
February | 16

Lackawanna College

2015-16 Student Handbook



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Welcome to Lackawanna College

Dear Student,

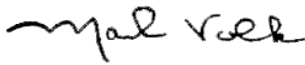
Congratulations on choosing Lackawanna College! On behalf of the members of the faculty and staff of the College, it is my pleasure to say welcome to our community. We have the ability to provide you with a life changing educational experience, and we invite you to take advantage of the challenging and rewarding opportunities we present.

For over 120 years, we have been educating people just like you. We pride ourselves on providing the highest quality education at an affordable price. We offer degree programs in competitive industries and exciting fields that can help you enter the workforce in just two years earning a great salary. For those of you who plan to transfer to a four-year institution after you graduate from Lackawanna, we will make sure you are fully prepared to make that transition easily and excel at your next school.

Lackawanna College will provide you with the necessary skills and knowledge to help you attain your career goals. But more than that, we will be with you on your path to a better life through a wide variety of student support services that include advising, tutoring, and mentoring. This student handbook includes information on those services that are available to you, and we hope that you will take full advantage of them. It also includes the policies, procedures, regulations, rights, and responsibilities of the College, so please read this document carefully.

You've made a great decision by investing in your education. We look forward to having you here and serving you along the way.

Sincerely,

A handwritten signature in black ink that reads "Mark Volk". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Mark Volk
President

ABOUT THE STUDENT HANDBOOK

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

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.

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

Dan LaMagna

Phone: (570) 504-1579

Fax: (570) 961-7865

lamagnad@lackawanna.edu

Anita Cola

Phone: (570) 961-7815

Fax: (570) 504-7978

colaa@lackawanna.edu

MISSION

Lackawanna College's mission is to provide a quality education to all persons who seek to improve their lives and better the communities in which they live.

VISION

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

CORE VALUES

Lackawanna's core values include a commitment to:

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

COLLEGE GOALS

The individual learning goals that have emerged from this statement are as follows:

1. **Critical Thinking:** Critical thinking is the ability to apply recognized principles of logic to the analysis of judgments, values, or extended presentations. The critical thinker is able to subject personal work as well as published statements to rational analysis. This individual is also able to apply logical principles in ways that solve problems effectively through information-seeking and objective evaluation.
2. **Communication Skills:** Communication skills are those capacities that enable a person to express ideas orally and in writing in a clear, correct, concise, and thoughtful style. The ability to listen carefully and read with confidence and comprehension is included within these diversities.
3. **Diversity Awareness:** Diversity awareness refers to one's sensitivity to important differences and variations within the immediate socio-economic, political, cultural, and religious environment. Such awareness is extended to more global dimensions when it takes into account the multitude of nations, races, traditions, belief systems, values, and lifestyles that constitute the worldwide community of humankind.
4. **Respect for and acceptance of others:** Respect and acceptance for others' social and ethical beliefs are demonstrated by attitudes of openness, empathy, and good will toward all lifestyles and philosophies that do not infringe upon another person's freedom.
5. **Teamwork/Collaboration:** Teamwork/collaboration involves one's ability to work effectively with others in common activity. An effective team member commits talents

and resources to the common project or goal and contributes fully to its joint achievement.

6. **Life-long Learning:** A life-long learner is willing to update and upgrade skills periodically, to develop abilities and supplement knowledge long after a degree has been earned, and to subject concepts and formulations learned early to the test of continuing relevance later in life.
7. **Knowledge Application:** Knowledge application refers to how a person translates theoretical or abstract concepts into practical applications. Such knowledge affects one's work, thinking, environment, and social and family life daily.
8. **Science/Technology Skills:** Science/technology skills are those aptitudes and competencies that enable one to utilize knowledgeably and effectively contemporary science and technology both in the workplace and in one's personal life. These skills are not necessarily those of an expert but are consistent with the level of scientific and technical development manifested in one's personal and professional environment.
9. **Information Literacy:** Information literacy is the capability of determining the information needed, and locating, evaluating, organizing, and properly crediting the information required for a particular task or presentation. Familiarity with standard print, non-print, electronic information resources, and research techniques is an essential element in this skill set.

Department Directory

| | |
|--|----------------------------------|
| College President | (570) 961-7855 |
| Executive Vice President/Chief Academic Officer | (570) 504-1575 |
| Vice President for Finance and Administration | (570) 961-7845 |
| Vice President for Academic Affairs | (570) 955-1461 |
| Vice President for Enrollment Management | (570) 961-7814 |
| Vice President for Student Affairs | (570) 961-7824 |
| Academic Dean | (570) 504-7849 |
| Dean of Allied Health | (570) 504-8110 |
| Founding Dean of Petroleum & Natural Gas | (570) 465-2344 |
| Dean of Continuing Education | (570) 961-7815 |
| Dean of Students | (570) 504-1579 |
| Associate Dean of Students | (570) 955-1479 |
| Admissions Office | (570) 961-7814 |
| Advising/Transfer Services | (570) 961-7836 |
| Affirmative Action Officers | (570) 961-7815 (570) 504-1579 |
| Athletics | (570) 961-0700 |
| Bookstore | (570) 961-1880 |
| Business Office | (570) 961-7820 |
| Continuing Education | (570) 961-7813 |
| Developmental Education Office | (570) 961-7878 |
| Employment & Internships | (570) 504-7939 |
| Environmental Education Center | (570) 842-1506 |
| External Relations | (570) 955-1456 |
| Financial Aid | (570) 961-7859 |
| Housing Office – McKinnie Hall | (570) 504-1734 |
| Housing Office – Seeley Hall | (570) 504-1760 |
| Housing Office – Tobin Hall | (570) 955-1472 |
| Human Resources | (570) 961-7860 |
| Office of Advancement | (570) 961-7818 |
| Lost and Found | (570) 961-7899 |
| Mathematics Tutoring Lab | (570) 504-7929 |
| Public Safety (Parking passes & Photo ID) | (570) 961-7899 |
| Registrar’s Office/Transcripts | (570) 961-7816 |
| Retention Coordinator | (570) 961-7885 |
| The Seeley Memorial Library | (570) 961-7831 |
| Student Wellness Program | (570) 504-1466 |
| Student Life | (570) 961-7886 |
| The Theater at Lackawanna College | (570) 961-7864 |
| Tutoring Services | (570) 961-7885 |
| Veterans Affairs | (570) 504-1591 |
| The Writing Center | (570) 955-1489 |

Lackawanna College Satellite Centers

Lackawanna College's main campus is located in Scranton, Pennsylvania, but the College also has four satellite centers across Northeastern Pennsylvania, each offering different and unique programming. Lackawanna College also has a 5,000 square-foot facility, which houses the Environmental Education Center.

