the Office of Enrollment 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. All enrollment documents for international students must be submitted by June 1st for consideration for the fall semester and by November 1st for consideration for the spring semester.

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 or who are not residents of a primarily English-speaking nation. 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 Office of Enrollment 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 readmission, pay all required fees, and attend orientation prior to their return. If a student attended another post-secondary institution after their previous attendance at Lackawanna College, the student must indicate all institutions attended on the application and provide official transcripts of all other institutions. They must also complete all program requirements in effect at the time the student is readmitted. Students returning after a Leave of Absence may follow the Leave of Absence Policy for re-admittance.

Registrar

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, Dean of Curriculum and Faculty Affairs, 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, except for information that FERPA authorizes as being open to disclosure without consent.
4. 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.

5. 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 Ave., 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 disclosed only on rare occasions. The policy of Lackawanna College allows the disclosure of such information to non-institutional personnel only for serious reasons and at the discretion of the person responsible for the student record involved.

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, Enrollment Office, Student Success 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 on the portal. Processing of an official name change will not be completed without legal documentation of the name change, such as a driver's license, Social Security card, etc. It is the student's responsibility to keep the College informed of any changes. Preferred name changes may be made without formal documentation, within reason, and should be filed on the portal.

Student Registration

Students need the approval of their academic advisor to finalize the registration process and are encouraged to register during the designated online registration period. Classes may be available during the day, evening, hybrid, virtual, or in an online 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 online 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 on the college website and student portal.

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 Dean of Curriculum and Faculty Affairs and an Advising Center Advisor or Center Advisor, and Student Financial Services Permission forms to take in excess of 18 credits are available in the Registrar's Office, Student Success 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 they meet 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 Dean of Curriculum and Faculty Affairs and/or Associate Vice President of Academic Affairs/Dean of Health Sciences, and an advisor from the Student Success Center or Center Advisor, Student Financial Services; and
4. The student needs Capstone or a lab.

Science Corequisite Policy

Science co-requisite courses (BIO 120-121, BIO 125-126, CHM 120-121, CHM 125-

126) include a three-credit lecture and a one-credit laboratory. Students must enroll in science co-requisite courses concurrently during the same semester and in the same format (i.e. both online or both on-ground). Exceptions to this policy may be applied only if the three-credit lecture course or the one- credit laboratory course was completed in a prior semester. Students who drop, withdraw from, or are administratively withdrawn from the three-credit lecture course before the last date for administrative withdrawal (week 10 in regular semesters) must also drop withdraw from, or be administratively withdrawn from the corresponding one-credit laboratory course. This policy may be appealed to the Dean of Curriculum and Faculty Affairs. Non- matriculating students may request to enroll only in the lecture portion of these sciences.

Change of Grade Policy

Course grades, except for 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 period.

Change of Major

Any student entering Lackawanna College unsure of their career direction will be enrolled in the Professional Studies concentration. This program offers the College's required core curriculum along with several 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 their 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 your advisor and the form can be found on the [Registrar's page on the portal](#).

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 in transfer.

Change of Degree Levels for Non-Graduates

Students are not permitted to change degree levels (i.e., Associate to Bachelor's or vice versa, and Certificate Program to Associate or Bachelor's degree) after the official start of the semester. Students who wish to change degree levels must submit this request to the Advising Center and Registrar's Office at least one week prior to the start of the semester. Students who request to change degree levels must also meet with Student Financial Services, as any change in degree levels could have a potential financial impact within the current year as well as future funding/repayment. Each potential impact is unique and should be discussed prior to requesting the official change in degree.

Students who have earned credits while registered as an associate or bachelor's degree-seeking student may not be retroactively awarded a UG certificate for courses completed in a previous semester or semester(s).

Students wishing to change their degree level after completing an associate degree should fill out the Change of Degree form on the portal. The form will be approved or denied by the Student Success Center after a student consults with financial services and then forwarded on to the Registrar for final approval and processing.

Course Numbering System

Academic Development Course Description (010, 020, 030)

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. This coursework is considered a prerequisite before any additional courses may be

taken in the corresponding area. Academic Development courses receive institutional credit only, but the grades earned in developmental courses will be calculated into the student's GPA.

100 Level Course Description

Fundamental knowledge and skills are presented at this level. These introductory courses are generally taken during the first year of study and are often pre-requisites to higher-level courses. They are structured to ensure that the student develops a strong foundation with basic terms, methods, ideas, and language of the subject.

200 Level Course Description

Courses at the 200-level expand on fundamental knowledge and skills while focusing on particular areas within a subject. These courses are generally taken during the second year of study and require prerequisites. They are structured to ensure that the student can recognize concepts, read detailed texts, use quantitative skills, and articulate themselves with peers.

300 Level Course Description

Courses at the 300-level focus on advanced knowledge and skills in a specific area of study. They are generally taken during the third and fourth years of study, are core requirements for graduation, and require prerequisites. These courses encourage students to demonstrate their knowledge and skills, perform field-related research, analyze data, and write term papers.

400 Level Course Description

Courses at the 400-level are advanced and focus on preparing the student to work in the field. They are generally taken during the fourth year of study, are core requirements for graduation, and require prerequisites. These advanced courses encourage students to synthesize information and gain greater knowledge of their chosen field.

Withdrawal from Course or College and Exiting Lackawanna College

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

To officially withdraw from a course or from the College, a student must obtain the Withdrawal from Course/College/Exit from Lackawanna College form on the portal and process with the Student Success 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 or Center Advisor MUST sign for those students withdrawing from developmental courses.

It is required that students consult with an advisor in the Student Success Center, Center/Program Director, or Designee prior to completely withdrawing from the college. 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 Financial Services information page on the website).

If a currently registered student decides not to return to Lackawanna College for the next semester, they should complete the “Exit from Lackawanna College” section of the form. This should be completed **ONLY** if the student is not registered for classes for the next semester (a withdrawal form is then required). Current students are advised that they may break enrollment for one academic year (two full semesters) before needing to return to the College as an admissions reentrant.

Leave of Absence Policy

A leave of absence is an official period during which a matriculating student is not currently enrolled. 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 [on the portal](#). Approval from an academic advisor is required. If a student requests a leave of absence during a semester in which they are currently enrolled, a college withdrawal form must also be completed and processed.

Students following this procedure are governed by the degree requirements that exist at the time of application for leave. However, the student must understand that this policy does not bind the College to offer their curricula or major programs which may have been discontinued or substantially altered during their leave of absence. Students on leave who do not return within the one-year time frame must reapply for admission in the event they wish to return later. Upon their readmission, current curriculum and program specific requirements will apply.

A student on a leave of absence will be considered by any loan lender to be not enrolled in school and will receive notices regarding repayment of any loans. Students who begin a leave of absence during a semester need to consult the refund policy and discuss their financial obligations with the Student Financial Services Office.

Deferment of student loan repayment due to a leave of absence is only available in limited circumstances.

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

Transfer of Credit to Lackawanna College

Before a student can be considered for transfer evaluation, he or she must apply to the College as a matriculating student and submit the application fee or apply online at no cost. The student must then request that official transcripts be forwarded to the Registrar's 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 first 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.

Credits eligible for transfer evaluation include, but are not limited to, those earned at institutions that have been accredited by the following organizations:

- ❖ Middle States Association of Colleges and Schools
- ❖ New England Association of Schools and Colleges
- ❖ 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 are evaluated for transfer at the discretion and consensus of the Registrar, Dean of Curriculum and Faculty Affairs, and corresponding Division Chair.

Credit earned at foreign institutions must be evaluated by a professional transcript evaluation service before transfer credit is 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 Therapy Assistant, Nursing, RN-to- BSN, 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. Lackawanna College also defines 1 credit lab as 3 hours of instruction per week throughout a semester. 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 (16 weeks) will meet 14 hours of classroom instruction per one semester credit hour. 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.

Subterms during the fall and spring semesters are generally 8 weeks long. Intersession is generally 3 weeks long. Summer Subterms are generally 5 weeks long. All sessions, regardless of method of delivery or schedule, include the same number of instructional hours and offer the same rigor.

Online and Hybrid Courses

Online and hybrid courses adhere to the credit hour policy, based on the policies and procedures established and required by the FALCONS model. The philosophy of this online teaching model centers on active and interactive teaching and learning, specifically around these three elements of connection:

1. Between the teacher and students.
2. Between the students and other students.
3. Between the students and the subject-matter, including dynamic assessments intended to ensure student retention and success.

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 credit hour equivalency. For example, for a class worth three credits, at least 45 hours of ‘classroom equivalent instruction’ is required.

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 time frames and expectations for participation.
- ❖ Cloud-based spaces 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 related to course goals and objectives, utilizing higher-order analytical skills with instructor and class- designed feedback.
- ❖ Audio or video-based responses, journals, or logs where students demonstrate learning.
- ❖ Web-based simulations where students engage with the subject matter and course objectives in an interactive manner.
- ❖ Library research in which the instructor directs students to locate information or resources either online or in situ, relate them to course outcomes and present them to the class in a designated manner.
- ❖ Lecture materials – video or audio recordings – from which students are expected to develop questions, comments, or observations, which are then shared with class and instructor through discussion board postings or other avenues.
- ❖ YouTube or other video-based learning tutorials, demonstrations, or walk throughs.
- ❖ 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 collaborating via email, mobile apps, discussion boards, and “face to face” contact 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 member 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 outcomes 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).

