



Lackawanna COLLEGE

2026-2027 College Catalog

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Welcome To Lackawanna

A Message from The President

Dear Student,

Congratulations on choosing Lackawanna College! On behalf of the members of the faculty and staff, it is my pleasure to welcome you to our community. We provide a life-changing educational experience, and invite you to embrace the challenging and rewarding opportunities ahead.

Lackawanna College boasts a long history of service to our students and community. For more than a century, it has provided opportunities for people at all academic levels to learn, grow, renew, and excel. Our graduates are found throughout the country, serving as shining examples of what can be accomplished with hard work and a dedicated faculty and staff.

Serving as the College's ninth President is both an honor and a privilege. I am humbled by the fact I oversee an institution that has so much to offer. We are committed to our mission and policy of being an open enrollment College. We will continue to expand niche programs in fields such as Health Sciences, Petroleum and Natural Gas, Hospitality, Business, Criminal Justice, Human Services, Professional Studies, Career Technology, and now the Trades, equipping our graduates with the skills to excel in these high-demand careers.

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 Philadelphia counties. With the exciting launch of our trade programs we also serve Lehigh, Northampton, Franklin, and Westmoreland counties. The amazing stories of student achievement that have come from our satellite centers located in Tunkhannock, Towanda, Hazleton, Hawley, Sunbury, Covington Township, Bethlehem, Chambersburg, and Greensburg 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 getting a head start through our pre-college programs, or furthering one's career through our numerous Continuing Education programs, there are opportunities for all area residents to engage in life-long learning.

Finally, Lackawanna College enjoys the reputation of being agile in its response to emerging community and industry need 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.

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 | (570)961-7890 | SchneiderK@lackawanna.edu

Gopu Kiron, Ed.D.

Director of Revenue Operations & Business Enablement

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.

Office for Civil Rights, National Headquarters
U.S. Department of Education
Lyndon Baines Johnson Dept. of Education Building
400 Maryland Avenue, SW
Washington, DC 20200-1100

Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@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 .

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 prohibits any commission, bonus, or other incentive compensation based directly or indirectly on securing enrollments or on the awarding of federal financial aid, including Tuition Assistance funds. These policies apply to employees and, where applicable, third-party representatives are involved in recruiting, admissions, or financial aid decision-making.

Lackawanna College prohibits the use of high-pressure recruitment tactics directed towards any and all potential Students including veterans and members of the Armed Forces. Specifically, the institution does not engage in multiple unsolicited contacts, including contacts by phone, email, video conference, or in person, for the purpose of securing enrollments, commitments, obligations or fees. The institution also does not use same-day recruitment and registration practices intended to pressure anyone into enrolling.

All employees involved in the areas of recruiting, admissions, enrollment and student support are mandated to comply with State and Federal laws, institutional policy and applicable regulations. Lackawanna College provides appropriate training, supervisory oversight, reporting and compliance monitoring to help ensure that recruitment practices remain ethical and consistent with institutional standards. Concerns from staff, faculty, the student population or any interested or involved party regarding violations by Lackawanna College may be reported through the Human Resources Office or the Lackawanna College supervisory chain.

Lackawanna College is committed to ethical recruiting, transparent admissions practices, and full compliance with applicable federal and institutional requirements governing student recruitment and financial aid administration.

Lackawanna College Locations

Bethlehem Center

3184 Airport Road
Bethlehem, PA 18017
Phone: (610) 936-9522

Chambersburg Center

1669 Opportunity Ave
Chambersburg, PA 17201
Phone: (717) 288-8766

Environmental Education Center

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

Greensburg Center

105 Wilson Ave
Greensburg, PA 15601
Phone: (724) 707-2064

Hazleton Center

2 East Broad Street
Hazleton, Pennsylvania 18201
Phone: (570) 459-1573
Fax: (570) 955-1535
Phone: (570) 961-7810
Fax: Admissions (570) 961-7843

Lake Region Center

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

Peirce School of Online Learning

1608 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
Tunkhannock, PA 18657
Phone: (570) 866-1900

Academic Calendars

Fall 2026

August 31 (Mon)	Fall Semester begins
September 2 (Wed)	Last day to add an online class for subterm 1
September 4 (Fri)	End of drop/add
September 6 (11:59pm Sun)	Deadline for student participation in subterm 1 module 0
September 7 (Mon)	Labor Day/College closed
September 9-23	Academic Advising two-week check in
October 2 (Fri)	Last day to withdraw without academic penalty from Subterm 1
October 12 (Mon)	College Closed - Columbus/Indigenous People Day
October 19-Nov 3	Advising/Online Registration
October 23 (Fri)	Subterm 1 ends
October 26 (Mon)	Subterm 2 begins
October 28 (Wed)	Last day to add an online class for subterm 2
November 1 (11:59pm Sun)	Deadline for student participation in subterm 2 module 0
November 11 (Wed)	Veteran's Day/College Closed
November 13 (Fri)	Last day to withdraw without academic penalty from On-ground classes
November 27 (Fri)	Last day to withdraw without academic penalty from Subterm 2
November 25-Nov 27	Thanksgiving break
December 14-Dec 18	Finals Week
December 18 (Fri)	Fall semester ends

Intersession 2027

January 4 (Mon)	Intersession begins/last day to add an online class
January 10 (11:59pm Sun)	Deadline for student participation in intersession module 0
January 15 (Fri)	Last day to withdraw without academic penalty
January 18 (Mon)	College Closed / MLK Jr Day

January 22 (Fri)

Intersession Ends

Spring 2027

January 25 (Mon)

Spring Semester begins

January 27 (Wed)

Last day to add an online class for subterm 1

January 29 (Fri)

End of drop/add

January 31 (11:59pm Sun)

Deadline for student participation in subterm 1 module 0

February 3-Feb 17

Academic Advising two-week check in

February 15 (Mon)

Presidents' Day Observed/College Closed

February 26 (Fri)

Last day to withdraw without academic penalty from Subterm 1

March 19 (Fri)

Subterm 1 ends

March 22 (Mon)

Subterm 2 begins

March 24 (Wed)

Last day to add an online class for subterm 2

March 22- March 26

Spring break

March 25 – March 26

College Closed

March 28 (11:59pm Sun)

Deadline for student participation in subterm 2 module 0

March 31 – April 15

Advising/Online Registration

April 9 (Fri)

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

April 23 (Fri)

Last day to withdraw without academic penalty from Subterm 2

April 27 (Tues)

Honors Convocation

May 10-14

Finals Week

May 16 (Sat)

Graduation

Summer Sessions 2027

Subterm 1

May 24 (Mon)

Summer Subterm 1 begins

May 26 (Wed)

Last day to add an online class

May 30 (11:59pm Sun)

Deadline for student participation in subterm 1 module 0

May 31 (Mon)	College Closed – Memorial Day
June 11 (Fri)	Last day to withdraw without academic penalty
June 18 (Fri)	College Closed – Juneteenth Observed
June 25 (Fri)	Subterm 1 ends

Subterm 2

June 28 (Mon)	Subterm 2 begins
June 30 (Wed)	Last day to add an online class
July 5 (Mon)	College Closed
July 4 (11:59pm Sun)	Deadline for student participation in subterm 2 module 0
July 16 (Fri)	Last day to withdraw without academic penalty
July 30 (Fri)	Subterm 2 ends

Subterm 3

Aug 2 (Mon)	Subterm 3 begins*
Aug 8 (11:59 Sun)	Deadline for student participation in subterm 3 module 0
August 20 (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) 504-1497 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
- ❖ The Health Information Management accreditor of Lackawanna College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the associate degree in Health Information Technology has been reaffirmed through 2030. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at info@cahiim.org.
- ❖ The American Bar Association (ABA) approves the Lackawanna College certificate, associate, and bachelor's programs in Paralegal Studies.
- ❖ Accreditation Council for Business Schools and Programs: As of July 1, 2026, Lackawanna College completed a merger with Peirce College, resulting in the full integration of Peirce College academic programs and students into Lackawanna College. Through this process, Lackawanna College assumed responsibility for Peirce College's business programs previously accredited by the Accreditation Council for Business Schools and Programs (ACBSP). In accordance with ACBSP processes for institutional mergers and changes in ownership, the ACBSP accreditation associated with Peirce College's Bachelor of Science in Business Administration program was formally withdrawn and immediately reinstated to Lackawanna College on a temporary basis following the completion of the merger. This temporary accreditation period allows the institution to complete required documentation and demonstrates continuity of program quality during the transition. Students who matriculated under Peirce College's ACBSP-accredited business program will have the opportunity to complete their degrees under the accredited structure. Lackawanna College

will ensure appropriate pathways for students to complete their programs consistent with accreditor expectations.

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

College Facilities

Angeli Hall – Main Campus

Located in the heart of downtown Scranton, Pennsylvania, Lackawanna College's Main Campus serves as the academic, administrative, and student-centered hub of the institution. Rooted in a rich history and guided by a commitment to innovation, the campus combines historic architecture with modern learning environments that prepare students for success in an evolving workforce. Today, students can pursue certificates, associate degrees, bachelor's degrees, master's degrees and certificates while benefiting from comprehensive academic support services, state-of-the-art facilities, and hands-on learning experiences.

At the center of main campus stands Angeli Hall, the College's flagship building and home to many of its academic and administrative functions. Originally constructed as Scranton Central High School, the beautifully restored facility preserves its historic character while providing modern classrooms, science laboratories, computer labs, learning studios, and collaborative learning spaces. Angeli Hall houses Admissions, Financial Aid, Student Success, Tutoring Services, Disability Services, Student Wellness, Public Safety, the Registrar, Continuing Education, and numerous student support resources designed to promote academic achievement and personal growth.

The Main Campus benefits from its location in downtown Scranton and its proximity to valuable educational, cultural, and community resources, creating an environment that enhances learning both inside and outside the classroom. This combination of historic tradition, modern facilities, and personalized support helps students develop the knowledge, skills, and experiences needed to achieve their educational and professional goals.

Students at Lackawanna College come from a wide range of backgrounds, experiences, and stages of life. The Main Campus provides educational opportunities for students of all ages, academic interests, and professional aspirations. Students pursue certificates, associate degrees, bachelor's degrees, and master's degrees through a variety of traditional, workforce-focused, and continuing education programs. Some enroll with plans to transfer to four-year institutions, while others seek immediate career preparation, professional advancement, or specialized training in emerging fields. This wide range of academic pathways reflects Lackawanna College's commitment to meeting the needs of today's learners and tomorrow's workforce.

Whether attending full-time or part-time, on campus or online, students benefit from flexible learning options and a supportive educational environment dedicated to student success. To sustain the legacy established through the merger with Peirce College, Lackawanna College created the Peirce School of Online Learning in 2026. The School serves as the home for the College's online degree and certificate programs, extending Lackawanna College's commitment to accessible, career-focused education to students throughout Pennsylvania and beyond.

Today, Angeli Hall stands as a symbol of Lackawanna College's enduring commitment to academic excellence, student success, innovation, and community engagement—honoring its historic past while preparing students for the opportunities of the future.

Center for Technology Innovation (CTI)

The Center for Technology Innovation (CTI) located at 500 Wyoming Ave in Scranton expands Lackawanna College's Main Campus and reflects the institution's commitment to innovation, workforce development, and the future of higher education. Opening in 2026, the CTI serves as an educational and corporate training center designed to prepare students and working professionals for careers in rapidly evolving industries and emerging technologies.