ENVIRONMENTAL EDUCATION CENTER

93 MacKenzie Road
Covington Township, PA 18444

Sharon Yanik-Craig: Center Director
yaniks@lackawanna.edu | (570) 842-1506

HAZLETON CENTER

145 East Broad Street
Hazleton, PA 18201

Joe Scarcella: Center Director
hazleton@lackawanna.edu | (570) 459-1573

LAKE REGION CENTER

8 Silk Mill Drive
Hawley, PA 18428

Kellyn Nolan: Center Director
lakeregion@lackawanna.edu | (570) 226-4625

SCHOOL OF PETROLEUM & NATURAL GAS

2390 State Route 848
New Milford, PA 18834

Rick Marquardt: Founding Dean
newmilford@lackawanna.edu | (570) 465-2344

TOWANDA CENTER

1024 South Main Street
Towanda, PA 18848

Kim Mapes: Center Director
towanda@lackawanna.edu | (570) 265-3449

Academic Calendars

FALL 2015

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

INTERSESSION 2016

| | |
|-------------------|--|
| January 4 | Interession begins |
| January 7 | Last day to withdraw from Interession without academic penalty |
| January 22 | Interession ends |

SPRING 2016

| | |
|-----------------------------|--|
| January 24 (Sunday) | Freshman orientation |
| January 25n (Monday) | Spring semester begins |
| January 29 (Friday) | End of drop/add |
| February 15 | President's Day / College closed |
| February 24 | Last day to withdraw without academic penalty from Sub term 1 online |
| March 7-11 | Spring break |
| March 13 | Sub term 1 online ends |
| March 14 | Classes resume / Sub term 2 online begins |
| March 21 | Advising begins |
| March 25-28 | Holiday / College closed |
| March 29 | Classes resume |
| April 8 | Last day to withdraw without academic penalty |
| April 11-15 | Returning student registration |
| April 18 | Last day to withdraw without academic penalty from Sub term 2 online |
| May 13 | Semester ends |
| May 21 | Graduation |

SUMMER I 2016

| | |
|----------------|---|
| May 31 | Summer I session begins |
| June 10 | Last day to withdraw without academic penalty |
| July 1 | Summer I session ends |

SUMMER II 2016

| | |
|----------------|---|
| July 11 | Summer II session begins |
| July 22 | Last day to withdraw without academic penalty |

Residence Hall Dates and Breaks

2015-2016 ACADEMIC YEAR

Summer II check-in: July 6, 2015 from 9 a.m. to 3 p.m.

Freshman Football team residents: July 31, 2015 noon to 4 p.m. Football camp is by invitation only.

Balance of football team: August 4, 2015 from 9 a.m. to 3 p.m. Football camp is by invitation only.

Soccer, Tennis, and Volleyball resident check-in: August 17, 2015 9 a.m. to 3 p.m. By invitation only.

Balance of football in McKinnie (small number): August 28, 2015

All other residents: Saturday August 29, 2015 9 a.m. to 4 p.m.

Freshman/New student Dorm Orientation: August 29, 2015. Time to be announced.

Sophomore Dorm Orientation August 29, 2015. Time to be announced.

New Student Orientation: Sunday, August 30, 2015 at 12 p.m. in The Theater.

Thanksgiving Break: Dorms close at 11 p.m. on November 24, 2015 and reopen at 12 p.m. on November 29, 2015.

Winter Break/End of Fall 2015: Dorms close at 11 p.m. on December 11, 2015 or 24 hours after last final.

Intersession 2016: Dorms open on January 4, 2016 from 8 a.m. to 4 p.m. (for students registered for the Intersession only).

Spring 2016 Resident check-in: January 23, 2016 from 9 a.m. to 4 p.m.

Freshman/New student Dorm Orientation: January 23, 2016. Time to be announced.

Returning student Dorm Orientation: January 23, 2016. Time to be announced.

New Student Orientation: January 25, 2016 at 12 p.m. in The Theater.

Spring Break: Dorms close at 11 p.m. on March 4, 2016 and reopen on at 12 p.m. on March 13, 2016.

End of Spring 2016: Dorms close at 11 p.m. on May 13, 2016 or 24 hours after the last final.

Summer I 2016: Dorms open on May 31, 2016 from 8 a.m. to 3 p.m. (for students registered for summer session only).

End of Summer I 2016: Dorms close at 11 p.m. on July 1, 2016.