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 require a minimum of 120 hours on site. Before a student may complete an internship, they must complete our Employment Skills Workshop 0 credit course.

On-Ground Course Policy Regarding Remote Learning

Students are expected to attend on-ground classes in person according to the applicable published attendance policy. Make-up work in any missed class is at the discretion of the instructor, per the instructor's course policy located in the syllabus. Instructors have no obligation to allow a student to attend an on-ground class remotely via Teams, teleconference, video lecture, etc. unless directed to do so explicitly by the Dean of Curriculum and Faculty Affairs or the AVP of Academic Affairs and Dean of Health Sciences.

Transfer of Credit Subsequent To Matriculation At Lackawanna College

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 (ACT120) 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.

Eligibility to obtain undergraduate credit through completion of the ACT 120 is dependent on ACT 120 completion prior to enrolling in the final semester and applying for graduation from a Criminal Justice associate or bachelor's degree.

Transfer from Lackawanna College

Lackawanna College currently offers a number of baccalaureate degree programs. Lackawanna 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 if 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. Articulation agreements are in place with numerous local and regional public and private colleges and universities. Students should meet with their advisor 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

Following the completion of a term, transcripts will include all official course grades. In case of a discrepancy between the grade displayed in the Canvas LMS and the transcript, the transcript grade shall be considered the official record. Official Lackawanna College transcripts are requested online through the National Student Clearinghouse.

You can order a transcript by going to the Student Clearinghouse website 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 the Director of the Training Institute at (570) 504-1586 or ContinuingEducation@lackawanna.edu.

If you attend our Massage Therapy Program and are requesting a transcript, please contact the Lake Region Center's Continuing Education Coordinator at (570)226-4625 or lakeregion@lackawanna.edu.

If you attended our Paramedic Program and are requesting a transcript, please contact the Registrar's Office at registrar@lackawanna.edu.

NOTE: In compliance with the US Department of Education, official transcripts will only be released for terms in which a student received title IV, HEA funds, and for which all institutional charges are paid in full. Course grades and quality points for the semesters/terms that do not meet such criteria will be indicated as such with *BH.

Online Student Credit Limit Policy

In congruence with the College's mission, students may take advantage of the online course delivery method 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.

A student who is eligible for the Pennsylvania State Grant and is enrolled in all online classes must be registered and attending both, online session I and online session II, at the time the grant is disbursed to receive their maximum eligible award.

If a student should drop or withdraw from an in-person class or an online session before the grant is disbursed, the grant will be adjusted accordingly.

Students who do not qualify or are not using the Pennsylvania State Grant may earn their credits in any medium in any semester without restriction by the Office of Student Financial Services.

Students, Academic Advisors, Student Success, and Student Financial Services 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, Fees, and Financial Services

Tuition and Fees

Tuition and Fees

An application fee of \$35 is required for non-degree seeking students. It covers processing expenses, is not refundable and is not credited against any subsequent College bills.

Commitment Fee

Upon formal acceptance to Lackawanna College, a student is required to remit a non-refundable commitment fee of \$100 for commuters and \$375 for residents to complete their 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 requires that all tuition and fees be paid in full, or a satisfactory payment arrangement should 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 a satisfactory payment arrangement must be made prior to receiving their parking pass.

The College offers interest-free monthly, bi-weekly, and weekly payment arrangements for the fall and spring semesters. Payments start approximately two (2) months prior to the start of the semester and are five (5) monthly installments, twelve (12) bi-weekly payments, or twelve (12) weekly payments of any balance due after the total approved financial aid awarded/credited to the student account is deducted from the total charges for tuition, fees, and, if applicable, room and meals for each semester. Resident students must pay the equivalent of two monthly installments before the start of the semester if they become enrolled after the due date of the first month of the monthly payment plan arrangement.

A student who wishes to make online payments can do so through the College's portal, following the steps below:

- ❖ Log onto the portal using your college login credentials.

- ❖ Under **Financial Services Info** – View My Account click “My Account Balance”
- ❖ Under “Pay Using Transact Payments - click “Make a payment” and follow the instructions.

The first payment is due and payable by July 15 for the fall semester and by December 15 for the spring semester. A \$25 past due payment fee will also be assessed by the College each month a payment is late under the payment plan. A \$10 late payment fee is assessed by Transact each month a payment due on the payment plan is not received. If timely payments are not made, the College reserves the right to refuse the agreement to another payment arrangement with the student for subsequent semesters.

For any student not on a full-service payment plan or has not paid their balance due by the 5th day of the semester, the student will be assessed a \$25 late fee and for every 30 days after the balance goes unpaid additional late fees will be applied to their student account balance.

Lackawanna College also reserves the right to forward unpaid balances to our contracted collection agency, dismiss any students who do not adhere to scheduled payments, or who attend classes without satisfying financial obligations. The student is responsible for all collection expenses incurred by the College to collect any delinquent receivables.

Outstanding balances and late payments under the payment arrangement will result in the suspension of school activities, including but not limited to, clubs, field trips, and all athletic activities 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 may not be permitted to participate in commencement activities.

All questions concerning tuition costs, student invoices, payments, and payment dates should be directed to Student Financial Services at financialservices@lackawanna.edu or by calling (570) 961-7859.

Student Financial Responsibility Agreement

I acknowledge that by registering for classes at Lackawanna College, whether by myself or by a Lackawanna College employee on my behalf, I am required to read and agree to my financial responsibility, as follows:

I understand I am incurring a legal debt and agree to pay all charges assessed to my student account by the due date. These charges include, but are not limited to tuition, fees, books, and balances owed due to changes to my financial aid awards. I agree to check my student account and email regularly to ensure that I am aware of any new charges or changes to my financial aid or third-party payments.

I agree that I must meet all requirements for financial aid or third-party payments to be applied to my student account. If the amount awarded or disbursed changes, I agree that I am liable for the debt.

My financial aid awards will pay tuition, fees, book advances, or any other educational related charges. I acknowledge that I cannot receive certain types of financial aid funds at more than one school during a term.

I agree to repay any debt created due to changes in my financial aid awards. My award(s) may be adjusted because of changes in my program of study, withdrawals, non- attendance, pending documents, unsatisfactory academic progress, enrollment changes, and/or failing to provide other necessary information or meet any or all financial aid eligibility requirements.

I accept full financial responsibility for each course, including those I may add or drop after initially enrolling for the term. I am responsible for dropping course(s) prior to the last day to drop with 100% refund to avoid charges. If I withdraw after this date or do not attend the course(s), I understand that I must fully pay the cost of the course in accordance with the published tuition refund schedule.

If I do not pay my outstanding charges to Lackawanna College by the posted due date, a hold will be placed on my account. This hold will prevent me from enrolling for future terms or making changes to my current schedule. Hold restrictions also include the loss of access to my CANVAS during the current semester. In addition, a financial hold also restricts me from receiving requested transcripts or receiving my diploma if I am graduating.

My account may be referred to a third-party account recovery company or collection agency if I fail to pay any balance owed to Lackawanna College by the posted due date. I agree that I will be responsible for paying all collection fees incurred to recover the outstanding balance, including but not limited to collection agency, attorney, and court fees.

I consent to allow Lackawanna College and its agents and contractors to contact me regarding my account by cellular phone, wireless device, email, or other forms of contact Lackawanna College has on file. I may be called using automated telephone systems, which may use artificial or prerecorded voice or text messages.

All questions concerning tuition costs, student invoices, payments, and payment dates should be directed to the Office of Student Financial Services at (570) 961-7859.

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:

Activity fee	\$125
Technology Fee (All Locations) (five or more credits)	\$350 per semester
Technology Fee (less than five credits, all sessions)	\$60
Lab Fee (3-credit course)	\$115 (part-time/19+ credit students)
Lab Fee (1-credit course)	\$40 (part-time/19+ credit students)
Baking and Pastry Majors	\$450 per semester
Communications Fee	\$100 per course
Culinary Arts Majors	\$375 per semester
Electronic Vehicle & Advanced Automotive	\$250 per semester
Hospitality Management Majors	\$220 per semester
Nursing (ASN) Majors	Full-time - \$750 per semester Part-time - \$55 per credit
Nursing ATI (ASN) Majors	\$992 per semester
Nursing ATI (ASN) Majors – 25-26 Cohort	\$2166 per year
Occupational Therapy Assistant Majors	\$185 per semester
Physical Therapist Assistant Majors	\$185 per semester
Robotics & Integrated Technologies Majors	\$250 per semester
School of Petroleum & Natural Gas Students	\$250 per semester
Sonography, Cardiac, Diagnostic, or Vascular Majors	\$185 per semester
Surgical Technology Majors	\$185 per semester
Transcript Request Fee	\$12
Change of Grade / Incomplete Fee	\$20
Life Experience Processing Fee	\$35
Stop Payment Fee	\$50
Return Check Fee	\$25
Late Fees On Balance Due	\$25
Graduation Fee (One-Time)	\$160

*All fees are subject to change without prior notice.

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 Student Financial Services Office.
- ❖ The adjustment will be based on credit hours earned and will be determined by the Student Financial Services Office. All family members involved must remain in full-time attendance for the entire semester.
- ❖ The College (Student Financial Services Office) reserves the right to specify which individual shall pay full tuition and which shall receive the discount(s).

Payment Policy

The College requires that all tuition and fees be paid in full, or a satisfactory payment arrangement should 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 a satisfactory payment arrangement must be made prior to receiving their parking pass.