Building on Lackawanna College's tradition of career-focused education, the CTI offers degree programs, industry-recognized credentials, certificate programs, and customized workforce training opportunities that align with current and future employer needs. Areas of study include robotics and automation, electric vehicle and advanced automotive technologies, and cybersecurity.

The facility supports both traditional students and working professionals seeking to develop new skills, earn professional credentials, advance their careers, or prepare for opportunities in high-demand industries. Through a combination of classroom instruction, hands-on technical training, and partnerships with employers and industry leaders, the CTI provides learners with practical educational experiences designed to meet the evolving demands of the modern economy.

As part of Lackawanna College's broader mission of serving students, employers, and communities, the Center for Technology Innovation strengthens the College's role as a leader in workforce preparation, economic development, and technological advancement while creating pathways to careers in the industries of the future

Culinary Complex

The Lackawanna College Culinary Complex building is located at 409 Adams Ave in Scranton just one block from the main campus building in Scranton and 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.

The Culinary Complex's second floor serves as the 409 Dining Commons, 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.

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.

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.

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 Success, 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.

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 performance center, and an outstanding gymnasium.

The Lackawanna College Falcon Performance Center is a state-of-the-art training and development facility designed to support the physical, academic, and overall well-being of student-athletes while serving the broader campus community. Located in the Student Union, the facility provides structured strength and conditioning programming, supervised training environments, and designated access for student-athletes, students, faculty, and staff. The Falcon Performance Center operates under established scheduling and safety standards to ensure proper oversight, maximize training effectiveness, and maintain a secure environment for all users. It serves as a central hub for athletic development, fostering a culture of accountability, preparation, and high performance across Lackawanna College Athletics.

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.

Satellite Centers

Lackawanna College is committed to expanding access to higher education by providing academic programs, workforce training, and community-based educational opportunities throughout Pennsylvania. Through a network of satellite centers, the College serves students who seek the convenience of pursuing their educational goals closer to home while benefiting from the same quality instruction and student-centered support available throughout the institution.

Students of all ages and backgrounds utilize these locations to pursue certificates, associate degrees, bachelor's degrees, master's degrees, professional certifications, workforce credentials, continuing education opportunities, and career training programs. Whether entering college for the first time, preparing for a career change, advancing within a profession, or enhancing existing skills, students have access to educational pathways designed to meet their individual goals.

Courses and programs offered throughout Lackawanna College's locations are designed to support academic achievement, workforce readiness, and lifelong learning. Through its growing network of satellite centers, Lackawanna College continues to expand access to affordable, career-focused education while supporting the workforce and economic development needs of communities across Pennsylvania.

Satellite Centers are located:

- ❖ In Bethlehem at 3184 Airport Road, Bethlehem, PA 18017, serving Northampton and Lehigh Counties.
- ❖ In Chambersburg at 1669 Opportunity Ave, Chambersburg, PA 17201, serving Franklin County and surrounding South Central Pennsylvania counties.
- ❖ In Covington Township at Environmental Education Center located at 93 MacKenzie Road, Covington Township, PA 18444.
- ❖ In Greensburg at 105 Wilson Ave, Greensburg, PA 15601, serving Westmoreland County and surrounding Western Pennsylvania Counties.
- ❖ In Hazleton, located at 2 East Broad St., Hazleton, PA 18201, serving southern Luzerne County and surrounding communities.
- ❖ In Hawley, located at 8 Silk Mill Dr., serving Wayne and Pike counties.
- ❖ In Philadelphia, located at 1608 Walnut Street, Suite 1900, Philadelphia, PA 19103 serving students throughout Pennsylvania and beyond through the Peirce School of Online Learning
- ❖ In Sunbury, located at 1145 N. 4th St., Sunbury, PA 17801, serving the Northumberland County region.
- ❖ In Towanda, located at 1024 S. Main St., serving the Northern Tier region of Pennsylvania.

- ❖ In Tunkhannock, located at 420 Tioga West Plaza, Suite 104, serving Wyoming County and students of the School of Petroleum & Natural Gas.

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, Strategy, and Effectiveness and/or AVP of Academic Operations or their designee.

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 College application process involves submission of the following to the Office of Enrollment:

- ❖ College application
Submitted online at apply.lackawanna.edu or via paper application. There is no application fee for degree-seeking applications.
- ❖ Official High School Transcript
Proof of high school graduation (or approved high school equivalency) is required of all applicants unless they have earned 30 or more college-level credits*
 - If currently a high school senior, the applicant must ensure that their final official high school transcript is on file no later than the matriculation of their first semester.

*Sufficient college-level credits are defined as 30 or more earned, transferable, college-level semester credits from a regional accredited postsecondary institution, documented on an official college transcript. Exclusions include dual-enrollment credits earned while concurrently enrolled in high school or if high school transcript is required for purposes of clarifying financial aid eligibility or meeting other eligibility standards.

Official high school transcripts are required regardless of college-level credits earned for any applicant who either: (1) intends to apply for admission to any specialty program whose supplemental application requires it; or (2) intends to participate in college athletics based on governing eligibility standards.

All applicants who have attended secondary school outside the U.S. are asked to have their academic records (diplomas, transcripts, mark sheets, exam results, etc.) evaluated by an approved credential evaluation service for confirmation of U.S. high school graduation equivalency. Lackawanna College will accept credential evaluation reports and verified documents from any active NACES member.

❖ Official college transcripts

If an applicant has previously enrolled at another college or post-secondary institution, official copies of all college transcripts are required for enrollment. If currently enrolled at another college, the applicant must ensure that their final official college transcript (with final grades) is on file no later than the matriculation of their first semester. (*see transfer credit policy for more details*)

All applicants who have attended a college or university outside the U.S. are not required to provide transcripts. If the applicant is considering transfer credit consideration for courses completed at a college or university out the U.S., the student should have their academic record evaluated by an approved credential evaluation service for course-by-course evaluation. Lackawanna College will consider credential evaluation reports and verified documents from any active NACES member. Transfer credit consideration is not guaranteed.

❖ Official SAT/ACT Test Scores (optional)

Lackawanna College is a SAT/ACT test-optional college which means SAT/ACT scores are not required. Applicants have the option to submit SAT/ACT scores for review of course placement and/or to demonstrate English proficiency (*see below*). SAT and ACT scores are valid for up to 5 years from test date.

❖ Proof of English Language Proficiency (International Applicants Only)

All international students (who are not native English speakers) are required to submit at least one test score that demonstrates English proficiency. Lackawanna College accepts the following tests for demonstrating English proficiency:

- TOEFL (iBT, iBT Home Edition) with score of 55 or above (before Jan 21, 2026) or 3.5 or above (Jan 21, 2026 or later)
- SAT (EBRW) score of 450 or above
- ACT (English) score of 16 or above
- Accuplacer (Next-Generation Reading and Writing) scores of 216 or higher

Only official scores sent directly by the testing organization will be considered.

❖ Course Placement Assessment

Prior to registering for first semester courses, applicants are required to complete the Accuplacer as a placement exam. Applicants who have submitted acceptable SAT or ACT scores, GED test scores (from past 3 years), or have passed college-level courses with a C or better may be considered for course placement exemption. The scores or courses must show competency in reading, writing, and/or math to be exempt from related testing. Alternatively, students without earned college credits or have not earned acceptable scores on the SAT or ACT will be required to take the placement exams.

The student can contact Admissions@lackawanna.edu to discuss any potential accommodations available for students with disabilities. Accuplacer scores are valid for up to 3 years from test date. Accuplacer retests within one year are rarely given and then only under special circumstances.

After submitting a college application, a Lackawanna College Enrollment Counselor will contact each applicant within two business days of receiving an application to review their next steps for admission. While formal interviews for college admission are not required, we highly encourage all applicants to visit campus or schedule a visit meeting with their Enrollment Counselor to determine individual educational goals, schedule or complete assessment testing (if required), and finalize all enrollment requirements for their program of choice.

Applicants will not be officially accepted to 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 admission, the student's acceptance will be revoked and enrollment will be terminated.

Certain specialty programs at Lackawanna College require applicants to meet minimum eligibility standards and submit supplemental program application materials prior to their outlined deadline. Acceptance into Lackawanna College does not guarantee program acceptance. Applicants should review specific program admission requirements on the College website and speak with their Enrollment Counselor to determine their eligibility.

Once an applicant has been offered college acceptance, students are required to pay a non-refundable commitment fee (\$100/commuters, \$375/ residents) to guarantee a place in the incoming class and/or program cohort. Payments can be made to Lackawanna College by credit card, check, money order payable to Lackawanna College, or online via the website or online college application.

Criminal Background Disclosure

Failure to accurately provide information regarding past criminal activity or false statements on required application forms can result in administrative actions up to and including denial of acceptance or dismissal from Lackawanna College and/or any of college programs. Lackawanna College reserves the right to verify any statements made on this application and pull criminal history to determine admission decision and/or any limitations to college enrollment.

Graduate Admissions Requirements

To apply for admission into a Lackawanna College Graduate Studies program, applicants must submit the following documents to the Dean, Graduate Studies:

- ❖ Completed application
- ❖ Current resume.
- ❖ Statement of intent or career objective in a one to two-page essay format. The statement should discuss the applicant's professional and personal goals and how completing a

graduate degree in the desired field at Lackawanna College will help meet these goals. The statement should also discuss how the applicant's academic and professional backgrounds have resulted in preparation for graduate study.

- ❖ Official transcripts from all undergraduate and graduate institutions attended indicating completion of an undergraduate degree or higher from an accredited institution recognized by CHEA (Council for Higher Education Accreditation) or the USDOE (United States Department of Education).

Applicants are expected to have achieved a 2.75 or higher cumulative Grade Point Average at the undergraduate level or a 3.0 or higher cumulative Grade Point Average at the graduate level inclusive of 9 graduate credits completed.

Applicants who have not achieved a 2.75 or higher cumulative Grade Point Average at the undergraduate level or a 3.0 or higher cumulative Grade Point Average at the graduate level inclusive of 9 graduate credits completed are required to submit one completed recommendation form from the applicant's professor, supervisor, or professional colleague.

Applicants who have not achieved these GPA benchmarks may submit examination results from the GRE (Graduate Record Examination) or GMAT (Graduate Admissions Management Test).

Applicants who do not meet the GPA benchmark or for whom components of the application require further investigation will be required to complete an interview with the Dean, Graduate Studies, or his/her designee in order to provide the Graduate Admissions Committee with further background information regarding the applicant's potential for academic success in the program.

MSHCA Admissions Policy

In addition to the stated requirements for admission to a Lackawanna College Graduate Studies program, applicants for admission to the Master of Science in Healthcare Administration (MSHCA) degree must present evidence of completion of an undergraduate or higher degree in a healthcare field (healthcare administration, nursing, medicine, etc.) or an undergraduate concentration / certificate/ minor in a healthcare field or evidence of three years or more experience working in a healthcare field (as evidenced by completed recommendation forms and resume). Applicants for admission to the MSHCA program who have not met this requirement will be considered on an individual basis for conditional acceptance to the program and may be required to complete undergraduate preparatory courses in healthcare at Lackawanna College as a prerequisite for admission.