Compressed Schedules

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

| MONDAY, WEDNESDAY, FRIDAY | | | | |
|--|------------------|--|------------------------|------------------|
| REGULAR SCHEDULE | | | COMPRESSED SCHEDULE | |
| 1 st Period | 8:00-8:50 a.m. | | 1 st Period | 9:30-10:10 a.m. |
| 2 nd Period | 9:00-9:50 a.m. | | 2 nd Period | 10:20-11:00 a.m. |
| 3 rd Period | 10:00-10:50 a.m. | | 3 rd Period | 11:10-11:50 a.m. |
| 4 th Period | 11:00-11:50 a.m. | | 4 th Period | 12:00-12:40 p.m. |
| 5 th Period | 12:00-12:50 p.m. | | 5 th Period | 12:50-1:30 p.m. |
| 6 th Period | 1:00-2:15 p.m. | | 6 th Period | 1:40-2:30 p.m. |
| 7 th Period | 2:30-3:45 p.m. | | 7 th Period | 2:40-3:30 p.m. |
| 8 th Period | 4:00-5:15 p.m. | | 8 th Period | 3:40-4:30 p.m. |
| TUESDAY, THURSDAY | | | | |
| REGULAR SCHEDULE | | | COMPRESSED SCHEDULE | |
| 1 st Period | 8:00-9:15 a.m. | | 1 st Period | 9:50-10:40 a.m. |
| 2 nd Period | 9:30-10:45 a.m. | | 2 nd Period | 10:50-11:40 a.m. |
| 3 rd Period | 11:00-12:15 p.m. | | 3 rd Period | 12:00-12:50 p.m. |
| BREAK | 12:15-1:00 p.m. | | CANCELLED | |
| 4 th Period | 1:00-2:15 p.m. | | 4 th Period | 1:00-1:50 p.m. |
| 5 th Period | 2:30-3:45 p.m. | | 5 th Period | 2:00-2:50 p.m. |
| 6 th Period | 4:00-5:15 p.m. | | 6 th Period | 3:00-3:50 p.m. |
| | | | | |
| <p><i>Depending on the timing of inclement weather, the College may open at noon. Morning classes would be cancelled, offices would open at noon, and scheduled classes would be held starting at noon.</i></p> <p><i>This notification will be announced as all other delays. Currently, these delays are provided to local television and radio stations. In addition, this information is sent via the WENS text system, the College's Snow Phone, and the College's website.</i></p> <p>Please call the College's Snow Phone at (570) 504-7935 to receive the most up-to-date class cancellations and compressed schedule information.</p> | | | | |

Final Exam Schedule

Final exams for the Fall 2015 semester will be held December 8 – 11, 2015. Final exams for the Spring 2016 semester will be held May 9 – 12, 2016. Please refer to the following table for exam scheduling.

| | |
|------------------------|---|
| MONDAY | |
| 8:00 AM Class | Monday 8:00AM to 10:00 a.m. |
| 10:00 AM Class | Monday 10:10AM to 12:10 p.m. |
| 12:00 PM Class | Monday 12:20PM to 2:20 p.m. |
| 2:30 PM Class | Monday 2:30PM to 4:30 p.m. |
| 6:00 PM Class | Monday 6:00 PM to 8:00 p.m. |
| TUESDAY | |
| 8:00 AM Class | Tuesday 8:00 AM to 10:00 a.m. |
| 11:00 AM Class | Tuesday 10:10 AM to 12:10 p.m. |
| 2:30 PM Class | Tuesday 12:20 PM to 2:20 p.m. |
| 5:30 PM Class | Tuesday 5:30 PM to 7:30 p.m. |
| 8:00 AM Class | Tuesday 8:00 AM to 10:00 AM |
| WEDNESDAY | |
| 9:00 AM Class | Wednesday 8:00 AM to 10:00 a.m. |
| 11:00 AM Class | Wednesday 10:10 AM to 12:10 p.m. |
| 1:00 PM Class | Wednesday 12:20 PM to 2:20 p.m. |
| 4:00 PM Class | Wednesday 2:30 PM to 4:30 p.m. |
| 6:00 PM Class | Wednesday 6:00 PM to 8:00 p.m. |
| THURSDAY | |
| 9:30AM Class | Thursday 8:00 AM to 10:00 a.m. |
| 1:00PM Class | Thursday 10:10 AM to 12:10 p.m. |
| 4:00 PM Class | Thursday 12:20 PM to 2:20 p.m. |
| FRIDAY | |
| Make-up Day or Evening | December 12 & May 14 - Only for students who miss finals for legitimate reasons (at faculty member's discretion and appointment made). Students must contact instructor prior to the missed exam. |

FINAL EXAM COMPRESSED SCHEDULE

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

CLOSING

If the College must be closed, all exams for the affected day or evening will be given on Friday of exam week. The exact same schedule should be followed on Friday as was published for the lost day.

COMPRESSED SCHEDULE

If the College is forced to announce a compressed schedule for any morning during exam week, the following adjustments will be made:

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

| | If your regular class time is: | Compressed Schedule Final Exam will be: |
|------------------|--|--|
| MONDAY | 8:00 a.m. class 10:00 a.m. class 12:00 p.m. class 2:30 p.m. class | 9:30 – 11:30 a.m. 11:40 – 1:40 p.m. 1:50– 3:50 p.m. 4:00 – 6:00 p.m. |
| TUESDAY | 8:00 a.m. class 11:00 a.m. class 2:30 p.m. class | 9:50 – 11:50 a.m. 12:00 PM – 2:00 p.m. 2:10 PM – 4:10 p.m. |
| WEDNESDAY | 9:00 a.m. class 11:00 a.m. class 1:00 p.m. class 4:00 p.m. class | 9:30 – 11:30 a.m. 11:40 – 1:40 p.m. 1:50 – 3:50 p.m. 4:00 – 6:00 p.m. |
| THURSDAY | 9:30 a.m. class 1:00 p.m. class 4:00 p.m. class | 9:50 – 11:50 a.m. 12:00 – 2:00 p.m. 2:10 – 4:10 p.m. |

CLASS CANCELLATIONS

Cancellations due to inclement weather will be announced by 6 a.m. for day classes and 3 p.m. for evening classes. Cancellations will be announced on all major television and radio stations as listed below. A compressed schedule will be used in the event of a delay.

Television: WBRE 28, WYOU 22, WNEP 16

Radio: WARM 590 AM, Magic 93 (92.9 FM), 97 BHT (97.1 FM & 107.7), WKRZ (98.5 FM), WEZX Rock 107 (106.9 FM)

Administrative Information

AMNESTY POLICY

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

Lackawanna College's Amnesty Policy allows students, with demonstrated academic progress and respect for College policy, the opportunity to have the penalty grade hours attempted, hours earned, and quality points excluded from their Cumulative Quality Point Index (CQPI).

Prior to application for amnesty the following requirements must be met:

- At least one (1) full semester must have passed from the time the penalty grades were incurred and the application for amnesty is made.
- The student must register for and successfully complete one (1) additional full time semester (or 12 additional credits for a part-time student), earning a semester grade point average of at least 2.0 and thereby demonstrating academic progress.
- The student must complete an equivalent number of credit hours to the number of credit hours for which he/she is requesting amnesty.
- Upon successful completion of required work, the student may file an Application for Amnesty form (available at the Registrar's Office) and request the necessary approvals.
- Upon completion and submission of the approved form to the Registrar's Office, a grade of W* "removal of attendance penalty grade" will be assigned, and the penalty grade(s) hours attempted, hours earned, and quality points will be excluded from the student's CQPI.