The College offers interest-free monthly, bi-weekly, and weekly payment arrangements for the fall and spring semesters. Payments start approximately two (2) months prior to the start of the semester and are five (5) monthly installments, twelve (12) bi-weekly payments, or twelve (12) weekly payments of any balance due after the total approved financial aid awarded/credited to the student account is deducted from the total charges for tuition, fees, and, if applicable, room and meals for each semester. Resident students must pay the equivalent of two monthly installments before the start of the semester if they become enrolled after the due date of the first month of the monthly payment plan arrangement.

A student who wishes to make online payments can do so through the College's portal, following the steps below:

- ❖ Log onto the portal using your college login credentials.
- ❖ Under Financial Services Info – View My Account click “My Account Balance”
- ❖ Under “Pay Using Transact Payments - click “Make a payment” and follow the instructions.

The first payment is due and payable by July 15 for the fall semester and by December 15 for the spring semester. A \$25 past due payment fee will also be assessed by the College each month a payment is late under a payment arrangement. A \$10 late payment fee is assessed by Transact each month a payment is not received. If timely payments are not made, the College reserves the right to refuse the agreement to another payment arrangement with the student for subsequent semesters.

For any student not on a full-service payment plan or has not paid their balance due by the 5th day of the semester, the student will be assessed a \$25 late fee and for every 30 days after the balance goes unpaid additional late fees will be applied to their student account balance.

Lackawanna College also reserves the right to forward unpaid balances to our contracted collection agency, dismiss any students who do not adhere to scheduled payments, or who attend classes without satisfying financial obligations. The student is responsible for all collection expenses incurred by the College to collect any delinquent receivables.

Outstanding balances and late payments under the payment arrangement will result in the suspension of school activities, including but not limited to, clubs, field trips, and all athletic activities 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 Student Financial Services at financialservices@lackawanna.edu or by calling (570) 961-7859.

Refund Policy

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

- ❖ If a student fully withdraws prior to or until the end of the second week of scheduled classes, only the \$35 application fee and the \$100 commitment fee (\$375 commitment fee for resident students) will be retained. Only payments of tuition and fees will be refunded.
- ❖ Housing costs will not be refunded after the end of the second week of scheduled classes, including the meal plan. If a student's withdrawal falls under the medical exigency or military leave policy, the refund may coincide with those specific policies.
- ❖ If a student withdraws from an individual online class or sub-term course, a full refund will be provided through the last day to drop a sub-term course as noted on the academic calendar. The course will be recorded as a drop and will not reflect on the transcript. Students will be charged for individual sub-term courses after the last day to drop from a sub-term course.

- ❖ If a student officially withdraws from an in-person full semester course during the spring or fall semester, they may receive a full refund if done within the first two weeks. The courses will be recorded as a drop and not recorded on a transcript.
- ❖ If a student withdraws from an in-person full semester course or fully withdraws from all courses during the third week of classes, the College will retain 25% of the total tuition for that semester.
- ❖ If a student withdraws from an in-person full semester course or fully withdraws during the fourth week of classes, the College will retain 50% of the total tuition for that semester.
- ❖ If a student withdraws after the fourth week of scheduled classes, the College will retain 100% of the tuition.
- ❖ If a student withdraws from a Subterm course by the end of the first week of that Subterm, the College will refund 100% tuition for that Subterm course. If the student withdraws from a Subterm course after the first week and stays enrolled in other coursework, the College will retain 100% of the total tuition for that semester.
- ❖ 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. Students are encouraged to speak to Student Financial Services Counselor before the withdrawal or drop/add of any course(s).

The last date of attendance or academic activity as defined by federal law will be used as the effective date of withdrawal. Students should process their withdrawal paperwork with the Student Success Department or Center designee and must receive all required signatures in order for the formal withdrawal to be complete.

Student Financial Services

Lackawanna College makes every effort to provide financial assistance to all eligible students. Inquiries concerning financial aid should be directed to the Student Financial Services Office. Office hours are 8 a.m. to 4 p.m., Monday, Tuesday, Wednesday and Friday, and from 8 a.m. to 6 p.m. on Thursday. Other times may be available by appointment.

Procedures for Applying for Financial Aid

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.

Financial aid 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 federal 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.

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 Student Financial Services Office

Parent Loan for Undergraduates (PLUS)

Direct PLUS loans are unsubsidized loans for the parents of dependent students and for graduate/professional students. P.L.U.S loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods.

Pennsylvania Higher Education Assistance Agency

PA State Grants are offered 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, be enrolled in an eligible program, and must complete the FAFSA by May 1. PA State Grant recipients who received assistance as full-time students must complete a minimum of 24 credits for every two (2) semesters of state grant assistance, while those who received assistance as part time students must complete a minimum of 12 credits for every two (2) semesters of state grant assistance. This requirement must be met even if a state grant was received for attendance at another institution.

Institutional Aid

Lackawanna College offers institutional grants and 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 Office of Enrollment. Information regarding scholarships for returning students is available in Student Financial Services 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)

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).

Veterans Benefits

Veterans' benefits may be available under the G.I. Bill® or other Veterans' Administration programs. Eligible students should visit the VA Certifying Official in the Financial Aid Office to complete paperwork for educational benefits. Visit the Veterans webpage for more information.

Lackawanna College also complies with the requirements of Title 38 United States Code Section 3679(e). This policy allows any covered individual to attend or participate in the course of education during the period beginning on the date the individual provides the institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days (about 3 months) after the date, the institution certified tuition and fees after receiving the student's certificate of eligibility.



Academic Policies and Procedures

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 0% grade 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 or purchasing 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 submission of text or other material generated by AI (artificial intelligence) not expressly allowed by the instructor

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 reserves the right to use plagiarism detection tools, such as Plagiarism Check or similar.

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 grade of 0% 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 Dean of Curriculum and Faculty Affairs counsel students after a first violation. Students will be required to meet with the Dean of Curriculum and Faculty Affairs after their second violation.

Academic Integrity Appeal Process

The student has the right to appeal the action of the instructor and/or Dean of Curriculum and Faculty Affairs when accused of a violation of the Academic Integrity Policy if one of the following criteria are present:

- ❖ **Unsupported finding:** The instructor and/or Dean of Curriculum and Faculty Affairs reached a conclusion about the academic integrity offense that was not supported by evidence.
- ❖ **New information:** The student has new information that was not available at the time of the original decision.
- ❖ **Procedural error:** The instructor and/or Dean of Curriculum and Faculty Affairs did not follow the Academic Integrity Policy when responding to academic integrity offense.

A student who wishes to appeal an academic integrity offense must contact the Associate Vice President of Academic Affairs (AVPAA) to request the appeal in writing within three days of the action taken by the instructor and/or Dean of Curriculum and Faculty Affairs, describing in detail which of the above criteria are met in the situation. The AVPAA will review the request for appeal, and if the AVPAA determines that one of the above criteria have been met, the AVPAA will assemble an appeal board to investigate further.

Academic Integrity Appeal Boards will consist of three members of full-time faculty, program staff, eLearning Department leadership, and/or the Registrar. Appeal Boards will be responsible for considering the original accusation and information from the instructor along with the student's appeal based on the above criteria. The outcome of the appeal will be based on a majority vote of the Appeal Board. The Appeal Board will communicate the outcome of the investigation in writing to Academic Affairs leadership.

Possible outcomes include:

1. Upholding the original offense and consequence: In this case the zero grade on the assignment (first offense) or the final grade of F in the course (second offense) will stand.
2. Overturning the original offense and consequence: In this case the zero grade on the assignment (first offense) or F in the course (second offense) will be overturned. The instructor will work with Academic Affairs leadership to provide the student a reasonable opportunity to make up the work in the form of either a new attempt at the original assignment or an alternative assignment related to the same learning outcome(s).

All decisions of the Appeal Board are final.

Process To Formally Appeal A Course Grade

Students have the right to appeal their course grades. Please remember that the responsibility to judge student performance and assess student learning rests solely with the instructor. Rarely are instructor grades overturned. For grades to be overturned, one of the two following criteria must be demonstrated:

1. The instructor failed to follow the grading policies and procedures outlined in the course syllabus.

OR

2. The instructor considered irrelevant or capricious factors in determining the course grade.

If a student believes that one of these criteria was 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 the 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 their 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 their instructor, they may appeal to the appropriate division chair or program director, using the Formal Grade Appeal Form located [on the portal](#). 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, they may appeal to the supervisor of the division chair or program director, i.e. The Dean of Curriculum and Faculty Affairs or the Associate Vice President of Academic

Affairs, using the Formal Grade Appeal Form located [on the portal](#). 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.

1. If the student remains unsatisfied, the final step of the appeal process is to meet with the College Provost, who will consider the student's case and render a decision. All grading decisions made by the College 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 (1) week into the following spring semester; spring grades must be appealed one (1) week into the following fall semester. If the student needs further assistance in determining how to contact the required faculty/staff member, please contact academics@lackawanna.edu.

NC-SARA Complaints and Resolutions for Online Students

Students enrolled in distance-education courses offered through NC-SARA (National Council for State Authorization Reciprocity Agreements) must first attempt to resolve any complaint or concern through Lackawanna College's internal grievance procedures. If the grievance is not resolved via college procedures, a student may submit a complaint to the [Pennsylvania SARA State Portal Entity](#) via their [Student Complaints page](#). These procedures are in accordance with NC-SARA consumer protection policy. Student complaints eligible for SARA include concerns such as false or misleading marketing, tuition or financial aid information, accreditation accuracy, credit transferability, among other topics outlined on the [SARA Student Complaints](#) page. Lackawanna College makes both our internal complaint procedures and the NC-SARA process readily available to all online education students through:

- College Catalog
- Student Handbook
- [Lackawanna College Student Consumer Information](#) page

Honors

President's List

A matriculating student qualifies for the President's List if they achieve a grade point average of 4.0 for the semester and the student has completed at least 12 credits during the semester. Students who earn a 4.0 grade point average with 6-11 credits completed during the semester will be named to the Dean's list.