Admissions Policy For Non-Matriculating Students

Any student wishing to enroll in individual courses for the purposes of personal enrichment or transferring the completed course(s) to their home institution will be considered a non-matriculating student. Those wishing to transfer credits from completed course(s) should verify with their home institution that credits earned will be accepted. The non-matriculating application process involves

submission of the following to the Office of Enrollment for each semester in which the student wishes to enroll:

1. Non-degree student application
Submitted online at apply.lackawanna.edu or via paper application. Application fee of \$35 will be charged upon submission.
2. Provide chosen course(s) for enrollment
Review available courses for upcoming enrollment term via website or link on the application. There is no guarantee that the requested course(s) can be offered. Registration is processed first-come, first-serve for applicants with submitted applications and paid tuition deposits.

Note: Courses within certain specialty programs are not available for non-matriculating student enrollment.

3. Payment of \$375 tuition deposit
Once your application is submitted and chosen course(s) are confirmed, applicants will be prompted to make payment of the \$375 tuition deposit, to be applied toward the cost of attendance for that term. Payments can be made to Lackawanna College by credit card, check, money order payable to Lackawanna College, or online via the website or online college application.

A non-matriculating student enrolled in classes that will result in the accumulation of 30 or more credits at Lackawanna College by the end of term, must instead apply as a degree-seeking student and declare a major. A student cannot enroll as a non-matriculating student if they have earned, or will earn, 30 credits or more 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.

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](#).

Note: Students seeking to enroll in college courses while concurrently enrolled in high school should instead apply as a Pre-College Programs student.

International Students

Lackawanna College welcomes students from foreign nations as applicants to the institution. A student will be considered an international applicant if they are not a U.S. citizen and currently hold, or will obtain, an F-1 student visa to study in the United States.

International applicants must follow the College's admissions guidelines for degree-seeking students as previously outlined. In order to receive a Form I-20 toward the visa application process, international applicants eligible for College admission must submit (1) a copy of their valid passport and (2) the following documents as proof of financial support:

- International Student Certificate of Financial Responsibility Form containing the signature of the student and/or any relevant sponsors
- Official bank statement(s) verifying adequate available funds to cover student expenses for a minimum of one full academic year

Once all financial documents are verified and the applicant has paid their non-refundable College commitment fee, an I-20 will be issued by the College's SEVIS DSO (Designated School Official). The I-20 is a required document for international students applying for an F-1 student visa. The DSO within the Office of Enrollment will support the international student through the visa application process.

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. Consideration can be given beyond these deadlines for international applicants transferring from another U.S. institution with a current, valid visa status.

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 educational records within 45 days of the day the College receives a request for access. A student should submit a written request, identifying the record(s) they wish to inspect, to the Registrar, College Provost, Academic Division Chair, or other appropriate official. The College official will arrange for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records is granted whenever the student believes the records are inaccurate or misleading. The student should write the College official responsible for the record, clearly identifying 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 their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are 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. 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lackawanna College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue,
SW. Washington, D. C. 20202-4605

Directory Information

Lackawanna College hereby designates the following categories of student information as public or “Directory Information.” 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, they are able to do so through the [student portal](#).

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 Center 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

Returning students must register through the Lackawanna College portal on the dates specified on the current academic calendar. Students should schedule an appointment with their academic advisor during the advising period to review their course requirements and then register for classes during the online registration period. 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 note that, while on-ground, online, and hybrid course modalities are all offered, not every course is offered in every modality.

Any student registering after the online registration period ends may still register by going to the Student Success Center (or their Center Director). Students may also email advising@lackawanna.edu or the appropriate center email to begin the registration process. Students who register after the specified registration dates may find that courses needed for their majors may already be at maximum capacity or may no longer be available for the upcoming term.

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.

Location Codes

The following chart shows location codes located on student schedules. When selecting courses please use the chart to ensure you are registering for the correct location.

Location Code	Location
BD	Bethlehem
MA	Chambersburg
GA	Greensburg
KA-KZ	Hazleton Center
ZK	Hybrid Hazleton
ZH	Hybrid Lake Region
ZA	Hybrid Scranton
HA-HZ	Lake Region Center
OA-OL	Online Subterm I
OM-OZ	Online Subterm II
AA-AZ	Scranton
SA-SZ	Sunbury Center
TA-TZ	Towanda Center
NA-NZ	Tunkhannock
VA-VZ	Virtual
ZV	Virtual-Hybrid Class (meets via TEAMS on virtual day)

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 requesting 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 AVP of Academic Operations and an advisor in the Student Success Center 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. AVP of Academic Operations and/or AVP of Academic Affairs, Strategy, and Effectiveness, and an advisor from the Student Success Center or Center Advisor, Student Financial Services; and
4. The student needs Capstone or a lab.

Graduate students are permitted to enroll in courses on a part time basis, taking a maximum of 6 credits per term (fall, spring, summer). Matriculated graduate students who are in good academic standing with an overall GPA of 3.0 or higher and who have completed 6 credits in the Graduate Studies program with a grade of "B" or higher may petition for approval to enroll as a full-time student. Enrollment as a full-time graduate student requires approval of the student's Graduate Faculty Advisor. Enrollment in graduate programs for approved full-time students is limited to 12 credit hours per term, with no more than 6 credit hours per session. Graduate students taking 9

credits in a term are considered full-time. Graduate students taking fewer than 9 credits in a term are considered part-time.

Students should be aware that full-time enrollment in a Graduate Studies program may impact their financial aid and personal and professional commitments. Students are advised to consult carefully with their Graduate Faculty Advisor as well as the Student Financial Services Office before considering full-time enrollment.

Science Co-requisite 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 AVP of Academic Operations. 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 in the Student Success 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 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 Student Success 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 often 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 often 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 often require prerequisites. These advanced courses encourage students to synthesize information and gain greater knowledge of their chosen field.

500 Level Course Description

Courses at the 500-level focus on graduate-level knowledge and skills in a specialized area of study. These courses are typically taken during the early stages of a graduate program and require foundational undergraduate preparation. They are structured to ensure that the student can apply advanced concepts, engage in critical analysis, integrate theory with practice, and participate in scholarly discussion.

600 Level Course Description

Courses at the 600-level represent advanced graduate study and focus on mastery within a specialized field. These courses are typically taken in the later stages of a graduate program and often require significant prior coursework. They are structured to ensure that the student can synthesize complex information, conduct independent or applied research, evaluate professional practices, and produce substantial scholarly or project-based work.

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 specified people 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 submit a new application for admission to the College as reentrant student.

All withdrawals are subject to a Return to Title IV calculation (R2T4). This may result in the reduction of a student’s financial aid award. This change may also result in a student owing a balance to the College and/or not receiving an expected student loan refund. Students should be aware that ceasing class attendance/participation prior to the end of a payment period may negatively impact their financial aid package.

Students are fully responsible for all tuition and related costs associated with the course from which the student is withdrawing. Students should be aware that withdrawals can lead to violations of the financial aid Student Academic Progress (SAP) Policy.

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.

*The current LOA timeline is extended for students actively auditing coursework to return from a program-approved LOA within a health sciences program.

Residency Requirements

Under the College's residence requirement, Lackawanna College will grant associate degrees to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled degree requirements and earned at least 50% (30 credits) of their degree requirements in residence. Bachelor's degrees will be awarded to transfer students that have earned at least 25%(30 credits) of their degree requirements in residence. Master's degrees will be awarded to transfer students who have fulfilled 21 credits in residence for 31-credit Master's degree programs or 24 credits in residence for 37-credit Master's degree programs. Undergraduate 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. A maximum of 6 credits can be transferred toward a Graduate Certificate program.

Transfer of Credit to Lackawanna College

Before a student can be considered for transfer evaluation, they 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, AVP of Academic Operations, 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 credit at the graduate level is subject to the above guidelines and also must meet the following additional standards: The course must be equivalent to at least three Lackawanna College credits. The grade earned for the courses to be transferred must be a B or above. The courses transferred must have been taken within the last five years of the date of matriculation into the Lackawanna College graduate program.

** Transfer of undergraduate 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 a one-credit laboratory course (or the laboratory component of a course) as two hours of instruction per week in general education (core) courses or three hours of instruction per week in major-specific courses throughout a semester.

Semester Format

Ordinarily, courses offered within a traditional semester format (16 weeks) will meet 14 hours of classroom instruction one hour of exam or 15 hours of classroom instruction per one semester credit hour. Furthermore, all courses include a minimum of 30 hours of out-of-class work per credit

hours. 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 eight weeks long. Intersession is generally three weeks long. Summer Subterms are generally five 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 required classroom instruction per credit hour. 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
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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 AVP of Academic Operations or the AVP of Academic Affairs, Strategy, and Effectiveness or their designee.

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 numerous 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.

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 Registrar's Office at 570-961-7816 or registrar@lackawanna.edu.

If you attend our Massage Therapy Program and are requesting a transcript, please contact the Lake Region Center 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 non-refundable and is not credited against any subsequent College bills.

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.

Commitment Fee

The Commitment Fee is a one-time, non-refundable fee charged to all newly admitted students to confirm their intent to enroll at the College. This fee allows the College to plan and allocate the necessary academic, administrative, and student support resources in advance of the start of classes.

The Commitment Fee supports new student onboarding activities, including placement testing (if applicable), and other transition services designed to help students successfully begin their academic journey.

Students who intend to live on campus are assessed a total Commitment Fee of \$375, which includes the standard enrollment commitment and secures a space in College housing. Commuter students are assessed a total Commitment Fee of \$100.

New Student Orientation Fee

The New Student Orientation Fee is a one-time fee of \$650 charged to all first-time students upon initial enrollment and helps support student's transition to Lackawanna College. This fee is used to fund orientation programming, new student success initiatives, and related materials and services that support students' successful transition to the College. Covered expenses include orientation sessions, onboarding communications, student success programming, and institutional resources provided at the start of enrollment.

The New Student Orientation Fee is considered an allowable institutional charge and is included in a student's Cost of Attendance. As such, it may be covered by applicable financial aid in accordance with federal regulations.

Late Payment Fee

The Late Payment Fee is assessed every 30 days after the start of a semester or a term to students who have not paid their balance due. The fees collected are utilized as an additional resource for funding student activities.

Student Activity Fee

The Student Activity Fee supports a wide range of co-curricular programs, services, and resources designed to enhance the overall student experience and foster a vibrant, inclusive campus community. This fee provides students with access to campus events, student clubs and organizations, leadership development opportunities, wellness and recreational activities, and a variety of social and educational programming. Funds collected through this fee support student success initiatives and student life programming that promote involvement, connection, and success both inside and outside the classroom. For center and online students, the fee also supports virtual engagement opportunities, online student resources, and remote access to student life programming, ensuring equitable access to services across all learning modalities.

Technology Fee

The Information Technology Fee supports the infrastructure, systems, and services necessary to provide students with reliable access to technology resources essential for academic success. This includes maintenance and enhancement of learning management systems, student information systems, campus network services, cybersecurity measures, software licensing, and student access to digital tools and platforms used in coursework and institutional operations.

Special Program and Course Fees

Program and Course Fees are additional direct fees that apply to a specific program (major) or a specific course to support the purchase of course/program materials (excluding books).

Payment Information 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.