If a course is repeated, the AE will remain. Amnesty will only be granted for any courses that are not repeated. Amnesty can only be granted one time for one semester. It is recommended that students consult with both their academic advisor and the Financial Aid Office before withdrawing from a course or from the College.

CHANGE OF MAJOR

Any student desiring to change majors should meet with his/her academic advisor and Student Affairs to complete a Change of Major form and review the requirements of the new curriculum to ensure that the appropriate courses are scheduled. Please note that a change in major may delay timely completion of graduation requirements. After payment of the change of major fee, the completed Change of Major form must be submitted to the Registrar's Office for processing. If the student has transfer credits from another college, reevaluation of these credits by the Registrar is necessary and could result in an adjustment in the number of credits accepted for transfer.

DROPPING A CLASS

Only the student can decide to drop a class. Before dropping a class, consider the following:

- Will the student remain in full-time status (12 credits)? Dropping below full-time status could affect financial aid.
- When will the course be offered again, and is this course needed before taking an advanced course?
- Why is the course being dropped?
- What will happen if the course is not dropped?
- Has tutorial assistance been sought or has the professor been asked for help?

Again, it is required that students consult his/her academic advisor and the Financial Aid Office before dropping a class.

EXCESS CREDITS POLICY

No student shall carry a credit hour load in excess of eighteen (18) credits during any one semester unless he/she meets the following criteria:

- The student has successfully completed fifteen (15) credit hours or more
- The student has attained a minimum Cumulative Quality Point Index of 3.0
- The student has written approval of a Student Affairs advisor and the Academic Dean

LEAVE OF ABSENCE POLICY

Lackawanna College students may request a leave of absence from the College for up to two (2) consecutive semesters or one (1) year by completing a form available from the Student Affairs Office. Approval from a Student Affairs advisor (or Center Director) is required.

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

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

Any returning student who did not attend Lackawanna for two (2) consecutive semesters must again go through the admissions process (reapply and attend orientation) prior to his/her return.

PHOTO/VIDEOTAPING POLICY

The Lackawanna College administration reserves the right to authorize persons to photograph/videotape activities and events on campus, at satellite centers, and places where

college functions take place, providing such photographing/taping is performed and utilized without malice to any individuals.

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

SCHEDULE CHANGES

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

SECOND DEGREE

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

STUDENT INFORMATION POLICY (FERPA)

Any changes in a student's personal information, such as name or address, must be submitted to the Registrar's Office on a Computer Change Form. This will ensure that the student's records are properly updated. Legal documentation is required in order to process a change of name.

Annually, Lackawanna College informs students of The Family Educational Rights and Privacy Act of 1974 (FERPA). This act, with which the institution complies fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act.

A directory of educational records maintained on students in this institution is available at the Registrar's Office located on the first floor of Angeli Hall at the main campus.

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

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED

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

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

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

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

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

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lackawanna College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

DIRECTORY INFORMATION

Lackawanna College hereby designates the following categories of student information as public or "Directory Information." The institution may disclose such information for any purpose at its discretion:

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

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

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

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

STUDENT REGISTRATION POLICY

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. Any student registering after the online registration period ends may still register by going to the Student Affairs Office (or their Center Director) and paying a \$30 late registration fee (fee must be paid prior to processing the form).

TRANSCRIPTS

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

- There is a \$10 fee per transcript copy.
- This request may be faxed or emailed.

- The fee may be paid by credit card (please include your card type, card number, and expiration date with your request).
- All transcripts must include the student's signature.
- A transcript will not be issued to or for a student or former student who is in debt to Lackawanna College.

TRANSFER OF CREDIT TO LACKAWANNA COLLEGE

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

Only credit for courses with grades of C- or better may be accepted in transfer. Credits earned within the last 20 years at institutions that have been accredited by the following organizations are eligible for transfer evaluation:

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

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

Please note that due to rapid advancement of Information Systems technology, any Information Systems course taken five years prior to the student's application will not be accepted as equivalent to any required Information Systems course. At the discretion of the Registrar, these courses may be applied as electives or career self-development electives. Students who profess proficiency in these areas are welcome to apply for [Credit by Examination](#).

Transfer evaluation of Vascular Technology, Diagnostic Medical Sonography, Cardiac Sonography, Physical Therapist Assistant, and Surgical Technology curriculum candidates are based upon criteria specified in program guidelines and according to program-specific accreditation standards. Only grades of B or above will be considered for transfer into these programs.

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

TRANSFER OF CREDIT SUBSEQUENT TO MATRICULATION

Students are limited to a total of nine (9) transfer credits from outside institutions taken subsequent to enrollment and matriculation at Lackawanna College, provided these courses have been approved and that transfer remains within the criteria of the residence requirement. In order to assure transferability, any degree seeking Lackawanna College student who elects to take coursework at an outside institution with the intention of transferring it back to Lackawanna College must obtain written approval from the Registrar. Forms requesting permission to transfer credit from outside institutions to Lackawanna College are available at the Registrar's Office. Course descriptions must be submitted with request, and a minimum of five (5) working days will be required for review and approval.

WITHDRAWAL FROM COURSE OR COLLEGE

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

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

Refund of tuition for properly filed withdrawal forms will be based on the [Refund Policy](#), which can also be accessed on the [Bursar's Office](#) page of the portal.

Academic Information

ACADEMIC DEVELOPMENT POLICY

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

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

The Academic Development department is located in Suite 110 in Angeli Hall. The Academic Development staff can address all concerns related to developmental courses and criteria for placement. Adrienne Asbury, chair, can be reached by calling (570) 955-1494.