Dean's List

A matriculating student qualifies for the Dean's List if they achieve a grade point average of 3.5 to 3.999 for the semester and the student has completed at least six credits during the semester.

Graduation

All students meeting graduation requirements must complete an application for graduation in their Capstone Seminar (COL 201) or an applicable 401/441 class. To qualify for a degree, a student must attain a minimum GPA 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.

Requirements For An Associate Degree

All students meeting graduation requirements must complete an application for graduation in their Capstone Seminar class. 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. Each associate degree program requires a minimum of 60 credits be earned including no less than 18 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

Each baccalaureate degree requires a minimum of 120 credits, including no less than 36 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 2.0. 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.

Requirements for A Concentration

Students enrolled in a Bachelor of Arts or Bachelor of Science program with a concentration may declare one concentration prior to the start of their final academic term and submission of their graduation application. If a student wishes to complete more than one concentration, the student may appeal to the Dean of Curriculum and Faculty Affairs.

All concentrations shall be at least 12 credits, but no more than 18 credits. Most credits fit into a bachelor's level program as either required courses or electives.

Graduation Honors

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

Honors

- ❖ Summa cum laude (with highest honors) – 3.9 - 4.0 Cumulative Grade Point Average (CGPA).
- ❖ Magna cum laude (with high honors) – 3.8 – 3.89 Cumulative Grade Point Average (CGPA).
- ❖ Cum laude (with honors) – 3.7 – 3.79 Cumulative Grade Point Average (CGPA).

Internships and Conferral Dates

Final grades for internships must be submitted prior to conferral dates so the Registrar's Office can audit the student record, confer it, and submit to NSC for mandated reporting. Students who do not complete internship hours by the end of the term in which the internship is registered can apply for an incomplete. However, the grace period will end five (5) days prior to the next available conferral date. Degrees for students who do not meet these deadlines will be conferred on the following conferral date.

Diploma Name Change

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 drivers license, Social Security card, etc. It is the student's responsibility to keep the College informed of any changes. If an updated diploma is requested after distribution, a fee of \$20 will apply for new document. A diploma re-order must be accompanied with official name change documentation. While preferred name, pronoun, and address changes can be made on the portal, these changes cannot be put on the diploma without legal documentation.

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

Class attendance and engagement are crucial to student success and are expected in all in- person and online courses. Students are responsible for all content, assignments, and announcements shared during class. Make-up work in any missed class is at the discretion of the instructor, per the

instructor's course policy located in the syllabus. If a student does not attend class by the end of the drop/add period, he or she will be removed from the class as "never attended" and will not be allowed back into the class. If a student no longer wants to remain in a course, the student should contact the Student Success Center or Center Academic Advisor to discuss the policy for course withdrawals.

The standard attendance policy is as follows:

Course	Maximum Number Of Absences Allowed
DEV010, DEV020, DEV030	The equivalent of one week of class
100 and 200 level courses	The equivalent of two weeks of class
300 and 400 level courses	To be determined by instructor
On-ground Subterm courses (Culinary, Baking & Pastry, Hospitality)	The equivalent of one week of class
Clinical Coursework and fieldwork in the Health Sciences	To be determined by the instructor

For hybrid courses, no online work for one week **counts** as one absence. For hybrid courses, two absences are considered the equivalent of one week of class, with regard to the table above. Additionally, a student may not accumulate more than two on-ground absences in a 100- or 200-level hybrid course. Accumulation of more than two on-ground absences will result in being administratively withdrawn from a 100- or 200-level course.

Students enrolled in credit-bearing courses at Lackawanna College will be administratively withdrawn (AW) from any course(s) in which they accumulate absences beyond the maximum number allowed. This will be recorded as an AW on the student's transcript and will calculate as an F unless a student finalizes the withdrawal prior to the last day to withdraw from courses. Changes in credit hours due to Awws or withdrawals may impact financial aid/billing, so students should contact Financial Services prior to any changes in credit hours. Students wishing to withdraw or not be impacted by the AW, should contact their advisor or the Student Success Center to officially withdraw from class (see Withdrawal from Course or College).

After week 10, students who are passing a course will no longer be administratively withdrawn from the course for lack of attendance and will instead receive the course grade earned, assuming zeros on all missed assignments, projects, tests, quizzes, participation, etc. However, a student with a course grade of F after week 10 may still be administratively withdrawn by the instructor. These norms will apply for traditional fall and spring semester schedules. Separate scales will be devised for intersession and summer sessions. Students enrolled in online classes should refer to the Attendance Policy for Online Courses, which is included here and in each online course syllabus.

Students who expect extended or planned absences should refer to the Student Handbook for those policies. The Office of Student Success or Center Advisor can provide additional guidance related to these situations.

Program-specific attendance requirements may supersede general attendance requirements. (appears in handbook only)

Attendance for in-person classes will be tracked in Starfish daily.

Attendance Policy Appeal

Appeals for perceived errors related to the attendance policy and its enforcement may be made in writing to the Dean of Curriculum and Faculty Affairs or Associate Vice President of Academic Affairs. The appeal must include documentation to substantiate the request. Appeals must be made in a timely manner, and all decisions of the Dean of Curriculum and Faculty Affairs or Associate Vice President of Academic Affairs are final.

Planned Absences

If a student expects to be absent for any of the following reasons, the student must inform his or her instructor as soon as possible in writing, prior to the missed course meeting. If a student or College designee reports that a student will be absent for one of the following reasons, the student may be excused for an additional absence. Instructors may require verification of planned absences. Students should be aware of each instructor's policy regarding missed assignments and alternative academic engagement.

- ❖ Travel considered part of the instructional program of the College (e.g., school sponsored field trips)
- ❖ Travel as part of a team or organization that is representing the College (e.g., club field trips, NJCAA competition, etc.)
- ❖ Jury duty or other official civil service such as National Guard (see also leave due to military service)
- ❖ Religious Holidays

Unforeseeable Absences

Students who cannot attend class for an extended period due to an unforeseen circumstance, such as house fire, accident, severe weather, funeral, etc. should contact all applicable instructors immediately to determine next steps. This communication must take place before the student exceeds the number of allowed absences in the course. The student should also inform the Student Success Department of the concern.

If a student must miss class due to medical reasons or extended military leave, the student should refer to the Leave Due to Medical Exigency or Leave Due to Military Service policies.

Online Class Attendance Policy

Students enrolled in credit-bearing courses at Lackawanna College will be administratively withdrawn from 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.

Students who 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.

- ❖ Students are required to engage in discussion by making an initial post to the 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.** Students are encouraged to responsibly manage their time, participate in the online course as early in the week as possible (while also being mindful of other obligations and responsibilities).
- ❖ 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 sub term) 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 sub term) will receive zeros on all missed discussions/assignments.
- ❖ Students who have a course grade of F and do not submit any assignments for any ONE week after the last day to withdraw for the Subterm may be dropped by the instructor.
- ❖ It is the responsibility of the student to formally withdraw from the Student Success Center or center advisor, or see withdrawal from course.
- ❖ If a student anticipates missing class for an extended period, 3 days 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.

Medical Exigency Policy

If a physician determines that a student requires medical treatment during a semester and is unable to continue in his or her coursework, the College has mechanisms in place to protect the student's academic and financial status, as follows:

- ❖ If a student requires medical treatment for more than 14 calendar days, he or she will be unable to continue in on-ground courses. If a student requires medical treatment for more than 7 calendar days, he or she will be unable to continue in online courses.

- ❖ If a student misses up to 14 calendar days of an on-ground class and/or up to 7 days of an online class for medical treatment, a member of the Student Success Office will assist the student in developing an academic plan to catch up on missed work and assignments upon the student's return. The Director of Student Success will collaborate with faculty members, tutors, and the Student Wellness Office to create an individualized plan for the student's re-entry into coursework.
- ❖ If a student requires medical treatment for more than 14 consecutive calendar days (and/or 7 days for an online class) during the first three weeks of the semester, the student will be "dropped" from classes as if he or she never attended and given a full refund. *Summer and Intersession dates will be prorated – 8 days for summer sessions, 3 days for Intersession courses.
- ❖ If a student requires medical treatment for more than 14 consecutive calendar days (and/or 7 days for an online class) after 70% of the semester or term is complete, the Student Success Office will initiate the Incomplete Policy on the student's behalf for all classes in which the student has a passing grade. Per the College's Incomplete Policy if the student is unable to do so themselves. The student will have 30 days from the end of the semester to complete coursework. Otherwise, the Incomplete turns to an F. If a student chooses not to pursue an Incomplete at the time of initiation of the medical leave or if the student does not have a passing grade in a course or courses, he or she may withdraw without academic penalty.
- ❖ If a student requires medical treatment for more than 14 consecutive calendar days (and/or 7 days for an online class) between week 3 and the 70% mark of the semester (Week 11), the student will be withdrawn without academic penalty. Summer sessions and Intersessions begin after day 8 and 3 and the 70% mark.
- ❖ In all cases, if a student chooses to return to the College at any point after his or her medical leave, the Student Success Center will create an individualized support plan.
- ❖ Any students that may fall under this category should be referred to the Student Success Center to determine next steps and options for the student.