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 per Subterm 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. The number of installments decreases the later in the semester that the

plan is enrolled in. Resident students that are utilizing the Full-Service Payment Plan must have the first payment made prior to being financially cleared to move in regardless of due date for the plan they enrolled in.

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 – select View & Pay Bills
- ❖ Select Make a Payment and follow the prompt

Enrollment for the Full-Service Payment Plan opens in June for the Fall semester and November for the Spring semester and payments begin the first week of July for the Fall semester and the first week of December for the Spring semester. A \$10 late payment fee is assessed by Transact each month that an installment 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 full balance due by the end of week 2 of the semester, a \$25 late fee will be charged to the student's account and every 30 days after the balance goes unpaid additional late fees will be applied to their student account balance throughout the semester.

Lackawanna College also reserves the right to forward unpaid balances to our contracted third-party recovery service and collection agencies, 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.

All questions concerning tuition costs, student invoices, payments, and payment dates should be directed to Student Financial Services at sfs@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/or 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 Subterm course, a full refund will be provided through the last day to drop a Subterm 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 Subterm courses after the last day dropping from a Subterm 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 course 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 withdraws from a day, evening, or online summer/intersession class, they will receive a 100% refund prior to the start of the scheduled classes through the end of the drop period. After the drop period as noted on the academic calendar, there will be no refund.
- ❖ If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed. 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 for the formal withdrawal to be completed.

Student Financial Responsibility Agreement (SFRA)

All students prior to registration must sign the SFRA on the portal. Signing the SFREA demonstrates that a student acknowledges their responsibility to ensure their financial obligation is met. The full agreement is listed below:

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.

Tuition and Fees Schedule

Tuition and fees include:

Tuition (Undergraduate and Undergraduate Certificate)	
Undergraduate Tuition (12-18 credits)	\$9,075 per semester
Undergraduate Tuition – part-time	\$650 per credit
Undergraduate Tuition – Summer and Intersession	\$250 per credit
Tuition (Graduate and Graduate Certificate)	
Graduate Tuition	\$330 per credit
Additional Fees (Undergraduate, Graduate and Certificate)	
Activity fee	\$130 per semester
Technology Fee – (5 or more credits)	\$450 per semester
Technology Fee – (less than 5 credits, all sessions)	\$75 per semester
Room and Meal Fees	
Resident Housing (single)	\$5,165 per semester
Resident Housing (double)	\$4,160 per semester
Resident Housing (triple)	\$3,805 per semester
Resident Housing (quad)	\$3,535 per semester
Meal Plan — 19 meal plan	\$2,415 per semester
Other Fees (Undergraduate, Graduate and Certificate)	
Application – non-matriculating only	\$35
Commuter Commitment Fee	\$100 (one-time)
Resident Commitment Fee	\$375 (one-time)
New Student Orientation Fee	\$650 (one-time)
Graduation Fee	\$170 (one-time)

Parking Fee – Commuters ONLY	\$100 per semester (additional \$3.00 processing fee)
Special Fees (Undergraduate, Graduate and Certificate)	
Change of Grade / Incomplete Fee	\$20
Life Experience Processing Fee	\$35
Late Payment Fee	\$25
Late Submission Graduation Fee	\$150
Return Check Fee	\$25
Stop Payment Fee	\$50
Transcript Request Fee	\$12
Estimated Fees (Undergraduate, Graduate and Certificate)	
Books, Course Materials, Supplies & Equipment Estimated Cost	\$808
Personal/Miscellaneous Estimated Cost	\$1,960
Transportation	\$1,078
Undergraduate Program and Course Fees	
Advanced Automotive & Electronic Vehicle	\$475 per semester
Baking and Pastry Majors	\$475 per semester
Communications Fee	\$105 per course
Culinary Arts Majors	\$475 per semester
Hospitality Management Majors	\$230 per semester
Nursing (ASN) Majors	Full-time - \$850 per semester Part-time - \$60 per credit
Nursing ATI (ASN) Majors – First Year Fee	\$2,166 per year
Nursing ATI (ASN) Majors – Second Year Fee	\$1,916 per year
Occupational Therapy Assistant Majors	\$195 per semester
Physical Therapist Assistant Majors	\$195 per semester
School of Petroleum & Natural Gas (PNG)	\$265 per semester
Sonography, Cardiac, Diagnostic, or Vascular Majors	\$195 per semester
Surgical Technology Majors	\$195 per semester
Robotics & Integrated Technologies Majors	\$265 per semester
Trade Programs	\$790 per semester
Carpentry Tool Kit	\$515 (one-time, first-semester)
Electrical Tool Kit	\$642 (one-time, first-semester)
Welding Tool Kit	\$577 (one-time, first-semester)

Lab Fee (3-credit course)	\$120 (part-time/19+ credit students)
Lab Fee (1-credit course)	\$45 (part-time/19+ credit students)
Undergraduate Certificate Program and Course Fees	
Child Development Associate (CDA) Credential Course *per course	\$1,875 per course
Massage Therapy	\$9,200
Police Academy (ACT 120)	\$8,500

*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).

Student Financial Services

Lackawanna College makes every effort to provide financial assistance to all eligible students. The Student Financial Services program operates in harmony with the principles of student financial aid administration. The primary goal is to help meet the financial needs of students by enabling them to secure a college education, while realizing that the students and parents have the primary responsibility to provide a reasonable amount of financial assistance toward a student's college expenses.

Inquiries concerning financial aid should be directed to the Student Financial Services Office at sfs@lackawanna.edu. 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.

Financial aid is regarded as a supplement to students' and parents' resources. To apply for all federal, state, and campus-based financial aid programs and/or student loans, a student must first complete the Free Application for Federal Student Aid (FAFSA).

Procedures for Applying for Financial Aid

The Federal Government's Department of Education created a document called the Free Application for Federal Student Aid, or FAFSA for short. This application is the same no matter what college or university you attend. Every year you think you will attend a college or university, you need to complete the FAFSA to see what funding you might be eligible to receive. Students who would like to determine their eligibility for financial aid resources can submit a FAFSA. The fastest way to complete the FAFSA is online at studentaid.gov.

Step 1: Create an FSA ID (Student and Parents (if applicable). See below for more information regarding Your FSA ID.

Step 2: Start the FAFSA - studentaid.gov

Step 3: The FAFSA itself is broken into several sections. Complete each of the sections carefully, making sure that the information is complete and accurate.

Step 4: Ensure you have completed your application: Sign and submit and confirm your submission.

Step 5: It will take 3-5 business days for your application to process. After you have enrolled, monitor your email for additional communications from Student Financial Services regarding your application and the next steps you need to take.

You must have the following items handy when you file your Free Application for Federal Student Aid (FAFSA).

- ❖ Your FSA ID (see below for more information)
- ❖ Demographic information: social security number or your Alien Registration number (For non-U.S. citizens), date of birth, address, email, gender, telephone number, driver's license number (if the student has a driver's license), marital status (including dates), citizenship status, education history and interest in work-study
- ❖ Lackawanna College School Code: 003283

- ❖ Your tax return and W2s if you worked or received any federal benefits during the prior, prior year
- ❖ Your parent(s) social security number (if applicable)
- ❖ Your parents' tax return and W2s if they worked or received any federal benefits during the prior, prior year (if applicable)

Your FSA ID

If you have never filed a FAFSA before in your name, you will need a FSA ID. The FSA ID is your username and password. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have a FSA ID, you can create one by visiting studentaid.gov.

If you've already created a FSA ID but need to recover your username and password, visit studentaid.gov and select the "Manage my FSA ID" tab and click the "Forgot my username" or "Forgot my password" links

When this information is processed, financial aid offers are developed after first determining the Student Aid Index (SAI). The types of aid offered will vary with the individual student's needs and may consist of a combination of grant, loan, work-study, and scholarship assistance.

Pennsylvania residents have a deadline for submitting the FAFSA applications by May 1st . Forms must be filled out on a yearly basis. Eligibility is contingent on need, academic progress from the prior year, and available funds. Financial Aid is not automatically renewed.

Lackawanna College reserves the right to make changes in the amount and type of a student's financial aid at any time during a year in which the student either receives additional unanticipated assistance from an outside source, or the College receives information about current family income, which varies from the income reported on the FAFSA. Such changes are made to protect the equity of financial aid offers and to meet mandated federal program requirements on aid eligibility.

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

Students are encouraged to contact Student Financial Services to discuss financial aid, payments, or if you have questions or concerns.

Federal Aid Eligibility Requirements

In order to be eligible for federal financial aid, you must meet the following eligibility requirements:

- ❖ Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education, or meet other standards established by your state and approved by the U.S Department of Education
- ❖ Be accepted for enrollment as working towards a degree or certificate in an eligible program
- ❖ Be a United States citizen or eligible non-citizen
- ❖ Have a valid Social Security Number
- ❖ Make Satisfactory Academic Progress (if you are a returning student)

The Verification Process

In some instances, students are selected for a process called verification where the Department of Education asks the Office of Student Financial Services to double check the information a student initially provided on their FAFSA. If you receive an email from the Office of Student Financial Services regarding verification here are a few things to remember:

- ❖ Respond to all requests in a timely fashion as verification must occur prior to your financial aid funds being applied to your billing statements
- ❖ Make a copy of all the documents you are being asked to submit.
- ❖ Ask questions if you are unsure what documents are required.

Federal Financial Aid Programs

Federal Pell Grants

Pell grants are available to students who demonstrate financial need as determined by the grant 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)

FSEOG grants are offered to students who demonstrate exceptional financial need and a student's eligibility.

Federal Work-Study

The federal government provides part-time employment for students who demonstrate financial need, and work assignments may be offered as available. Federal work-study is determined by the information supplied in the FAFSA. Students interested in a work-study position should apply online via the portal or by visiting the Student Financial Services Office.

Federal Direct Loan Program

Students may apply for loans to assist them in meeting their educational costs. Students may apply for Federal Direct Loans to help cover the cost of their education. Loan eligibility is determined based on a student's grade level (earned credits) and dependency status.

Federal Direct Loan Program and Eligibility (Undergraduate Students)

If you choose to borrow through the Federal Government's loan programs, please note that you must complete a Master Promissory Note (MPN) and loan entrance counseling online at studentaid.gov. You will need to set aside some time (about 30 minutes) to complete both processes. If you have completed the MPN and entrance counseling electronically within the past 5 years, please let the Office of Student Financial Services know and we will retrieve them electronically. The amount of loan money students can borrow depends on their enrollment level at the College. Federal direct loans are a major source of financial aid for many college students. All loans, including federal direct loans, represent debts that must be repaid; however, most federal direct loans do not go into repayment until 6 months after you cease enrollment, graduate or have an enrollment status of less than half time. In addition to delayed repayment, most federal direct loans have relatively low interest rates, and several repayment options from which a student can choose.

Direct Subsidized Loan

A loan for students with financial need as determined by federal regulations. No interest is charged while you are in school at least half-time (6 credits), during your grace period, and during deferment periods.

Direct Unsubsidized Loan

A loan for students that has interest while the student is in school. The student can choose to pay the interest while in school or make payments when he/she has stopped attending on an at least half-time (6 credits) basis.

PLEASE NOTE: Unsubsidized student loans begin to accrue interest at the time of disbursement, so you can expect to repay more than the amount you borrowed.