ACADEMIC INTEGRITY POLICY

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

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

- Using books, notes, or other materials during an examination, unless expressly permitted;
- Using purchased essays, term papers, or preparatory research for such papers;
- Copying others' work or engaging in unauthorized cooperation during an assignment or examination;
- Allowing another student to copy from an examination or other assignment intended to be performed independently;
- Borrowing from published works, whether material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgment;
- Submitting as one's own work originally done by someone else;
- Submitting the same written report in more than one course without prior approval from the instructor(s) involved;

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- Stealing examinations or assignments;
- Supplying or selling examinations or assignments;
- Misrepresenting statements concerning work submitted;
- Falsifying or fabricating experimental data or results;
- Falsifying or fabricating the need for extensions on papers or make-up examinations.
- Misrepresenting identity in an online course

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

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

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

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

ACADEMIC INTEGRITY APPEAL PROCESS

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

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

ACADEMIC PROBATION POLICY

The following criteria will be used in determining Academic Probation:

- Freshmen with 1-11 credits attempted having a CGPA with minimum progress of 1.75 will be placed on Academic probation;
- Freshmen with 12-31 credits attempted having a CGPA of less than 1.85 will be placed on Academic Probation;
- Upperclassmen with 32 credits or more attempted having a CGPA of less than 2.00 will be placed on Academic Probation.

MINIMUM PROGRESS REQUIREMENTS

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

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

ACADEMIC STUDENT COMPLAINTS

CONCERNS WITH POLICY, REGULATION, AND/OR PROCEDURE

The student meets with a staff member. If not satisfied, the student meets with a staff member's supervisor. If still not satisfied, the student meets with supervisor's department head. If still not satisfied, students meet with the Executive Vice President/Chief Academic Officer.

CONCERNS ABOUT TEACHING FACULTY OR ACADEMICS

The student meets with the faculty member, if feasible. If not satisfied, the student meets with the division chairperson or appropriate program director (if students are enrolled in one of the College's specialty programs). If still not satisfied, the student meets with the Academic Dean or his/her designee. If not satisfied, the student may meet with Vice President for Academic Affairs. Finally, if still not satisfied, the student meets with the Executive Vice President/Chief Academic Officer whose decision is considered definitive.

CONCERNS IN OTHER NON-ACADEMIC AREAS

The student meets with the staff member, if feasible. If not satisfied, the student meets with the staff member's supervisor. If still not satisfied, the student meets with the supervisor's department head/director. If still not satisfied, the student meets with the Executive Vice President/Chief Academic Officer or designee.

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

ACADEMIC SUSPENSION

A student on Academic Probation whose Cumulative Grade Point Average falls below the College's minimum progress requirements as listed above will be suspended. A suspended student ordinarily cannot register for courses in the subsequent semester. Once a student is on probation and falls below the required academic progress, they are automatically put on suspension regardless.

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

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

THE ANN AND LEO MOSKOVITZ ACADEMIC HONORS PROGRAM

The mission of the Honors Program at Lackawanna College is to provide an educationally rich environment in which academically superior students will be challenged to reach their intellectual potential through creative, critical, and independent thinking. The ultimate goal of the program is to encourage student responsibility in their learning, their community, and preparation for the academic rigor of a four-year institution of higher learning.

Participation in the program is limited to students who are considered college ready, not enrolled in a specialty program, and not requiring any extra development courses. Students can visit the [Honors Program page](#) for a complete list of requirements, as well as application materials.

Once accepted, students participate in an honors seminar class, 12 credits of honors courses, and independent colloquia guided by honors faculty mentors. In addition, students of the Honors Program will also be invited to join the honor society, Phi Theta Kappa. Accepted students will have the opportunity to apply for community scholarships funds.

Finally, upon completion of all requirements, students will be conferred the distinction of graduating with honors, which provides Honors Program students a selective advantage in subsequent study at a four-year institution.

ATTENDANCE POLICY

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

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

| Number of Times Class Meets | Maximum Number of Absences Allowed |
|--|---|
| 3 times a week | 6 |
| 2 times a week | 4 |
| 1 time a week | 2 |
| Developmental classes (DEV010, DEV020, DEV030) | 3 |

These norms will apply for standard fifteen-week fall and spring semester schedules. Separate scales will be devised for Intersession and Summer sessions. It is recommended that any student, who accumulates absences as defined above, meet with his/her instructor and, if necessary, withdraw from class. Students are encouraged to attend class since attendance is vital to successful academic achievement. Students who do not attend class at least one of the first two (2) weeks will be administratively dropped from the course.

Students are not permitted to accumulate all absences consecutively in the first two (2) weeks of the semester. Students must attend a class for the first time by the end of the drop/add period. If students fail to attend the class by the end of the drop/add period, they will be removed from the class as “never attended” and not allowed back into class under any circumstances. No students will be added to an online class after the third day of class.

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

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

ATTENDANCE POLICY – ONLINE COURSES

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

Attendance is defined by participating in an academic activity within the online classroom, which includes posting in a graded discussion forum or submitting a written assignment. Postings not related to the aforementioned activities will not count for attendance purposes.

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

- You are required to engage in discussion at least twice on four days throughout the week for a total of eight posts in all.
- You should respond to the DQs posted and respond to your classmates.
- Responses must be substantive (See the document titled Good Discussions in Handouts and Links on the portal).
- Responses that do not move the conversation forward by providing information to which others can respond and build upon will not be counted toward your weekly score.
- Students who miss one week of discussion will be dropped from the course and there will be no readmission to online classes.
- Students who do not log on to the course within the drop/add period will be dropped from the course.

CAPSTONE PORTFOLIO POLICY

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

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

Please note that College 201 is a mandatory course for all students. Students who receive a failing grade or do not attend the course must still complete their portfolio requirements and are subject to a \$150 late fee.

CLASSROOM BEHAVIOR POLICY

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

If a student violates these norms or any part of the Student Code of Conduct in such a way as to invite reprimand, an instructor will proceed according to the policy guidelines outlined below.

By gradually escalating his/her warnings and actions, as suggested in this process, an instructor may bring about a desired behavioral change with minimum difficulty.

CREDIT BY EXAMINATION POLICY

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

Upon the student's completion of the application form, the division chairperson will make arrangements for a faculty member to administer a comprehensive examination to the applicant. A letter grade is assigned for this examination and included in the computation of the student's Cumulative Quality Point Index. The charge for this service is the cost of one (1) credit, including fees, and is due upon approval.