If a student notifies an instructor that they will exceed the allotted absences for their class, an attendance concern flag should be raised in Starfish. If the exceeded absences are due to a medical reason, the medical concern flag should be raised.

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 Student Success Center of their “Order to Active Military Service.”
2. The student is required to produce a copy of their 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 student must complete the “Ordered To Active Military Service” form found on the portal, and meet with their advisor, a Student Success Coach, 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 70% 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 their coursework. Faculty approval is required for this option. A student will have 8 weeks subsequent to semester’s end to complete coursework with their instructor. Should extenuating circumstances be present which delay timely completion, an appeal for extension may be made in writing to the Dean of Curriculum and Faculty Affairs. The results of said appeal will be conveyed by the Dean of Curriculum and Faculty Affairs to pertinent administrative departments (Registrar, Student Financial Services, Student Success).
 - B. If the semester is close to completion, the student may confer with their instructors and the Director 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 they elect 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. Student Financial Services 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. Student Financial Services will adjust or remove all financial assistance if the student elects option C and notify the student's lending institution if they have 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.
 - ii. 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.

Recording in the Classroom Policy

Recording in the classroom Policy: The use of technologies for audio and video recording of lectures and other classroom activities is allowed only with the express permission of the instructor. In cases where recordings are allowed, the following stipulations apply:

1. Recordings of the class lectures are only for the student's personal use in study and preparation for the class;
2. The student may not share the recordings with any other person at any time, whether or not that person is in his/her class;
3. The students acknowledge the recordings are sources, the use of which is governed by rules of and Lackawanna College's policy for Academic Integrity;
4. The student agrees to destroy any recordings at the time they are no longer needed for academic work;
5. The student will record only the voice of the lecturer, not the voice of other students, such as a discussion series.

Students who have been given permission to audiotape/audio record class lectures must agree to abide by each of these provisions and sign a provided contract.

Amnesty Policy

If a student stops attending a course for which they are 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 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 AW grades were incurred and the application for amnesty is made.
- ❖ The student must register for and successfully complete additional coursework at Lackawanna College, 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 they are requesting amnesty. This can be done all at once, or students may earn amnesty incrementally to match the number of part-time credits they have earned at Lackawanna College in a subsequent semester.
- ❖ Upon successful completion of required work at Lackawanna College, the student may file an Application for Amnesty form available on the portal and request the necessary approvals.
- ❖ Upon completion and submission of the approved form to the Registrar, a grade of W will replace the grade of AW for the applicable amnesty credits.

It is recommended that students consult with both their academic advisor and the Student Financial Services Department before withdrawing from a course or from the College.

If a course is repeated, the AW will remain. Amnesty will only be granted for 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 they are 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 the 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 the qualified 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, such applicant will be required to demonstrate proficiency in standard written English as a prerequisite to admission.

Some examples of accommodations provided by the College are:

- ❖ 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 outcomes.
- ❖ Note taking services

How To Receive Accommodations

Students requesting accommodations must begin by submitting documentation to the Office of Enrollment. 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 a major life activity; information on how the disability affects your academic performance; and specific requests for accommodations, as well as an explanation as to why each accommodation is requested. Letter submission must include the following elements: typed on letterhead, dated, and signed by qualified individual. If the disability is physical, including hearing or vision impairment, or if it has any other medical implications, including psychiatric, the student should indicate this information to Lackawanna College as well.

A student seeking accommodations must meet with the Director of Disability Services, Academic Development in Suite 110, Angeli Hall or Center Director at the beginning of each semester. Students are responsible for scheduling an appointment in order to complete the accommodation process. **A school plan, such as an individualized education plan (IEP), is insufficient documentation.** Sources of information used to determine a student's disability and/or accommodations may include student's self-report, direct observation and interaction with the student, and/or third-party documentation from qualified evaluators or professionals. The final determination for providing appropriate reasonable accommodations rests with the institution.

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. For more information or to schedule an appointment please call the Director of Disability Services at (570)504-8097.

Please note, disability accommodations made in the classroom or at Lackawanna College may not be met by a student's internship, externship, clinical affiliation, or fieldwork site as those facilities are not controlled by the College.

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.

Progression from DEV courses is as follows:

DEV 010 – Basic Writing Skills – Students must earn at least a “B-” grade in DEV 010 before they may enroll in ENG 105. Students receiving less than a “B-” are required to enroll in and successfully complete ENG 102, Fundamentals of Writing, before moving on to ENG 105.

Students who earn a D+, D, or F must repeat the course.

DEV 020 – Reading for College – Students receiving less than a “B-” in DEV 020 are required to enroll in and successfully complete ENG 103, Critical Reading. Students may not enroll in PSY 105 while enrolled in Reading for College; however, they may enroll in both PSY 105 and ENG 103 in the same semester. Students who earn a D+, D, or F must repeat the course.

DEV 030 – Basic Math Skills – Students enrolled in DEV 030 must successfully complete the course with a C- (70%) or better to enroll in MAT 110 (Introduction to Algebra). Students who earn a D+, D, or F must repeat the course. Students will not be allowed to enroll directly into MAT 120 (College Algebra) without successfully completing MAT 110.

Policies Applicable to DEV and Bridge-Level Courses:

1. A student may only take a developmental or bridge level course if they place or progress into it. If a student wishes to take a developmental or bridge course without placing or

progressing into it for a specific educational reason, the student 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 term (semester or subterm)
3. Full-time students who place into one or more developmental or bridge-level courses must enroll in these courses in their first semester. Full-time students who progress from a developmental course to a bridge course in the same content area must take the bridge course in the semester immediately following the developmental course.
4. Part-time students who place into one or more developmental or bridge-level courses must enroll in one or more developmental or bridge courses each semester until all developmental and/or bridge requirements are completed. Students may appeal this policy to the Chair of the Academic Development Division.
5. Students will not be allowed to register for any science course until required developmental coursework has been successfully completed. Students may appeal this policy to the Chair of the Academic Development Division. Exceptions will be made ONLY after the Academic Development Division Chair and academic advisor review all academic information with the student.
6. A student who tests into all three developmental courses (DEV 010 Basic Writing, DEV 020 Reading for College, and DEV 030 Basic Math) may not take more than 16 credits in their first semester.
7. English Language Development (ELL 030) is a four-credit course designed to provide students who may require additional instruction with the basic reading and writing skills they will need to find success at the college level. Students are placed in the English Language Development course by identifying as non-native speakers as well as the score earned from SAT, ACT, and/or ACCUPLACER. This course is considered a prerequisite before any additional courses may be taken in the corresponding area. The English Language Development course is institutional credit only. It may not be used in any of the College's curricula. ELL 030 does calculate in the student's GPA. Students who place into ELL 030 are enrolled into the Professional Studies major. Students can change their major after successful completion through the progression of ELL 030 and Academic Development coursework. Students who earn at least a 70% in ELL 030 move to ENG 102 and ENG 103. Students who earn less than a 70% will move to DEV 010 and DEV 020. ELL 030 is offered in person at our Scranton campus. Students who test into ELL 030 but choose to take online classes can appeal this course through the Academic Development division chair. Students who opt out of ELL 030 will take DEV 010 and DEV 020. A student who would like to take ELL 030 out of progression may appeal to the Academic Development Division Chair for permission to do so.

First Year and Graduation Seminars

COL 101- Falcon Experience is a course for first semester students at Lackawanna College intended to maximize the benefits of the college education by developing supportive relationships with faculty, staff, and classmates. Emphasis will be placed on the college experience, academic skills, life skills, and institutional values.

Note: College 101 is a mandatory course for all students. Students may not withdraw from College 101 except when completing a full college withdrawal. Failure to complete the course will result in a grade of F, and students who earn an F will be required to repeat the course. A transfer student earning at least 12 credits with a minimum cumulative GPA of a 2.00 has an option to take a waiver quiz. Contact Student Success for more information studentsuccess@lackawanna.edu.

COL 201 – The Capstone is the culmination of the Lackawanna College learning experience for all associate graduates. Students will reflect on their overall experience, demonstrating how education has been applied to illustrate the values of a profession. Students will gather important information and tools necessary to prepare all for success in post-college employment and/or future education.

Note: COL 201 is mandatory for all students. Students who fail this course will repeat in subsequent semester or sub term. Students who ultimately fail will receive a failing grade on their transcripts, which will affect their overall GPA.

****Some specialty programs embed the COL 101/201 outcomes into other courses. See curriculum guides for details.**

****Bachelor programs have major-specific capstone requirements built into the final semester of curriculum. Students should refer to the relevant curriculum guides for details.**

Online Learning

Online learning at Lackawanna College caters to an 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 assessments, discussions, media-enhanced presentations, and library and content-specific resources. The result is a learning environment as 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, refer to your online Academic Orientation, or refer to the portal.

Academic Notice

The following criteria will be used in determining Academic Notice:

- ❖ Freshmen with 1-11 credits attempted having a CGPA with minimum progress of 1.75 will be placed on Academic Notice.
- ❖ Freshmen with 12-31 credits attempted having a CGPA of less than 1.85 will be placed on Academic Notice.
- ❖ Upperclassmen with 32 credits or more attempted having a CGPA of less than 2.0 will be placed on Academic Notice.