Students may apply for Federal Direct Loans to help cover the cost of their education. Loan eligibility is determined based on a student's annual grade level (earned credits) and dependency status.

Grade Level 1 (0–23 earned credits):

- ❖ Up to \$3,500 in subsidized loans.
- ❖ Additional \$2,000 (dependent) or \$6,000 (independent) in unsubsidized loans

Grade Level 2 (24–61 earned credits):

- ❖ Up to \$4,500 in subsidized loans
- ❖ Additional \$2,000 (dependent) or \$6,000 (independent) in unsubsidized loans

Grade Level 3 (62 or more earned credits):

- ❖ Up to \$5,500 in subsidized loans
- ❖ An additional \$2,000 (dependent) or \$7,000 (independent) in unsubsidized loans

Master's Level

- ❖ \$20,500 in unsubsidized loans

For transfer students, earned credits include all credits accepted by Lackawanna College toward the student's program of study.

The amount of unsubsidized loan eligibility is determined by the student's dependency status as defined by federal financial aid regulations.

Actual loan amounts awarded may be adjusted based on cost of attendance, financial need, and other financial aid received.

Direct Parent Loan for Undergraduate Students (PLUS)

The parent or parents of a dependent student can borrow a PLUS for their dependent. Son or daughter. This is a credit-worthy note so the parent would go through a credit check. The parent should know that the federal government is going to check the credit bureau such as Transunion, Equifax, and/or Experian. If the parent is approved for this loan, then the PLUS loan is in the parent's name. If the parent is denied, then the student is eligible for an increased amount of funding in the unsubsidized loan.

One Big Beautiful Bill Changes Effective 7/1/2026

- ❖ [Parent PLUS](#) Annual Loan Limit change - \$20,000 per year, per dependent student; \$65,000 lifetime per dependent student (combined across all parents).

- ❖ Part-time Enrollment Rule: Students enrolled less than full-time must have their annual loan limit reduced proportionally. Example: A freshman dependent student with a \$5,500 annual limit enrolled half-time could borrow up to 50% of that amount for the academic year.
- ❖ Student Loan Repayment Options: Repayment options will be streamlined to two plans: a new tiered standard repayment plan and a new income-driven repayment plan called the Repayment Assistance Plan (RAP)

Return To Title IV

For any student receiving Title IV funding who withdraws from all or part of their coursework during a payment period or period of enrollment in which they have begun attendance, Lackawanna College's Office of Student Financial Services (SFS) is required to determine the amount of Title IV grant or loan award funds that the student may have earned according to the student's last date of attendance (LDOA) or last date of academic activity (LDAA). This determination is based on the Return to Title IV Funds (R2T4) calculation.

The R2T4 policy applies to all federal financial aid funds except for the federal work study award. Lackawanna faculty is required to take attendance at the College as determined by the institution's academic policies and procedures. Attendance is logged and maintained on the Starfish Platform, and academic activity is monitored and recorded on the College's Canvas LMS (Learning Management System).

The Office of Student Financial Services (SFS) and the Office of the Registrar considers a student to be withdrawn from a program that is measured in credit hours, if the student does not complete all days in a payment period or period of enrollment that the student was scheduled to attend for the semester or term. For a program measured in clock hours, the student does not complete all clock hours and weeks of instruction in the payment period they were scheduled to attend. All clock hour programs may not be based on a traditional semester or term.

As determined by the Department, a student must begin attendance in a course to receive Title IV funding for that course. If a student begins attendance in only one course, then the R2T4 calculation is based on that course load and appropriate funds are considered in that calculation. If a student does not begin attendance in a sufficient number of credits or course load (enrollment status) to earn loan assistance, then that loan cannot be disbursed, but the loan amount(s) are to be used as funds that could have been disbursed in the R2T4 calculation.

Because a student begins earning Title IV funds on the first day of attendance, even if the student withdraws before a school's census date, the R2T4 calculation is performed using the number of days or the number of scheduled clock hours the student attended classes divided by the total days or total clock hours in the payment period or period of enrollment. Lackawanna must include in the R2T4 calculation all forms of Title IV aid that were disbursed or that could have been disbursed, even if the student receives a full tuition and/or fees refund.

If a Title IV grant recipient withdraws from Lackawanna after beginning attendance, an R2T4 calculation is processed to determine the amount of Title IV aid earned by the student.

- ❖ If the amount disbursed is greater than the amount earned, the unearned funds must be returned to the Department.
- ❖ If the amount that can be disbursed is less than the amount earned, the student is eligible for a post withdrawal (PWD) of the earned aid.
- ❖ If a student drops classes (or is administratively dropped/withdrawn by a school) on the same day they withdraw, or if the student is later granted a retroactive withdrawal, the enrollment status and charges are not adjusted to reflect the dropped classes for R2T4 purposes.

Title IV funds included the R2T4 calculation:

- ❖ Pell Grant
- ❖ Iraq and Afghanistan Service Grant TEACH Grant (not applicable to LC)
- ❖ FSEOG (Federal Supplemental Educational Opportunity Grant)
- ❖ Federal Direct Loans

After the 60 percent point in the payment period or period of enrollment, a student is considered to have earned 100 percent of the Title IV funds that they were eligible to receive for that payment period or period of enrollment.

If a student has not reached the 60 percent point in the payment period or period of enrollment, the student earns the calculated percentage of Title IV funds as determined by the R2T4 worksheet, the funds are returned in accordance with federal regulation.

Title IV Aid will be returned in the following order:

- ❖ Direct Unsubsidized Loan
- ❖ Direct Subsidized Loan
- ❖ Direct PLUS Loan (Parent)
- ❖ Federal Pell Grant
- ❖ Iraq and Afghanistan Service Grant
- ❖ Federal Supplemental Educational Opportunity Grant (FSEOG)

Note: The Pell Grant is paid out in full first (if applicable) then Direct Subsidized, Unsubsidized, and lastly Parent Plus.

Unofficial Withdrawal

At the end of each semester or term, academic records are reviewed to identify students who have received a grade of AW (Administratively Withdrawn) in all courses for the semester or term. The unofficial withdrawal determination is also made for students who registered for coursework in Subterm 1 and Subterm 2 for the payment period, but for Subterm 2 the student failed to begin attendance and was dropped; or began attendance and was then later AW because they stopped attending for Subterm 2.

Instructors who have assigned an AW grade are required to record a last date of attendance or last date of academic activity. These students' records are reviewed by Student Financial Services to determine if an R2T4 calculation is required

Satisfactory Academic Progress (SAP) Policy

In accordance with U.S. Department of Education regulations, all students applying for federal and/or state financial assistance must maintain satisfactory academic progress in their course of study to receive financial aid. A student who does not meet these standards is not eligible to receive federal, state, and/or institutional financial aid. All semesters of attendance are considered for satisfactory progress regardless of whether the student received aid at Lackawanna College. Student progress will be evaluated according to this policy before aid is disbursed each semester.

Satisfactory Academic Progress Standards

Qualitative Measurement (Grade Point Average - GPA):

- ❖ Undergraduate Degrees & Certificate programs students must maintain a 2.0 cumulative GPA.
- ❖ Graduate Degrees & Certificate programs students must maintain a 3.0 GPA.

*GPA requirements for institutional scholarships may be higher. Graduation requirements for GPA may also differ depending on program/degree. See Lackawanna College catalog for academic policies regarding the treatment of repeated courses and GPA.

Quantitative Measurement/Pace of Progression (Credit Hours):

- ❖ Complete at least 67% of cumulative credit hours attempted (i.e., earned divided by attempted)
- ❖ Audited courses are not considered credits attempted or earned.

- ❖ If/when a student completes a course previously graded as an "I", they must notify Student Financial Services of the completion if they wish to have a review of their Pace after the grade has been updated. Peirce will not review completion of "I" courses after the initial SAP Review has been completed.
- ❖ Courses completed at Lackawanna College, as well as courses transferred and accepted by Lackawanna College for the students program are considered in the Pace of Progression completion rate.
- ❖ Repeat courses are considered as attempted and earned in the Pace of Progress completion rate.

Maximum Time-Frame:

Degree requirements must be completed within a 150% of the programs published time-frame. Hours earned at Lackawanna College, as well as hours transferred and accepted by Lackawanna College are considered in this time-frame. Any student who has exceeded the maximum time-frame and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid.

Satisfactory Academic Progress Monitoring

At the end of each semester (Fall, Spring, & Summer), students will be reviewed to assess their SAP status according to the standards of this policy. Students pursuing a second/multiple degree(s) are subject to the same requirements as those students pursuing their initial degree.

Students enrolled in clock hour programs will have their Satisfactory Academic Progress (SAP) evaluated at the end of each payment period, prior to the disbursement of federal, state, and institutional financial aid. SAP evaluations for clock hour programs are conducted at each payment period to ensure continued eligibility in accordance with U.S. Department of Education regulations.

Satisfactory Academic Progress Status

Good Standing- A student that is meeting all SAP standards, for their program/degree.

Warning- A student will be placed on Financial Aid warning if:

- ❖ The cumulative GPA is less than the stated requirement in the Qualitative Measurement section. AND/OR
- ❖ The student is not meeting the Pace of Progression of 67% as outlined in the Quantitative Measurement section.

A student is placed on warning after the 1st semester of failed SAP standards. By the end of the warning semester, the student must meet the standards to regain eligibility/return to normal progress. A student is still eligible for financial aid while on warning.

Suspension- A student will be placed on Financial Aid Suspension after a warning semester if:

- ❖ The cumulative GPA is less than the stated requirement in the Qualitative Measurement section. AND/OR
- ❖ The student is not meeting the Pace of Progression of 67% as outlined in the Quantitative Measurement section AND/OR
- ❖ The student has reached or exceeded time-frame cumulative credit hours and will not successfully complete the degree requirements.

A student is placed on Suspension after their 2nd consecutive semester of failed SAP Standards, or reached Time-Frame. Students on Suspension are NOT eligible for Financial Aid. Students in Suspension status have the ability to appeal their Suspension status by completing a SAP Appeal (instructions for SAP Appeal provided below), or attending without Financial Aid until SAP standards are met and the student returns to Good Standing at the end of a semester.

Probation - A student is placed on Financial Aid Probation, when their appeal is approved by the Satisfactory Academic Progress Committee. This status will be reviewed at the end of each semester. Students that are on Probation that are unable to reach SAP in a single semester following their initial Suspension status, can continue to be eligible for aid if they follow their success plan and show academic growth/progress through the following each semester:

- ❖ The Qualitative Measurement (GPA) and Pace of Progression (67% of attempted hours completed) must be achieved each semester based on their approved EDP. Semester GPA and Pace will be reviewed to determine if the student met this measurement at the end of the semester.
- ❖ Students on a success plan must complete all courses with an above average grade (C or better for UG or B or better for GR) and have semester GPA higher than the previous semester.
- ❖ Students that wish to change their success plan and/or major must notify their Success Coach and Student Financial Services in writing for approval prior to the changes to remain in probation status. A new success plan must be submitted and a letter that addresses the changes needed, describe reasonable rationale for major/schedule change(s), and the progression the student expects to achieve with the updated success plan.

If either or both measurements are not achieved, the student will return to Financial Aid Suspension and loss of financial aid eligibility. Students that are placed on Suspension more than once may

appeal up to a maximum of three times during their academic career at Lackawanna College. Subsequent appeals may not present the same extenuating or mitigating circumstances as previous approved appeals.