CREDIT FOR EXPERIENTIAL LEARNING POLICY

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

1. The student completes and submits a form to the Registrar requesting evaluation for Credit for Experiential Learning. Forms are available at the Registrar's Office.
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 three to five page written narrative must be prepared, which details the student's knowledge, expertise, and experience with regard to the area of the requested credit.
3. The student must submit a \$35 processing fee (payable to Lackawanna College). This fee is in addition to the normal cost for Credit for Experiential Learning, which is the price of one (1) credit for each three-credit course, should credit be awarded, and is due upon approval.

Upon receipt of the written application, the Academic Dean and the student's division chair will review the file and make a determination. Faculty consultants may be called in to offer their expertise. The evaluation for Credit for Experiential Learning is at times a lengthy process and supporting documentation must be sufficient to verify eligibility for credit; therefore, students should not anticipate approval of every Credit for Experiential Learning request. Students will be notified by mail of the committee's decision.

Please note that Credit for Experiential Learning is not considered to be credit earned in residence, but credit awarded, and will be recorded on the student's transcript as subject and credit granted but not graded. A student's CQPI is not affected by Credit for Experiential Learning.

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

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

| | |
|---|---------------------------------|
| Fall Capstone – College 201 | October 20, 2015 |
| Spring Capstone – College 201 | March 18, 2015 |
| Summer/Fall 2015 Diagnostic Sonography* | No later than August 21, 2015 |
| May 2016 Vascular Technology* | No later than January, 15, 2016 |

GRADUATION, HONORS, AND ALUMNI

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

All potential graduates are required to register for the Capstone – College 201 class and complete all class requirements. Any student who does not complete the required Capstone portfolio after the end of the semester will be subject to a \$150 application processing fee. The College is not responsible for those students who fail to apply by the deadline since graduation orders must be placed well in advance. Students who meet requirements but do not apply for graduation will not be listed on the graduation roster nor will completion of degree be indicated on the student transcript. No diploma will be ordered for students who do not apply for graduation. Students who are short of curriculum requirements by more than three (3) credits or owe the college any outstanding balance will not participate in commencement.

**Dates are subject to change. Please refer to the current academic calendar on the portal for any changes.*

GRADUATION HONORS

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

Summa cum laude (with highest honors): 3.90 – 4.00 Cumulative Quality Point Index.

Magna cum laude (with high honors): 3.80 – 3.89 Cumulative Quality Point Index.

Cum laude (with honors): 3.70 - 3.79 Cumulative Quality Point Index.

PRESIDENT'S LIST

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

DEAN'S LIST

A student qualifies for the Dean's List if he/she achieves a CQPI of 3.2 for the semester, and the student has completed at least nine (9) credits during the semester.

ALUMNI ASSOCIATION

Upon graduating, you will be inducted into the Lackawanna College Alumni Association. To learn more about the Alumni Association and how to get involved as a student, contact the Office of Advancement by calling (570) 961-7833 or e-mail alumni@lackawanna.edu.

INCOMPLETE WORK POLICY

The grade of Incomplete (I) is given to a student who, for a reason judged acceptable by the instructor, has not completed all his/her coursework by the end of the semester. The student must petition for an Incomplete by filling out a Petition for Incomplete Grade form available at the Registrar's Office or on the portal. The student is responsible for communicating with the instructor to establish what is to be completed and a due date for all work.

The policy for Incompletes is as follows:

- Student has completed at least 75% of the coursework;
- Student is unable to complete the course due to unforeseen circumstances beyond his/her control;
- Student is passing the course at the time the petition is filed and it is possible for him/her to earn a passing grade if work is completed on time;
- Student is aware of what is expected of him/her to complete the assignment(s).

The normal time allowed to make up an incomplete grade is 30 days from the last day of class for that semester. However, the instructor has the right to set a time limit earlier than the allotted time. Once the student completes the work and the instructor submits a Change of Grade form, the Registrar will send an unofficial transcript to the student. The student is responsible for the change of grade fee. If the student does not complete the work, the incomplete grade (I) will remain on the transcript and calculated as an F. After the deadline agreed upon by the student and instructor has passed, the student may not complete the course.

INTERNSHIP PLACEMENT SERVICES

The primary mission of the Internship Placement Coordinator is to assist students in acquiring an internship for their major-specific program.

The coordinator will address all initial inquiries about internships from students, businesses, community organizations, faculty, parents, and alumni; serve as liaison between students, the College community, and the local community; maintain on-going relationships with business and industry and curricular/skills needed; and conduct walk-in hours and workshops to promote experiential learning and assist students with internship search strategies and application materials.

Internship opportunities are posted regularly on the Internship Job Board located outside the Employment and Internship Placement Coordinators office located on the second floor of Healey Hall.

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

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

1. The student must begin the appeal process by contacting his/her instructor. Understanding that students may be out of town at the time grades are posted, students may begin the appeal process via phone or email. The student has the right to review all of his/ her assignment grades, as well as any other factors that were considered by the instructor in determining the course grade.
2. If the student is not satisfied after meeting with his/her instructor, he/she may appeal to the appropriate division chair or program director. The student should be prepared to demonstrate why a grade change is warranted, including documentation that the grade was reached in error or that irrelevant factors were considered.
3. If the student is not satisfied after meeting with the appropriate division chair or program director, he/she may appeal to the Vice President for Academic Affairs. The student should again be prepared to demonstrate why a grade change is warranted, including documentation that the grade was reached in error or that irrelevant factors were considered.

4. If the student remains unsatisfied, the final step of the appeal process is the Executive Vice President/Chief Academic Officer. The Executive Vice President/Chief Academic Officer will consider the student's case and will render a decision. All grading decisions made by the Executive Vice President/Chief Academic Officer are final.

Please note that grades must be appealed in a timely fashion. Grades must be appealed before the end of the first week of the subsequent semester. All fall grades must be appealed one (1) week into the following spring semester; spring grades must be appealed one (1) week into the following fall semester.

REPEATED COURSEWORK POLICY

Students may repeat courses to improve an initial grade of D+, D, D-, or F. When a student repeats a course, the initial hours attempted, hours earned, and quality points are excluded from his/her Cumulative Quality Point Index (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 Financial Aid Office before registering to repeat a course.