Credits Attempted	Minimum Progress (GPA)
1-11 (freshman)	1.75
12-31 (freshman)	1.85
32+ (upperclassman)	2.0

If a student is on Academic Notice status, he or she is required to complete the Commit to Success program. The Commit to Success Program requirements include the following:

- ❖ Enroll in a maximum of 13 credits during the semester on Academic Notice.
- ❖ Repeat any available courses that an “F” was received
- ❖ Attend 3 mandatory meetings with a Success Coach or a staff member at your Center throughout the semester
- ❖ Attend a workshop in the Student Success Workshop series

Academic Suspension

A student on Academic Notice 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 Academic Notice 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, they may appeal the suspension to the Lackawanna Appeals Committee prior to the date published within the notification letter.

To appeal an academic suspension and obtain the requirements to overcome suspension, the student should email appeals@lackawanna.edu.

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

Students who appeal an academic suspension and are subsequently approved to return to the College because of a successful appeal must show academic progress in their first semester upon return. In this case, academic progress is defined upon successful appeal and documented via the student's success plan. If a student on suspension does not show progress during their first semester following a successful appeal or does not achieve good academic standing after two semesters, the student will be dismissed. Good academic standing is defined as a GPA of 1.85 for a student who has completed 1-31 credits or a GPA of 2.0 for a student who has completed more than 31 credits. If a student returns after appealing an academic dismissal but does not show progress after their first semester upon return or does not achieve good academic standing after two semesters upon return, the student will be dismissed without appeal.

Academic Dismissal

A student on Academic Notice whose Cumulative Grade Point Average falls below a 1.50 or who is 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 Lackawanna College Appeals Committee. Students in specialty programs should refer to their program handbook for additional information. To request an appeal for an academic dismissal, a student should email appeals@lackawanna.edu. Financial aid eligibility is a separate policy, and the student must contact Student Financial Services to verify eligibility. A student must be in good disciplinary standing to be removed from academic suspension. Students on disciplinary probation or suspension should contact the Student Accountability and Restorative Practices office for their disciplinary status at (570) 955-1522.

Students who appeal an academic dismissal and are subsequently approved to return to the College because of a successful appeal must show academic progress in their first semester upon return. In this case, academic progress is defined upon successful appeal and documented via the student's success plan. If a student previously dismissed does not show progress during their first semester following a successful appeal or does not achieve good academic standing after two semesters, the

student will be dismissed with no appeal. Good academic standing is defined as a GPA of 1.85 for a student who has completed 1-31 credits or a GPA of 2.0 for a student who has completed more than 31 credits.

To return for:	Deadlines: Academic Suspension/Dismissal and Financial Aid (SAP) Appeals
Fall Semester	3 Weeks before Fall semester begins
Spring Semester	2 Weeks before Spring semester begins

** To adequately prepare for your return, appeals received after these deadlines will be considered for the following term.

Students will receive email related to academic notice, suspension or dismissal via Starfish, which will send the notification to the student's Lackawanna College email address. A student who neglects to check Lackawanna College email is not exempt from applicable notice, suspended, or dismissed status.

Failure To Withdraw

If a student stops attending a course for which they are 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. New students who do not attend in-person or subterm one courses in the first two weeks will be dropped from subterm two courses at the start of week three with the exit reason as "never attended." These students may contact their enrollment advisor to enroll as a new student for sub- term two after week four of the semester.

Audit Policy

Auditing courses is a practice designed primarily to allow students, instructors, and alumni to expand their educational opportunities. Students, alumni, and College instructors may audit a lecture course (clinical, online, studio, or laboratory courses are not eligible for audit) 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, and course audits are capped at one (1) per semester.

Persons interested in auditing a course must first complete the Audit Registration Form located on the portal.

Other limitations:

- ❖ Prerequisites for requested course audit must be met prior to application submission.
- ❖ Auditors may not participate in class discussions.
- ❖ Audit courses may not be changed to credit earning status after the start of the term.

Repeated Courses

Students may repeat courses to improve an initial grade of C-, D+, D, D-, F, or AW. When a student repeats a course, the initial hours attempted, hours earned, and quality points are excluded from their Cumulative Quality Point Index (CQPI). 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, students should consult with the Office of Financial Services before registering to repeat a course. Students should meet with their advisor, center advisor, or advising center to process a repeated course. Students in specialty programs should refer to their program handbook for additional information.

Students who wish to repeat a course in which they have earned above a C- must appeal to the Dean of Curriculum and Faculty Affairs.

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 their coursework by the end of the semester. The student must petition for an Incomplete by filling out a Petition for Incomplete Grade form available on the portal. The policy for Incompletes is as follows:

- ❖ Student has completed at least 70% of the coursework.
- ❖ Student is unable to complete the course due to unforeseen circumstances beyond their control.
- ❖ Student is passing the course at the time the petition is filed and it is possible for them to earn a passing grade if work is completed on time.
- ❖ Student is aware of what is expected of them 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/Program Director and pay a \$35 processing fee. If this approval is secured, final permission must be granted by the Dean of Curriculum and Faculty Affairs or Associate Vice President of Academic Affairs/Dean of Health Sciences before the Credit by Examination form can be obtained on the portal. 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/Program Director 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 2.0 average or better in residence may apply.

To determine whether the student may be considered eligible for Credit for Experiential Learning, the student must contact the appropriate Division Chair, Program Director, Dean of Curriculum and Faculty Affairs, Center Director, or the Registrar. 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, or on the portal [HERE](#). Applications must be submitted before the semester in which the student applies for graduations. Applications that aren't submitted within this time-frame will be denied.
2. 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 regarding the area of the requested credit.
3. The student must submit a \$35 non-refundable, processing fee for each course (payable to Lackawanna College) at time of application. Upon receipt of the written application and

payment, the relevant division chair/program director will review the file and make a determination. Faculty consultants may be called in to offer their expertise. If accepted, the form will be sent to the Dean of Curriculum and Faculty Affairs or Associate Vice President of Academic Affairs for final approval. Students will be notified by email of the College's decision.

4. Once approved, the student is responsible for paying for the cost of one credit per course (which is separate from the \$35 processing fee). Once payment is made, the Registrar's office will enter the credits on the student record.

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.

Please note that Credit for Experiential Learning is not considered to be credit earned "in residence", and, as such, is not graded. Credit(s) granted will be recorded on the student's transcript. A student's CQPI is not affected by Credit for Experiential Learning. Students may not earn more than 15 credits 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

Precollege Programs

Dual Enrollment

Lackawanna College offers a Dual Enrollment Program for qualified high school students to meet their advanced academic needs. The College has entered 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.

Courses that are no longer active in the College's Catalog may not be offered as Dual Enrollment courses. No student may complete 50% or more of any Lackawanna College educational program through dual enrollment credit through the cooperative partnership that are offered by their high schools. Additional credits may be earned by attending any of the Lackawanna College locations or through online courses offered by the College.

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.

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.

Intellectual Property Policy for Student Works

- ❖ Intellectual property rights in student works belong to the student who created the work.
- ❖ A creative work by a student to meet course requirements using college resources for which the student has paid tuition and fees to access courses/programs or using resources available to the public, is the property of the student.
- ❖ A work created by a student employee during the course and scope of employment is an institutional work and intellectual property rights to such creation belong to the college unless an agreement, sponsorship agreement, or other condition described.

*The College reserves the right to amend this policy as needed in future academic years.



Student Support Services

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 program requirements, 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 Student Success Center in Suite 105 of Angeli Hall, which is staffed with full-time academic advisors who can work with students when assigned academic advisors are not available. Advisors from the Student Success 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 assist students in selecting a four-year program. Students may contact the Student Success Center by emailing mail to: advising@lackawanna.edu.

Subject Tutoring

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 matriculation Lackawanna College students. Subject tutoring may be available in- person and online. Appointments can be made through Starfish. 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 in Suite 110 Angeli Hall and has appointments available Monday-Friday. Appointments can be made through Starfish.

Student Success Coach

Student 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 Services At Albright

Lackawanna College and Scranton's Albright Memorial Library entered into a cooperative agreement in December 2014. Lackawanna's library resource materials are now located at the Albright. Students, faculty, and staff interested in borrowing any of these items at the public library must first obtain a Lackawanna County Library System library card.

The Albright Memorial Library offers numerous services, including print and electronic collections including 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, eBooks and more. Through Access Pennsylvania, the Lackawanna County Library System card 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.

The Albright Memorial Library is located directly across from Lackawanna College's Angeli Hall at 500 Vine St., Scranton, PA 18509. If you have any library questions or need assistance finding information, please contact Shelley Gower, Library and Information Literacy Specialist, at gowers@lackawanna.edu. The Library and Information Literacy Specialist serves as a resource for students as well as a liaison to the resources available at Albright Memorial Library. You can also search the Albright Memorial Library catalog online [HERE](#).

Loaner Laptop Program

Students that do not have access to a computer can apply for the Loaner Laptop program by following the link on their portal found [HERE](#) or raising their hand in Starfish notifying the Student Success Center of their need of a laptop. Laptops are available on a first-come-first-serve basis. A

waiver and contract must be signed prior to each semester of use and the student is responsible for returning the laptop in good condition at the time of withdrawal, exit, graduation, or end of the spring semester. Questions regarding the loaner laptop program can be directed to Student Success or Center Director.