Satisfactory Academic Progress Appeal

A student who has been placed on Suspension may complete and submit a Satisfactory Academic Progress Appeal and Academic Success Plan, as a request for reinstatement. If there are extenuating or mitigating circumstances contributing to their inability to meet the SAP requirements, students may appeal for one of the following reasons:

Circumstance(s) that apply:	Documentation needed (must include dates)
Severe illness, medical condition or injury	Signed & dated letter from physician on official/office letterhead; legible copy of accident report
Death of a family member	Death certificate and/or official obituary
Traumatic life-altering event such as fire, hurricane, Covid-19, etc.	Evidence of such event such as an insurance claim or FEMA application
Other circumstances beyond the control of the student (must explain in detail the nature of the circumstance and dates of the unexpected circumstance)	Appropriate documentation which will verify the situation

Reestablishing Aid Eligibility

Students who are not making SAP can restore their eligibility for Financial Aid by taking action that brings them into compliance with the SAP Standards. These actions include: Successfully completing the appeal process, and being placed on probation (EDP) or meeting all minimum SAP standards through continued enrollment.

A student who has been placed on Suspension from financial aid for academic reasons and has not had an appeal approved, may be eligible for reinstatement if they enroll in courses at their own expense and meet the criteria listed for Satisfactory Academic Progress. Students that are enrolled and placed on Suspension will be reviewed at the end of each semester. Once they have successfully maintained Satisfactory Academic Progress, they will have their financial aid reinstated. A student

cannot reestablish eligibility by taking a semester off and then returning from a break and/or reapplying to Lackawanna College.

By submitting your appeal after the term begins you are responsible for all charges that may be accrued without the eligibility for aid. A student that was on suspension, or on probation then reaches normal progress by meeting SAP requirements, then fails to meet SAP again will go back in warning, then suspension progression. A student can then appeal for a second or third time, only if their reasoning for failing the policy is different than before, and new documentation can be provided in lieu of original appeal. Any student who has not previously received financial aid may not be notified of their status until they apply for financial aid.

Disclosures

Student Financial Services will attempt to notify students via Lackawanna email address any student currently receiving financial aid who is placed on Financial Aid Warning and/or Suspension. However, failure to receive such notification does not relieve the student of the requirement to read, understand and follow the Satisfactory Academic Progress Requirements for Financial Aid Recipients. A student who completes all the academic requirements for a certificate or degree but does not yet have a certificate or degree (or has not applied for graduation) is not eligible for further financial assistance for that certificate or degree.

The Pennsylvania Higher Education Assistance Agency (PHEAA) has a separate policy regarding state grant funds and satisfactory academic progress.

Pennsylvania Higher Education Assistance Agency (PHEAA)

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. Graduate Students are not eligible for this grant fund.

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 NCAA eligibility requirements.

Private Scholarships and Funding

Lackawanna College encourages all interested students and their families to seek 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 Phone: 1-800-634-2060, 570-826-2011, 570-820-4848 TTY.

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.

Lackawanna College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Military Federal Tuition Assistance (FTA) Refunds

The military/veteran student is awarded the FTA benefit with the understanding that the student will attend the entire semester. When a military/veteran student withdraws, Lackawanna College is required to calculate FTA benefit earned and return the unearned portion of funding to the appropriate military service.

Unearned FTA funds that are returned to the appropriate military service will become a debt to the student.

For an explanation of military benefits, contact your School Certifying Official, Sharon Danks, DanksS@lackawanna.edu.

Lackawanna College's schedule of return of unearned FTA funds is as follows:

15-week course withdraw submitted:

- ❖ Before or during weeks 1-2 100% return
- ❖ During weeks 3-4 90% return
- ❖ During weeks 5-6 75% return
- ❖ During weeks 7-8 50% return
- ❖ During week 9 40% return (60% of course is completed)
- ❖ During weeks 10-15 0% return

7-week course withdraw submitted:

- ❖ Before or during week 1 100% return
- ❖ During week 2 75% return
- ❖ During weeks 3-4 50% return
- ❖ During week 5 40% return (60% of course completed)
- ❖ During weeks 6-7 0% return



Academic Policies and Procedures

Academic Policies and Procedures

Grading and Quality Point System

The faculty of the College subscribes to the following grading and Quality Point system:

Grade	Graduate-Level Grade Scale Quality Points	Undergraduate Grade and Quality Point Scale
A	93–100 / 4.0	96–100 / 4.0
A–	90–92 / 3.7	90–95 / 3.67
B+	87–89 / 3.3	87–89 / 3.33
B	83–86 / 3.0	83–86 / 3.0
B–	80–82 / 2.7	80–82 / 2.67
C+	77–79 / 2.3	77–79 / 2.33
C	73–76 / 2.0	73–76 / 2.0
C–	—	70–72 / 1.67
D+	—	67–69 / 1.33
D	—	60–66 / 1.0
F	< 73 / 0.0	0–59 / 0.0
W	Withdrawal / None	Withdrawal / None
I	Incomplete / 0.0	Incomplete / 0.0
AW	Admin. Withdrawal / 0.0	Admin. Withdrawal / 0.0
F#	—	Failure to Complete / 0.0
AU	—	Audit / None

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 AVP of Academic Operations counsel students after a first violation. Students will be required to meet with the AVP of Academic Operations after their second violation.

Academic Integrity Appeal Process

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

- ❖ **Unsupported finding:** The instructor and/or AVP of Academic Operations 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 AVP of Academic Operations 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, Strategy, and Effectiveness to request the appeal in writing within three days of the action taken by the instructor and/or AVP of Academic Operations, describing in detail which of the above criteria are met in the situation. The AVP of Academic Affairs, Strategy, and Effectiveness will review the request for appeal, and if they determine that one of the above criteria have been met, they 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, they 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](#). 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, 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.

4. 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.

Canvas Storage Policy

Canvas is intended to support course activities and communication; it should not be used as a primary storage location for student work or personal documents. Students are responsible for maintaining copies of all coursework, assignments, and important files on their own devices or in a secure personal storage solution (e.g., cloud storage such as OneDrive, Google Drive, or similar).

The College does not guarantee the long-term storage or availability of materials within Canvas. Course content and submissions may be removed, archived, or become inaccessible after a course concludes or at any time deemed necessary by the institution.

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 undergraduate 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 Dean's List.

Dean's List

A matriculating undergraduate student qualifies for the Dean's List if they achieve a grade point average of 3.7 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 201/401) or in their applicable major specific Capstone 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.

NOTE: Students should refer to their major's curriculum requirements to determine what major specific capstone course(s) is/are required for major completion.

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 or Track

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 AVP of Academic Operations.

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.

A track is defined as 30-48 credits in a specialized area of a bachelor's degree. In degrees with tracks, all students must choose a track.

Master's Degree Requirements for Graduation

To qualify for graduation and to be eligible for participation in commencement ceremony, graduate students must fulfill the following requirements:

- ❖ Approval of the Graduation Clearance Coordinator and Registrar's Office that all academic requirements have been fulfilled.

- ❖ Successful completion of the total number of credits and all courses required for the program.
- ❖ Successful completion of all course-related program requirements with at least a 3.0 cumulative GPA.
- ❖ Compliance with all academic requests including submission of a graduation application.

Program Transfer Policy / Second Master's Degree Policy

Students who have completed a Master's degree at Lackawanna College may be eligible to complete a second Master's degree at Lackawanna College, subject to the following conditions:

- ❖ Interested students will need to complete the applicable admissions process
- ❖ Admitted students will be able to apply up to six (6) credits of prior Lackawanna College graduate coursework applicable to the new degree program so long as:
 - The original course was completed with a grade of “B” or higher
 - The original course was completed within 5 years of the date of application to the new degree program
 - Courses to be counted under this policy may not include Practicum or Capstone courses
- ❖ Students will not be permitted to earn a second Master's degree in the same discipline, i.e. a second graduate degree in Organizational Leadership and Management or a second graduate degree in Higher Education Leadership.
- ❖ Students will not be permitted to pursue a third Master's degree at Lackawanna College after having completed two Master's degrees at Lackawanna College.

Students who have completed a Graduate Certificate in a given discipline at Lackawanna College who wish to enroll in a Master's degree program in the same discipline or with a concentration in the same discipline at Lackawanna College will have full credit for their Graduate Certificate granted towards the Master's degree program for all Graduate Certificate courses completed with a grade of “B” or higher within 6 years of the date of enrollment in the new degree program.

Students who have completed a Graduate Certificate at Lackawanna College or who have completed a Master's degree at Lackawanna College are permitted to complete additional Graduate Certificate programs at Lackawanna College subject to the guidelines outlined in this policy.

Students pursuing multiple Graduate degrees or Certificates at Lackawanna College are encouraged to consult with Student Financial Services regarding Financial Aid eligibility.

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.

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, they 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
300/400/500/600 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 graduate level courses, instructors will hold weekly live/synchronous sessions. While these are optional for students to attend, the opportunity to engage with peers and the instructor will enhance students' learning and application of the material. Students should participate early and consistently to demonstrate attendance and engagement. Failure to participate in graduate courses each week may result in attendance penalties, including being dropped or administratively withdrawn from the course.

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 intercession 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.

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 AVP of Academic Operations and/or the AVP of Academic Affairs, Strategy, and Effectiveness. The appeal must include documentation to substantiate the request. Appeals must be made in a timely manner, and all decisions of the AVP of Academic Operations, AVP of Academic Affairs, Strategy, and Effectiveness, or designee are final.

Planned Absences

If a student expects to be absent for any of the following reasons, the student must inform their 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, NCAA 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 Center 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 their coursework, the College has mechanisms in place to protect the student's academic and financial status. Any student who falls under this category should contact the Student Success Center to determine next steps and options.

- ❖ If a student requires medical treatment for more than 14 calendar days, they will be unable to continue in on-ground courses. If a student requires medical treatment for more than 7 calendar days, they 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 they 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, they 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 their 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 and you are passing, 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 AVP of Academic Operations. The results of said appeal will be

conveyed by the AVP of Academic Operations 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 Success.

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 located on the portal.

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.

Merger Related GPA Forgiveness Policy (Peirce College Students)

In recognition of the institutional merger between Peirce College and Lackawanna College, and to mitigate unintended academic disadvantage to impacted students, Lackawanna College may grant limited GPA forgiveness for coursework completed at Peirce College in the three years prior to the merger.

GPA forgiveness may be approved on a case-by-case basis when a student is unable to repeat a previously failed Peirce College course because the course, or a reasonable equivalent, is not offered by Lackawanna College.

When approved, the original course and grade will remain on the student's transcript; however, the grade will be excluded from the calculation of the student's Lackawanna College cumulative GPA. No additional academic credit is awarded through GPA forgiveness.

Approval of merger-related GPA forgiveness is at the discretion of the AVP of Academic Operations and the AVP of Academic Affairs, Strategy, and Effectiveness, in consultation with the Registrar and other offices as appropriate. This provision applies only to coursework completed at Peirce College between July 1 2023 and July 1 2026 and does not extend to coursework attempted at Lackawanna College.

This policy does not supersede requirements established by external accrediting agencies, licensure boards, or program-specific graduation standards.