REPEATED COURSE THROUGH TRANSFER POLICY

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

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

Upon receipt of transcript, the Registrar will examine the student's file for the approval form referenced above. If such form is available and the repeated transfer course has met the above criteria, the student's record will be updated in the following way: the original Lackawanna College grade earned will remain on the student's transcript. As long as the student has

successfully completed the equivalent course at the visiting institution, the initial hours attempted, hours earned, and quality points will be excluded from the CQPI. The transfer course will be awarded and applied to the student's academic record as credit only.

STUDENT DISMISSAL FROM CLASS OR PROGRAM

Step 1: Verbal Warning - The instructor provides a verbal warning to the student. The warning shall identify the undesirable behavior and describe acceptable behavior. Verbal warnings will be documented electronically in the College's Disciplinary Warning System and the student is required to meet with the Academic Dean before being allowed to return to class.

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

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

Step 4: Dismissal - The Dean of Students will have a letter delivered to the student notifying the student of the dismissal from class within three (3) business days of notification. The dismissal will be effective the date the correspondence or announcement is issued. The letter will include an invitation to the student to appear before the Judicial Board for Academic Affairs, (The Appeal Board) and will advise the student of the potential effect that a dismissal may have on his/her financial aid. A copy of the letter will be sent to the instructor, the Executive Vice President/ Chief Academic Officer, and the Vice President for Academic Affairs.

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

1. Students wishing to appeal the dismissal decision must submit a written letter or email to the Dean of Students within three (3) calendar days of the notice of dismissal. This letter must be delivered personally to the Dean.
2. Upon receipt of the written request for a hearing, the Dean of Students office will notify the members of the Appeal Board that a formal hearing must convene within three (3) business days. *Emergency hearings for special circumstances may happen per the Dean of Students discretion in less than three (3) business days.*
3. The student will be notified of the date, time, and location of the hearing at least 48 hours in advance.

4. Two-thirds of the Board must be available for a hearing to occur, and a simple majority is necessary for the Board to make a decision. In the absence of Student Government Officers, other student leaders may be called upon. A Public Safety representative will likewise be present.
5. The Dean of Students will serve as Chairperson of the Board but will not participate in the decision of the Board. The Dean will present the charges and evidence on behalf of the College or the individual making the charges.
6. The accused is entitled to be accompanied by a College faculty member, administrator, or fellow student whose role will be advisory in nature. No one outside of the College community may represent the student in an appeal hearing.
7. A formal hearing includes opening and closing statements from the accused. Neither cell phones nor other electronic devices may be brought to the hearing. A student who attempts to utilize such phones or devices surreptitiously during an appeal hearing immediately forfeits his/her appeal rights.
8. Any party may present witnesses subject to the Board members' determination of the witness's relevance to the case. The members of the Board may ask questions of anyone involved in the proceedings.
9. If, for lack of sufficient reason as determined by the Board, an accused student fails to appear at the hearing, the Chair may conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanction will be based solely on the failure of the accused to appear.

The Board Chair will notify the student of its judgment after a decision is reached. If the Board upholds the dismissal, the student will be assigned a failing grade and will not be permitted to withdraw. Notification of the results of the hearing will be sent in writing to the instructor, Registrar, Financial Aid, Athletics, the Academic Dean, and all committee members.

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

STUDENT SERVICE ANIMAL POLICY

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

POLICY STATEMENT

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

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

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

DEFINITIONS

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

DOCUMENTATION REQUIREMENTS

Students must provide appropriate documentation of their disability that clearly and explicitly explains the need for a service animal and its specific functions to the Department of Academic Development. Two (2) weeks advance notice is recommended in order to make appropriate plans to meet student/animal needs. Additionally, students requiring a service animal who plan to reside in the residence halls must submit a Request of an Exception to the Residential Pet Policy for a Service Animal and comply with the Residence Hall Service Animal Policy. Additionally, if requested, the owner of a service animal must show proof that the animal has met the following regulations:

1. **Licensing:** As appropriate, the animal must meet licensing requirements and wear license tags.
2. **Health records:** As appropriate, the animal must have a health statement, including vaccinations from a licensed veterinarian, dated within the past year. Preventative measures must be taken for flea and odor control.

NOTIFICATION REQUIREMENT/CHECK-IN

The owner must notify Lackawanna College Public Safety of the presence of a service animal on campus, and for academic classroom activities, the Vice President for Academic Affairs (570) 961-7849. If it is unclear whether or not the animal is a service animal rather than a pet, the owner may be asked about the services provided by the animal.

BEHAVIOR OF SERVICE ANIMALS

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

RELIEF AREAS

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

EMERGENCY SITUATIONS

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

CONFLICTING DISABILITIES

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

STUDENTS WITH DISABILITIES POLICY

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

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

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

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

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

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Students requesting accommodation must begin by submitting documentation to the Admissions Office. Such documentation consists of a report supplied by a certified or licensed professional on the basis of an examination conducted within the last four (4) years. The diagnostic report should include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended. If the disability is physical, including hearing or vision impairment, or if it has any other medical implications, including psychiatric, the student should so indicate on the College Health Form.

A student seeking accommodations must meet with Disability Services, located in Angeli Hall, at the beginning of each semester. Students are responsible for securing appropriate documentation and notifying the instructor if accommodations are required. A school plan, such as an individualized education plan (IEP), is insufficient documentation. Accommodations cannot be made for students who do not provide the necessary documentation.

The final determination for providing appropriate and reasonable accommodations rests with the institution. Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses.

All services are arranged individually on an as-needed basis. The services may vary from course to course and semester to semester. Therefore, students may not automatically be granted each accommodation requested. Students should schedule an appointment well in advance of the need for services. For more information, or to schedule an appointment, please call (570) 961-7821.

Student Affairs

ACADEMIC ADVISING

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

Two (2) advising sessions are scheduled each semester, one at the beginning of the semester and the other at preregistration for the following semester. An academic advisor should meet with his/her advisee(s) individually each semester to develop a schedule of courses prior to registration for the next semester's courses. It is required that an academic advisor sign all academic paperwork, such as course registration, change of major form, or a leave of absence form.