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 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. Many student organizations provide an assortment of activities in which any student may participate. These include, but are not limited to, Pinky Swear, Cheer, FBLA, and PRIDE. Membership in the Phi Beta Lambda and Phi Theta Kappa and Student Veterans of America 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 organizations play at the College. Student organizations are instrumental in planning and implementing many social, cultural and leadership programming activities on campus each semester.

Student Accountability and Restorative Practices

The Lackawanna College Student Accountability and Restorative Practices (SARP) Office promotes student development and enhances 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.

The SARP Office is dedicated to encouraging responsible community conduct, educating the Lackawanna College community, and implementing disciplinary action in situations where violations of the Student Code of Conduct 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. To contact someone from the Student Success Center you can look in Starfish or email studentsuccess@lackawanna.edu.

Career Services

The primary mission of Career Services is to assist students in determining their personal interests and aptitudes, utilizing this information to develop specific career goals. A variety of resources are available to assist students in their career exploration and job searches including labor market information, job search preparation, job lead information, assistance with preparation of employment documentation such as résumés and cover letters. Full- and part-time employment opportunities are posted regularly to the Student Success Weekly Word email.

In addition, Career Services acts as a liaison between the College and the business community to facilitate job placement opportunities for Lackawanna students and graduates and to organize on-campus employer recruitment of Lackawanna College students. For more information, view the Career Services page on our website. To contact Career Services, locate the service in Starfish or email career@lackawanna.edu.

Student Wellness Program

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

Engage... We engage students to foster a healthy sense of community and awareness of available resources.

Educate... We educate students on the domains of wellness: emotional, occupational, intellectual, environment, financial, social, physical, and spiritual wellness. Programs touch on all domains, especially highlighting substance use prevention and education, healthy intimate relationships and interactions, and mental health awareness.

Empower... We empower students to develop goals and action plans toward the future they seek, pursue personally meaningful and relevant supports, and advocate for whole wellness for themselves and their communities.

The college experience can be one of the most challenging transitions in a 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 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, except in cases of potential danger, child abuse, or elder abuse. Situations of a serious nature are referred to community agencies or local hospitals with the support and assistance from the Student Wellness Program. Emergency and crisis consultation is also available. The Student Wellness Program has office hours from 8am-4pm on business days (excludes weekends, holidays, and college closures). Students who have a safety risk outside of business hours should contact Public Safety at 570-241-2022 (resident students) or call 911 (all students, regardless of location or attendance status).

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, baseball, softball, women's volleyball, men's and women's soccer, men 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 a Division II program which allows the Athletic Department to award scholarships to athletes in all sports. Lackawanna College's Football program competes at the Division I level. All remaining sports are Division II. To be eligible for such support, students must adhere to the rules set forth by the NJCAA. Esports competes in and is governed by the National Association of Collegiate Esports (NACE) and the NJCAA.

The baseball team has competed in the NJCAA World Series in 2019, 2021, 2023, and 2025. Women's basketball competed at the national championship in 2021. The wrestling team has competed in their national championships every year since 2021. 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-Fl, 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 Affairs

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.
- ❖ Promote a spirit of inquiry and a desire for life-long learning.

Institutional Learning Goals and Outcomes

Goal #1. Critical Thinking

Students will demonstrate critical thinking by applying recognized principles of logic to make sound judgments.

- ❖ *ILO #1:* Apply logical reasoning to devise practical solutions for complex problems.
- ❖ *ILO #2:* Construct ethical and moral solutions to contemporary problems.

Goal #2. Effective Communication

Students will demonstrate effective communication through active listening, nonverbal communication, empathy, adaptability, and a clear and concise way of exchanging information.

- ❖ *ILO #1:* Convey complex ideas through strong written and verbal skills.
- ❖ *ILO #2:* Demonstrate effective interpersonal communication through clarity, confidence, and adaptation.

Goal #3. Community Leadership

Through experiential learning, students will demonstrate community leadership skills by applying knowledge learned in the classroom to act as change catalysts in their communities through passion, commitment, collaboration, and teamwork.

- ❖ *ILO #1:* Establish ethical leadership and social responsibility through serving the community.
- ❖ *ILO #2:* Identify personal and professional leadership strengths.

Goal #4. Global Citizenship

Students will demonstrate global citizenship through openness, empathy, and goodwill toward all lifestyles and global philosophies.

- ❖ *ILO #1:* Develop informed perspectives on complex global challenges.
- ❖ *ILO #2:* Discuss key concepts of global perspectives, including their interconnectedness and relevance in various contexts.

Goal #5. Quantitative and Scientific Reasoning

Students will demonstrate quantitative and scientific reasoning by utilizing data to solve problems and make evidence-based decisions.

- ❖ *ILO #1:* Employ scientific methods to analyze data and make evidence-based decisions.
- ❖ *ILO #2:* Interpret quantitative data using various formats, such as mathematical equations, graphs, tables, and charts.

Goal #6. Information and Technology Literacy

Students will demonstrate information and technology literacy skills by gathering, analyzing, and applying information to make informed judgments.

- ❖ *ILO #1:* Apply digital technologies, including artificial intelligence (AI), to ethically address challenges, complete tasks, and accomplish goals.
- ❖ *ILO #2:* Demonstrate information literacy through gathering, evaluating, and utilizing information for desired outcomes.

Core Curriculum

Core Curriculum

The following courses fulfill our Core Curriculum Requirements (at least 3 credits each):

- ❖ College Writing, Business Communication
- ❖ Effective Speaking
- ❖ College Algebra, Intro to Statistics and Data Analysis, or Industry-Specific Math (Culinary Math, etc.)
- ❖ TEC / Computer Information Systems elective or Core Curriculum Elective
- ❖ Humanities elective
- ❖ Social Science elective
- ❖ Natural Science or Laboratory Science elective
- ❖ Global Studies elective
- ❖ Philosophy or Ethics elective

Core Curriculum – Associate

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.

Core Curriculum- Bachelor

The minimum core curriculum requirement is 36 credits depending upon the degree program. The Curriculum Guide for each degree program includes a listing of its required core courses.

*Free electives are not included within the core curriculum.



Degrees

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 in Science Degree)
- ❖ Agribusiness (Associate in Science Degree)
- ❖ Business (Bachelor of Science Degree)
 - Accounting Concentration
 - Marketing Concentration
 - Cyber Security Concentration
- ❖ Business Administration (Associate in Science Degree)
- ❖ Business Studies (Associate in Science Degree)
- ❖ Sport Management (Associate in Science Degree)
- ❖ Healthcare Management (Bachelor of Science Degree)

Humanities Division

- ❖ Professional Studies (Associate in Arts Degree)
- ❖ Professional Studies/Writing Track (Bachelor of Arts Degree)

School of Hospitality

- ❖ Baking & Pastry (Associate in Science Degree)
- ❖ Culinary Arts (Associate in Science Degree)
- ❖ Hospitality Management (Associate in Science Degree)
- ❖ Hospitality Management (Bachelor of Science Degree)

- ❖ Restaurant & Food Service Management (Bachelor of Science Degree)
 - Baking and Pastry Concentration
 - Culinary Arts Concentration

Social Sciences Division

- ❖ Criminal Justice (Associate in Science Degree)
- ❖ Criminal Justice (Bachelor of Science Degree)
 - Addictions Concentration
 - Cyber Concentration
- ❖ Human Services (Associate in Science Degree)
- ❖ Human Services (Bachelor of Science Degree)
 - Addictions Concentration

Mathematics and Science Division

- ❖ Pre-Allied Health (Associate in Science Degree)
- ❖ Environmental Studies (Concentration)

Center for Technology Innovation

- ❖ Cyber Security (Associate in Science degree)
- ❖ Robotics & Integrated Technologies (Associate in Science Degree)
- ❖ Electric Vehicle & Advanced Automotive Technology (Associate in Science Degree)

Division of Health Sciences

- ❖ Cardiac Sonography (Associate in Science degree)
 - Lackawanna College's Cardiac Sonography Program aims to prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

- ❖ Diagnostic Medical Sonography (Associate in Science degree)
 - Lackawanna College's Diagnostic Medical Ultrasound program aims to prepare competent entry-level diagnostic medical sonographers in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- ❖ Nursing (Associate in Science degree)
- ❖ 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)
 - Lackawanna College's Vascular Technology program aims to prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

School of Petroleum and Natural Gas

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

Certificate Programs

Scranton (Main Campus)

- ❖ Addictions Certificate
- ❖ Cannabis Professional
- ❖ Environmental Studies Certificate
- ❖ The Police Academy
- ❖ Medical Assisting
- ❖ Conservation and Natural Resources Certificate Program

Addictions Certificate

The Addictions Concentration is designed to prepare students to work with individuals and families addressing problems associated with addictions. This concentration provides students with a theoretical understanding of substance use disorders and related addictive disorders. It also offers an introduction to counseling, treatment, or prevention. The curriculum emphasizes research, theory, and practice regarding the spectrum of care in addictions.

Cannabis Professional

Lackawanna College's Cannabis Professional certificate program is an intensive, 16-weeks, 17-credit course that prepares individuals who are working in, or who would like to enter, the cannabis industry.

The program prepares students for the cannabis industry with an understanding of propagation, cultivation and extraction, combining theory with hands-on experience.

This is a growing market in the United States. As states continue to decriminalize marijuana, and as medical marijuana use spreads, the country will have an increased need for workers educated in this field.

After completing our cannabis professional certificate, students will receive a Cannabis Professional certificate from Lackawanna College.