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 undergraduate 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 undergraduate 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 most associate degree 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 and Master's Degree programs have major-specific capstone requirements built into the final semester of curriculum. Students should refer to their major's curriculum requirements to determine what major specific capstone course(s) is/are required for major completion.**

GSS 500

Graduate Success Seminar This one-credit course provides graduate students with an overview of topics that are essential to student success. Course topics include graduate-level scholarly writing, library research, APA formatting, artificial intelligence, Institutional Review Board guidelines, and opportunities provided by the Graduate Student Association.

Note: GSS 500 is a mandatory course for all graduate-level students. This is a Pass/Fail course. A grade of Pass is required for this course.

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 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.
- ❖ Graduate students having a CGPA of less than 3.0 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
3 (Graduate)	3.0

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.

Commit to Success Program

If an undergraduate student is on Academic Notice status, successful appeal of academic suspension or dismissal and students who are on satisfactory academic progress (SAP), impacting their financial aid are required to complete the Commit to Success program. The Commit to Success Program is a support program designed to develop/improve academic skills to better the education of students on academic notice. Students will meet with the Academic Success Coach or Center Designee throughout the semester.

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
- ❖ Students are also required to complete their FAFSA if they are choosing to use aid and meet with a member of Student Financial Services to ensure payment options are determined prior to registering.
- ❖ Upon completion of the program, students will receive a certificate of completion.

Students on Academic Notice should contact the Success Coach at studentsuccess@lackawanna.edu or their Center Advisor to enter into the Commit to Success program to ensure continuous enrollment in the college. Participation in the Commit to Success program is required for consideration of appeals.

*Graduate students on Academic Notice are expected to meet regularly with their academic advisor.

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. Furthermore, graduate-level students must repeat a course or courses in which a minimum grade of B is required if they have earned less than a B. 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 AVP of Academic Operations. This excludes graduate-level students who have earned less than a B in a course that requires a minimum grade of B.

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 AVP of Academic Operations or AVP of Academic Affairs, Strategy, and Effectiveness or designee 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 Student Financial Services Office should be contacted for applicable charges.

*Final determination to apply this policy across degree levels will be made at the discretion of the AVP of Academic Operations and/or the AVP of Academic Affairs, Strategy, and Effectiveness and the Registrar's Office.

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, AVP of Academic Operations, 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 AVP of Academic Operations or AVP of Academic Affairs, Strategy, and Effectiveness 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. Undergraduate Students may not earn more than 15 credits for experiential learning. Graduate students may not earn more than six credits for experiential learning.

Under the College's residence requirement, Lackawanna College will grant associate and bachelor's degrees to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled degree requirements and earned a minimum of 30 credits in residence.

Per College policy, transfer of up to 50% (30 credits) of the required credits (if applicable) for any particular associate degree, and 75% (90 credits) for bachelors degrees, is permitted. For graduate programs, students may transfer in up to 9 credits in a 30-credit program, and they may transfer in up to 12 credits in a 36-credit program. The combination of experiential learning credits and transfer credits cannot exceed these limits, and acceptance and approval are at the sole discretion of the Registrar's Office.

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 to get 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 partnerships 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 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

Beginning Fall semester 2026, the Lackawanna College Digital Library will serve the needs of all Lackawanna College students at every location. As a digital library, its resources are available to students 24 hours a day, 7 days a week. The Digital Library provides access to electronic research databases, citation guides, course research guides, reliable subject websites, and more. Students can also chat with a librarian or leave a ticket for librarian assistance. Students can access the Digital Library on the College portal [HERE](#).

Additionally, Lackawanna College has a cooperative agreement with Scranton's Albright Memorial Library, where students can find some course materials on reserve. The library also provides access to a variety of electronic research databases as well as quiet study space, a computer lab, staff offices, and a makerspace. Students, faculty, and staff interested in using or borrowing any items at Albright must first obtain a Lackawanna County Library System [library card](#)

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.

For answers to library questions or for research assistance, please contact Kristin Inciardi, Director of Academic & Library Services, at library@lackawanna.edu. The Director of Academic & Library Services is a resource for students as well as a liaison to the resources available at Albright Memorial Library. Students can also search the Albright Memorial Library catalog [here](#), and its online resources [here](#).

Loaner Laptop Program

The Loaner Laptop Program is available to eligible undergraduate and graduate students who demonstrate a need for temporary technology support. Students who do not have access to a computer may apply for the Loaner Laptop Program by following the link in their student portal, clicking [HERE](#), or by raising a hand in Starfish to notify the Student Success Center of their need.

Eligibility Note: Students enrolled in Level Up (LVUP), Dual Enrollment, Tuition Remission, or non–Title IV funded programs are not eligible for loaner laptop services.

Laptops are distributed on a first-come, first-served basis, based on application submission dates and are subject to availability.

To receive a loaner laptop, students must:

- ❖ Have attended an Academic Orientation and/or have current courses
- ❖ Review the loaner laptop policy located on the application page [HERE](#)
- ❖ Submit an application
- ❖ Sign a waiver upon approval, at the time of pickup.
- ❖ Accept responsibility for the care and proper use of the device

Students are responsible for returning the laptop in good condition at the time of withdrawal, exit, graduation, or at the end of the spring semester, whichever occurs first. Failure to return the laptop or return it in good condition may result in fees or holds on the student's account.

A new application must be submitted each semester for continued use.

Questions regarding the Loaner Laptop Program can be directed to the Student Success Center or the 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 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

Championship performances, intense competition, academic achievement, and opportunities to continue athletic and educational careers at four-year institutions have long defined athletics at

Lackawanna College. As the College transitions to NCAA membership, these accomplishments serve as the foundation for a new era focused on competitive excellence, academic success, and the holistic development of student-athletes.

Lackawanna College Athletics sponsors a comprehensive program of men's and women's intercollegiate sports under the leadership of the Director of Athletics. The College competes in football; men's and women's basketball; baseball; softball; women's volleyball; men's and women's soccer; men's and women's wrestling; men's and women's golf; men's and women's cross country; esports and has strategic plans to offer future athletic program opportunities. Participation in NCAA competition strengthens the College's commitment to providing student-athletes with opportunities to compete at a high level while prioritizing degree completion, leadership development, and personal growth.

As an NCAA Division II program, Lackawanna College emphasizes a balanced approach to athletics—one that integrates competitive success with academic responsibility and community engagement. Student-athletes are supported through scholarship opportunities and comprehensive services designed to promote eligibility, wellness, and long-term success, in accordance with NCAA rules and institutional values. Esports competes under the governance of the National Association of Collegiate Esports (NACE) and related collegiate esports organizations.

Lackawanna College's athletic teams have a proud history of national-level competition, including multiple appearances in postseason championships across several sports. These achievements reflect a longstanding culture of excellence that continues to guide the program as it moves forward within the NCAA structure. While on-field and on-court success remains an important goal, athletics at Lackawanna College is first and foremost an extension of the College's educational mission. The true measure of success lies in the number of student-athletes who earn degrees, develop leadership skills, and create pathways to future opportunities through sport.



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 areas fulfill our Core Curriculum Requirements (at least 3 credits each):

- ❖ College Writing, Business Communication
- ❖ Effective Speaking
- ❖ Mathematics
- ❖ Information Systems or Technology: TEC, CIS, or BIS courses
- ❖ Humanities
- ❖ Social Science
- ❖ Natural Science or Laboratory Science
- ❖ Global Studies
- ❖ Philosophy or Ethics

Core Curriculum – Associate

The minimum core curriculum requirement for an associate degree is 20 credits. The Curriculum Guide for each degree program includes a listing of required core courses.

Core Curriculum- Bachelor

The minimum core curriculum requirement for a bachelor degree is 40 credits. The Curriculum Guide for each degree program includes a listing of required core courses.

*Free electives, COL 101, and COL 201 are not included within the core curriculum.

Graduate Studies

Graduate Studies Mission

The Graduate Studies mission is to provide quality graduate programs for non-traditional college students of all ages and backgrounds, and to develop professionals into competent and ethical leaders.

Lackawanna Graduate Studies programs are designed for students who have earned bachelor's degrees and desire to further their education at the graduate level. The Graduate Studies programs are comprised of rigorous, accelerated courses in which graduate students have the opportunity to learn and develop, both personally and professionally, through extensive study, coursework, and interaction with faculty members and student peers. Graduate Studies programs culminate in an applied research project known as the Capstone.

Graduate Studies Learning Outcomes

A Lackawanna College graduate will be able to:

- ❖ Synthesize advanced disciplinary knowledge through the application of theoretical frameworks.
- ❖ Evaluate primary and secondary research to inform scholarly conclusions.
- ❖ Analyze the outcomes of applied and action research.
- ❖ Apply discipline-specific ethical principles to guide decision-making in complex situations.
- ❖ Apply perspectives from varied groups to support integrative thinking.
- ❖ Integrate leadership skills to advance disciplinary practice.

Graduate Studies Philosophy Statement

Lackawanna College is dedicated to providing our graduate students with an education that brings together practical experience, theoretical foundations, and intellectual rigor in a highly professional, career-focused academic environment.

The graduate faculty, who are specialists in their field, work closely with students, guiding them through applied research throughout the graduate program. This experience will not only broaden and deepen students' knowledge and skills but will also enrich their personal and professional lives.

Institutional Review Board (IRB) and Human Subjects Policy (HSP)

Introduction and Statement of Ethical Principles

The Institutional Review Board (IRB) of Lackawanna College reviews all research projects involving human subjects conducted by individuals affiliated with Lackawanna College (including graduate students and graduate faculty) to confirm that subjects' rights, privacy, welfare, and civil liberties are protected.

Graduate students completing a capstone project as part of their program are required to obtain approval from both their Capstone committee and the Lackawanna College IRB prior to

commencing research, including data collection. Failure to follow these guidelines may result in academic dismissal from the graduate program.

Students are strongly encouraged to maintain close communication with their Capstone committee chairperson to ensure compliance with all applicable procedures.

The IRB adheres to federal regulations (45 CFR 46) to determine whether research protocols qualify for exemption. The IRB does not evaluate the study's design or its potential contributions.

The intent of the IRB and HSP is to:

- ❖ Safeguard the rights and welfare of human subjects
- ❖ Reduce research-related risks
- ❖ Ensure voluntary participation
- ❖ Maintain compliance with federal regulations

The College is also guided by the ethical principles outlined in The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research.

Scope of the IRB

All research involving human subjects—including research training—must be reviewed and approved by the College's IRB before any research begins. The IRB has full authority to approve, require modifications to, or disapprove research activities within its jurisdiction.

Types of Review Classifications

There are three types of review classifications:

Exempt from Further Review

This does not mean the project is exempt from IRB review. Rather, it is a classification assigned after review indicating no further oversight is required unless procedures change.

Expedited Review

Applies to research involving no more than minimal risk to human subjects. Additional details are available through federal guidance.

Full IRB Review

Required for all research that does not qualify for exempt or expedited review.

Application Elements

Full application policies, procedures, and forms are available for both students and faculty.

The IRB review process focuses on:

Risk: Are procedures clearly described? Are risks identified and minimized? Are risks reasonable?

Benefit: Do potential benefits outweigh risks? Are benefits to subjects or society described?

Informed Consent: Are participants fully informed? Can they withdraw at any time? Is contact information provided? Is coercion avoided?