Environmental Studies Certificate

The Environmental Studies Certificate is designed to develop a thorough knowledge base regarding pressing environmental issues. It will educate a person to be prepared, informed and an active member of his/her community as issues regarding the natural environment are being debated and decided.

Police Academy Programs

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.

The Lackawanna College Pennsylvania Municipal Police Training Academy offers full-time Act 120 programs, running on average one full-time class each year in Scranton and one full-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.

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, crisis de-escalation, critical decision making, physical fitness, emergency vehicle operations, emergency medical response and a variety of other specializations. The Pennsylvania Municipal Police Officers Education and Training Commission Basic Training Program (ACT 120) is 940 hours + additional enrichment hours of training added by the Lackawanna College Police Academy.

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. Classes are offered at Lackawanna College facilities as well as off-site locations across Northeastern Pennsylvania. These training sessions ensure municipal police remain current on evolving legal/court precedents, tactics, ethics, and community issues.

Law Enforcement Continuing Education

The Lackawanna College Police Academy offers a variety of continuing education programs for law enforcement, first responders, public safety, and security training programs throughout northeast Pennsylvania.

Medical Assisting

Lackawanna College's Medical Assisting Certificate program combines medical assistant classes with hands-on experience in labs. You will learn from experienced professors and professionals working in this growing healthcare field.

This course will provide in-depth instruction in both administrative and clinical skills expected for entry-level positions as a Medical Assistant. Students will develop skills in front office administration with an introduction to health insurance and basic billing practices, scheduling, electronic health records, data entry, keyboarding skills, office management, along with legal and ethical aspects applicable to any healthcare environment. The clinical (back office) portion focuses on direct patient contact with clinical and laboratory skills.

Students will learn about nutrition, how to handle office emergencies, prepare and assist with minor office surgical procedures, ECG's, phlebotomy, lab screenings, injections, patient assessments and vitals, and other clinical procedures. This course also has a heavy emphasis on Medical Terminology where students will learn word structure, how medical terms are formed, and common terms related to the body systems. Each body system is covered and includes moderate coverage of anatomy and physiology. In addition, students learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, and patient confidentiality.

The cost of this program covers books and lab supplies, scrubs, clinical externship, NHA study guide, NHA practice exams, and the certification exam. After successful completion of the course and practicum, you will then be eligible to sit for the National Health-Career Association (NHA) Medical Assisting (CCMA) exam.

Conservation and Natural Resources Certificate Program

This 16-credit undergraduate certificate program is offered at the Lackawanna College Environmental Education Center in Covington Township 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.

Hazleton Center

- ❖ Construction Generalist Program with Pre-Apprenticeship
- ❖ English Proficiency Certification
- ❖ Medical Assisting
- ❖ Pennsylvania Municipal Police Basic Training Program (ACT 120)
- ❖ Addictions Concentration
- ❖ Business Management

The Construction Generalist Program with Pre-Apprenticeship

The Construction Generalist Program with Pre-Apprenticeship certification at Lackawanna College's Hazleton Center is a certificate program designed to prepare students for a job in any construction field.

Training begins with an overview course in Construction Safety that trains students to sit for the OSHA 10 certification as well as forklift, lift and pallet jack certifications. Students will gain training in all tools, measurement skills, reading blueprints and industry specific math.

The certificate also includes Technology and Communication skills that all contribute to a successful industry professional. The program will run for 16 weeks.

English Proficiency Certification

The English Proficiency Certification was created to help English Language Learners bridge from high school to college. This 18-credit certification will spend 25 hours per week working on language, writing, reading/comprehension, computer skills and public speaking. Upon successful completion students will be nationally certified and well as receive a Microsoft Word Certification.

Medical Assisting

See information on this program above in [Medical Assisting](#) section of this catalog under Scranton.

Pennsylvania Municipal Police Basic Training Program (ACT 120)

For more information, refer to the [The Pennsylvania Municipal Police Basic Training Program \(ACT 120\)](#) section above in this catalog under Scranton.

Lake Region Center

- ❖ Addictions Concentrations
- ❖ Agribusiness Certificate
- ❖ Massage Therapist Certificate Program
- ❖ Medical Assisting

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.

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) 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.

Medical Assisting

See information on this program above in [Medical Assisting](#) section of this catalog under Scranton.

Tunkhannock Center and School of Petroleum and Natural Gas Programs

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

Petroleum and Natural Gas Technician Certificate

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.

Sunbury Center

- ❖ Medical Assisting
- ❖ Conservation and Natural Resources Certificate Program

Medical Assisting

See information on this program above in [Medical Assisting](#) section of this catalog under Scranton.

Conservation and Natural Resources Certificate Program

See information on this program above in [Conservation and Natural Resources Certificate Program](#) section of this catalog under Scranton.

Towanda Center

- ❖ Medical Assisting
- ❖ Conservation and Natural Resources Certificate Program

Medical Assisting

See information on this program above in [Medical Assisting](#) section of this catalog under Scranton.

Conservation and Natural Resources Certificate Program

See information on this program above in [Conservation and Natural Resources Certificate Program](#) section of this catalog under Scranton.

Online

- ❖ Child Development Credentials
- ❖ Cyber Security Certification Program
- ❖ Computer Networking Program

Child Development Credentials

The Child Development Associate course provides the required training for Early Learning Center staff to apply for their CDA credential. Participants earn nine Lackawanna College credits upon successful completion of all three parts. Pennsylvania Director Credential

This three-part course is for those interested in careers as Early Learning Center Directors or aspiring directors looking to apply for a PA Directors Credential. Participants will earn nine Lackawanna College credits upon completing all three parts.

Cyber Security Certification Program

Cyber Security is the leading specialty in the field of Information Technology. The Comp TIA Security+ certification validates baseline skills needed to perform core Cyber Security functions and pursue an IT security career. Lackawanna College's Cyber Security Certification Program prepares the student with skills in risk assessment and management, incident response, forensics, enterprise networks, hybrid/cloud operations, and security controls. This 2-course program provides curriculum which prepares the student for the Security+ Certification exam. After successfully completing the program, the exam can be administered at a qualified Pearson Vue testing center. Successfully passing the exam leads to the Security+ Certification from Comp TIA. Students successfully completing the program will also be eligible to receive 6 Lackawanna College credits if they chose to pursue the Associate in Science degree in Cyber Security. Students considering this program should be familiar with basic computing concepts.

Computer Networking Program

The complex nature of computer networking and cloud computing is one of the key reasons why employers require their information technology professionals to pursue higher education and industry certifications. The Cisco Certified Network Associate (CCNA) certification is an excellent place to start.

Lackawanna College's Computer Networking Program prepares the student to install, securely configure, troubleshoot and operate a medium-sized computer network. This 3-course program follows the Cisco CCNA curriculum which prepares the student for the CCNA Certification exam. The exam can be administered at the Lackawanna College Pearson Vue testing center or another qualified Pearson Vue facility.

Successfully passing the exam leads to the Cisco Certified Network Associate (CCNA) certification from Cisco Systems. Students successfully completing the program will also receive 11 Lackawanna College credits if they chose to pursue the Associate in Science degree in Cyber Security. Students considering this program should have a basic working knowledge of computers and computer networking, or 12 months working in the networking field.

Certificate Programs

Certificate Program information is linked in the Continuing Education section on the [College website](#).

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. Courses that are no longer offered by the College will remain in the catalog for five years after the last time they were offered.

Accounting (ACC)	Agriculture (AGR)
Aviation (AVM)	Baking & Pastry (BAK)
Biology (BIO)	Business (BUS)
Cannabis (CAN)	Cardiac Diagnostic Sonography (CDS)
Chemistry (CHM)	Communications (COM)
Computer Information Systems (CIS)	Conservation & Natural Resource (CNR)
Construction Pre-Apprenticeship (CON)	Criminal Justice (CJS)
Culinary Arts (CUL)	Cyber Security (CYB)

Developmental Education (DEV)	Diagnostic Clinical (DCL)
Diagnostic Medical Sonography (DMS)	Early Childhood Education (ECE)
Ecological Sustainability (ECL)	Economics and Finance (ECO)
Education (EDU)	Electric Vehicle & Advanced Automotive Technology (AAT)
English Language Learners (ELL)	Emergency Medical Services (EMS)
English (ENG)	Esports (ESP)
Finance (FIN)	Fine Arts (ART)
First Year and Graduation Seminars (COL)	Health Care (HTH)
Healthcare Management (HCM)	History (HIS)
Hospitality Management (HSP)	Human Services (HSV)
Law (LAW)	Management (MGT)
Marketing (MKT)	Mathematics (MAT)
Media Technology (CTN)	Nursing (NUR)
Occupational Therapy (OTA)	Petroleum and Natural Gas (PNG)
Philosophy (PHL)	Physical Science (PHY)
Physical Therapist Assistant (PTA)	Psychology (PSY)
Public Administration (PAD)	Religions Studies (RST)
Restaurant & Foodservice Management (RFM)	Robotics & Integrated Technologies (ROB)
Science (SCI)	Social and Behavioral Sciences (SCS)
Spanish (SPN)	Sport Management (SPT)
Sustainable Leadership (SUS)	Surgical Technology (SGT)
Technology Management (TEC)	Vascular Clinical (VCL)
Vascular Technology (VST)	Writing (WRT)



Personnel

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Jennifer Passenti, Ed. D.

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Hazleton Center

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Center Director

Sunbury Center

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Center Director

Towanda Center

Kelly White

Center Director

Tunkhannock Center

Nicolette Morgan

Center Director



Lackawanna COLLEGE