Confidentiality/Anonymity: How is confidentiality protected? Are procedures clearly defined and secure?

Special or Vulnerable Populations: Are safeguards in place for vulnerable populations? Is participation equitable and voluntary?

Application procedures for IRB review are available in a separate policy document through the Dean, Graduate Studies.

Scholarship & Research

All master's degree students are expected to complete a graduate-level capstone research project. To do so, students must enroll in the designated graduate capstone course.

While students are expected to complete the capstone during this course, one (1) 14-week extension may be granted upon approval from the Dean, Graduate Studies, with enrollment in a continuation course.

Students must adhere strictly to deadlines, graduation requirements, and successful completion of the capstone project.

Graduate students are expected to:

- ❖ Engage in reflective learning practices
- ❖ Participate in action-based research
- ❖ Take responsibility for their learning
- ❖ Act as co-learners and co-investigators

Students should initiate scholarly work beyond course requirements and collaborate with faculty and peers.

Master's students will:

- ❖ Design their capstone with faculty guidance
- ❖ Conduct literature reviews and research

- ❖ Analyze results
- ❖ Produce a written capstone
- ❖ Present findings to the College community

Students are also expected to demonstrate advanced oral and written communication skills and adhere to appropriate academic standards, including APA guidelines or other College-approved formats.

With faculty support, the capstone project should be designed and completed within a manageable timeframe.

Bachelor's to Master's Programs

Bachelor's to Master's programs enable you to take up to four graduate courses as you finish your bachelor's degree and have those courses count toward both degrees.

Interested students may apply to these programs as new undergraduates. Students who are admitted to these programs as undergraduate students will take twelve credits of graduate courses while enrolled as undergraduate students paying the undergraduate tuition rate and will have these courses applied towards both the undergraduate degree and the graduate degree. Degree program tracks are provided for each dual-degree program specifying which graduate courses are applicable and when they are to be taken.

Students must have completed at least 90 credits including ENG 105 with a cumulative GPA of 2.75 or higher to begin enrollment in the designated graduate courses. Upon completion of the undergraduate degree with a GPA of 2.75 or higher, students will then be automatically matriculated into the accompanying graduate degree program.

Graduate Courses Requiring a Minimum Grade of B

Business (BUS)

- ❖ BUS 500 – Fundamentals of Business Administration
- ❖ BUS 640 – Strategic Leadership in Business Practicum

Healthcare Administration (HCA)

- ❖ HCA 501 – Introduction to Healthcare Administration
- ❖ HCA 510 – Ethics in Healthcare Administration
- ❖ HCA 580 – Healthcare Practicum
- ❖ HCA 590 – Capstone Project – Healthcare Administration

Organizational Leadership & Management (OLM)

- ❖ OLM 501 – Foundations of Contemporary Leadership Theory & Practice
- ❖ OLM 503 – Applied Research Methods
- ❖ OLM 590 – Management Capstone

Nonprofit Leadership (ONL)

- ❖ ONL 590 – Practicum and Capstone in Nonprofit Leadership

Operations Management (OPM)

- ❖ OPM 580 – Operations Management Practicum
- ❖ OPM 590 – Practicum and Capstone in Operations Management



Degrees

Degree and Certificate Programs

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

Associate Degrees

Program	Notes / Location / Modality	Academic Division
Accounting	Offered at most locations and online	Business Division
Baking and Pastry	Offered Scranton	School of Hospitality
Business Administration	Offered at most locations and online	Business Division
Business Studies	Offered at most locations and online	Business Division
Cardiac Sonography	Offered Scranton – Contact Health Sciences Intent Advising	Division of Health Sciences
Carpentry and Construction Technology	Offered Bethlehem	Center for Technology Innovation and Trades
Criminal Justice	Offered at most locations and online	Social Science Division
Criminal Justice / ACT 120	Offered at most locations and online	Social Science Division
Culinary Arts	Offered Scranton	School of Hospitality
Cyber Security	Primarily Online	Center for Technology Innovation and Trades
Diagnostic Medical Sonography	Offered Scranton	Division of Health Sciences
Electric Vehicle & Advanced Automotive Technology	Offered Scranton	Center for Technology Innovation and Trades
Electrical Technology	Offered Bethlehem and Greensburg	Center for Technology Innovation and Trades
Health and Life Sciences	Offered at most locations and online	Mathematics and Science Division
Health Information Technology	Primarily Online	Division of Health Sciences
Hospitality Management	Offered Scranton	School of Hospitality
Human Services	Offered at most locations and online	Social Science Division
Leadership Development	Primarily Online	Business Division
Nursing	Offered Scranton	Division of Health Sciences
Occupational Therapy Assistant	Offered Scranton	Division of Health Sciences
Office Management and Supervision	Primarily Online	Business Division
Paralegal Studies	Primarily Online	Social Science Division
Petroleum and Natural Gas Business Administration	School of PNG – Tunkhannock	School of Petroleum and Natural Gas

Petroleum and Natural Gas Technology	School of PNG – Tunkhannock	School of Petroleum and Natural Gas
Physical Therapist Assistant	Offered Scranton	Division of Health Sciences
Professional Studies	Offered at most locations and online	Humanities Division
Robotics & Integrated Technologies	Offered Scranton	Center for Technology Innovation and Trades
Surgical Technology	Offered Scranton	Division of Health Sciences
Sport Management	Offered at most locations and online	Business Division
Vascular Technology	Offered Scranton	Division of Health Sciences
Welding & Fabrication Technology	Offered Bethlehem, Chambersburg, and Greensburg	Center for Technology Innovation and Trades

Bachelor's Degrees

Note: Degree program descriptions are posted online [HERE](#).

Note: Lackawanna College does not guarantee course offerings in any particular modality, location, or time of day.

Program	Notes/Modality/Location	Academic Division
Business	Offered at most locations and online	Business Division
Criminal Justice	Offered at most locations and online Includes ACT120 Pathway	Social Science Division
Healthcare Administration (4-year)	Primarily Online	Division of Health Sciences
Healthcare Administration (2+2)	With applicable earned associate degree Years 3 and 4 – Primarily Online	Division of Health Sciences
Hospitality Management	Offered Scranton	School of Hospitality
Human Resource Management	Offered at most locations and online	Business Division
Human Services	Offered at most locations and online	Social Science Division
Information Technology – Cyber Security Track	Primarily Online	Center for Technology Innovation and Trades
Paralegal Studies	Primarily Online	Social Science Division
Professional Studies – English Writing Track	Offered at most locations and online	Humanities Division
Professional Studies – Nonprofit Leadership Track	Offered at most locations and online	Humanities Division
Professional Studies – Strategic Communications Track	Offered at most locations and online	Humanities Division

Restaurant and Food Service Management – Baking and Pastry Track	Primarily Scranton (first two years); then primarily online	School of Hospitality
Restaurant and Food Service Management – Culinary Track	Primarily Scranton (first two years); then primarily online	School of Hospitality
R.N. to Bachelor of Science in Nursing	Fully Online	Division of Health Sciences
Technology Management – Cyber Security Track	Primarily Online	Center for Technology Innovation and Trades
Technology Management – Electric Vehicle & Advanced Automotive Track	Primarily Scranton (first two years); then primarily online	Center for Technology Innovation and Trades
Technology Management – Petroleum and Natural Gas Technology Track	Primarily Tunkhannock (first two years); then primarily online	Center for Technology Innovation and Trades
Technology Management – Robotics Track	Primarily Scranton (first two years); then primarily online	Center for Technology Innovation and Trades

Bachelor's Degrees – Completion Programs

Program	Tracks / Modality	Academic Division
Liberal Studies	12 tracks available – Primarily Online	Humanities Division
Organizational Leadership & Management	2 tracks available – Primarily Online	Business Division

Bachelor's Degrees – Concentrations

Concentration	Eligible Programs	Academic Division
Addictions	Criminal Justice, Human Services, RN BSN	Social Science Division
Business – Accounting	Business	Business Division
Business – Cyber Security	Business	Business Division/Center for Technology Innovation and Trades
Business – Marketing	Business	Business Division
Criminal Justice – Cyber Security	Criminal Justice	Social Science Division/ Center for Technology Innovation and Trades
Environmental Studies	Discuss with advising department	Mathematics and Science Division
Human Services Administration	Human Services	Social Science Division

Master's Degrees

Program	Notes/Modality/Location	Academic Division
Master of Business Administration	Primarily Online	Division of Graduate Studies
Master of Healthcare Administration	Primarily Online	Division of Graduate Studies
Master of Science in Higher Education Leadership	Primarily Online	Division of Graduate Studies
Master of Science in Organizational Leadership and Management	Primarily Online	Division of Graduate Studies
Master of Science in Professional Studies	Primarily Online	Division of Graduate Studies

Graduate-Level Certificates

Program	Notes/Modality/Location	Academic Division
Graduate Certificate in Higher Education Leadership	Primarily Online	Division of Graduate Studies

Undergraduate Credit-Bearing Certificate Programs

Program Descriptions for each undergraduate certificate are found on the individual curriculum guides on the [portal](#).

Certificate	Location / Modality	Academic Division
Addictions	Offered at most locations and online	Social Science Division
Cannabis	Offered Online	Office of Continuing Education
Client Service	Offered Online	Business Division
Cloud Computing	Offered Online	Center for Technology Innovation and Trades
Conservation and Natural Resource Officer	Offered Scranton and Towanda	Office of Continuing Education
Cyber Security	Offered Online	Center for Technology Innovation and Trades

English Proficiency	Offered Hazleton	Academic Development Division
Environmental Studies	Offered Scranton and Online	Mathematics and Science Division
Human Resource Management	Offered Online	Business Division
Information Technology Support	Offered Online	Center for Technology Innovation and Trades
Medical Billing	Offered Online	Division of Health Sciences
Medical Coding	Offered Online	Division of Health Sciences

Title IV Approved Clock Hour Programs

Certificate	Location	Certificate Description
Massage Therapy Program	Lake Region Center	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	Scranton, Hazleton, and Lake Region Center	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.
Police Academy Programs	Scranton and Hazleton	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)	Scranton and Hazleton	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)	Scranton and Hazleton	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)	Scranton and Hazleton	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	Scranton and Hazleton	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.

Credential Preparation Programs

Cyber Security Certification Program	Online	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 to prepare students 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 matriculate further at the College.
Computer Networking Program	Online	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 choose to matriculate further at the College. Students considering this program should have a basic working knowledge of computers and computer networking, or 12 months working in the networking field.
Child Development Credentials	Online	Child Development credential programs prepare early learning professionals to apply for the Child Development Associate (CDA) and Pennsylvania Director credentials. Participants complete required training and earn college credits applicable toward early childhood education pathways.

Continuing Education 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.



Personnel

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TBD

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Enrollment and Satellite Centers

Scranton (Main Campus)

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Director of Enrollment
Scranton Campus

Peirce School of Online Learning

Lakeesha Johnson
Director of Online
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Regional Director of Operations - Enrollment

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Bethlehem Center

Joseph Brady
Center Director

Chambersburg Center

Shawn Witmer
Center Director

Greensburg Center

Martin Mudry
Center Director

Hazleton Center

Matthew Adams
Center Director

Lake Region Center

Jennifer Passenti, Ed. D.
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Rachel Drosdick-Sigafoos, PH.D.
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Lackawanna COLLEGE