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

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

CHANGING ADVISORS

If a student wishes to change his/her academic advisor, the student must complete a Request for Advisor Change form, available from the Student Affairs Office. The student must have the approval and signature of the requested advisor before the form will be processed. Students in very specific majors (such as allied health, communications, education, and computer information systems) will only be allowed to request an advisor change for another advisor within the major. Only active members of the College's advising program will be considered as academic advisors, so students should check with the Student Affairs Office before processing an advisor change form.

EMPLOYMENT PLACEMENT SERVICES

The primary mission of the Employment Placement Coordinator is to assist students in determining their personal interests and aptitudes and then utilizing this information to develop specific career goals.

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

Full- and part-time employment opportunities are posted regularly to www.collegecentral.com/lackawanna and can be found on the Career Services Job Board located outside the Writing Center (Room 109) located in Angeli Hall.

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

RETENTION SERVICES

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

TRANSFERRING TO A FOUR-YEAR COLLEGE

Credits from Lackawanna College transfer well to other colleges. The College cannot, however, guarantee transfer of credits; the receiving college always makes that decision. Some general guidelines for credit transfers are as follows:

- Most colleges require a minimum Cumulative Quality Point Index (CQPI) of 2.5 for acceptance. However, many specialized programs such as education, nursing, and physical or occupational therapy have higher acceptance requirements, and acceptance is often competitive and limited.
- The earlier a student applies to a school, the better the chance of acceptance. Acceptance into state schools is very competitive, so it's important to abide by all application deadlines.
- Most colleges prefer that applicants transfer with a completed degree rather than just a collection of courses. Without a completed degree, schools will often evaluate each course individually.
- It is best to transfer into the same or a comparable degree program as you are enrolled in at Lackawanna.
- If a student is interested in pursuing a major that Lackawanna does not offer, he/she should enroll in our Liberal Studies program since it fulfills core requirements, and most courses are readily transferable. Changing a major may result in loss of credit in the transfer process.

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

The College is continually updating its transfer agreements with four-year institutions. For more information visit Our [Advising and Retention](#) page or the [Student Services](#) section of the portal.

TUTORING SERVICES

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

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

VETERANS SERVICES

As a Yellow Ribbon school, Lackawanna College has many services available to the Veteran or Service members looking to begin, or further, their education. Starting with a dedicated admission's counselor, the application fee at Lackawanna College is waived for anyone interested in taking full-time course loads. The College has a Certifying Official in the Registrar's Office and specified personnel in both the Financial Aid and Business offices. Student-Veterans have a dedicated academic advisor and are allowed early-registration during semesters.

Student-Veterans at Lackawanna College also enjoy the opportunity of an exclusive separate lounge for their use only. Consisting of a small kitchenette, computer lab, and lounge area, many students find this quiet lounge to be useful for studying while grabbing a cup of coffee and meeting others who share similar experiences.

Dean of Students

The Lackawanna College Dean of Students Office improves lives and betters the community through prevention and intervention that leads towards graduation.

Our goal is to create a culture of care for students, faculty, and staff by providing exemplary programs and services designed to enhance students' academic and personal success.

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

NOTIFICATION OF CRIMINAL RECORDS

In an effort to ensure a safe and secure college environment, all current resident students and commuter students are required to report any and all criminal/traffic arrests to the Dean of Students Office within ten (10) days of the incident. The term “arrest” includes, but is not limited to, the issuance of a citation, summons and warrant of arrest, physical arrest/custody, and incarceration both within and outside of Pennsylvania. As per current policy, Lackawanna College conducts background checks on all resident students. All applicants for admission to this College are required to disclose certain arrest information as part of their application process. Failure to disclose arrest(s) or pending criminal court actions will result in disciplinary sanctions up to and including dismissal.

Please note: All students are encouraged to disclose to Public Safety the existence of any pertinent court actions, including, but not limited to, Protection from Abuse Orders (PFA) and child custody orders.

NOTIFICATION OF PARENT OR GUARDIAN

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

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

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

SANCTIONS

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| Warnings: | Oral or written statements that the student has violated the Student Code of Conduct and any imposed discipline. |
| Fines: | Fines are penalty fees paid to the College. The amount is dependent upon the degree of policy infraction and is set by the College administration. Fines are not subject to negotiation and can be levied in addition to other sanctions and/or restitution. Fines can be substituted by community service under the discretion of the Dean of Students. |
| Probation: | Probation is a sanction that includes a period during which the student must demonstrate the ability to comply with the College's rules and regulations, as well as any imposed sanctions. Length of the probationary period can vary from one (1) year to the balance of the students' tenure at the College, depending on the severity of the offense(s). While on probation, any further violation of the College policy may result in dismissal from the College. |
| Suspension from Activities: | Issued from the Dean of Student's Office, all student athletes are suspended until all issued sanctions are completed. The Dean of Student's Office, Assistant Director of Student Life, and Student Wellness Program will make every attempt to expedite the sanction process to allow the student to get back to activity as soon as possible. |
| Housing Suspension: | Exclusion from the resident housing and the general grounds or parking lots surrounding the resident housing, including activities sponsored or supervised by the housing staff. |
| Suspension: | Is when a student is temporarily removed from the College community. While suspended, a student loses all rights and privileges and may not represent the College in any way. A student who is suspended is not in good standing with the College. Suspension may entail provisions added to a student's reentry into the College. |
| Post Suspension Probation: | Students who are permitted to return to the College following a period of suspension will be automatically placed on Post Suspension Probation. While on Post Suspension Probation, students must abide by all terms and conditions placed on his/her return, as well as all College policies. The Dean of Students who may sanction up to suspension to dismissal will review any misconduct or non-compliance on a student's part during post-suspension. |

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| Permanent Removal From Class: | Removed from class, without privilege of withdrawal from course. |
| Deferred Suspension: | Highest level of probation, in which any continued misconduct or non-compliance with sanctions and provisions on the student's part will result in Dismissal With Appeal from the Dean of Students. |
| College Dismissal: | Indicated permanent dismissal from Lackawanna College. Students will be withdrawn from all enrolled courses by the College. The student will not be allowed to re-enroll at a future time. In accordance with federal and state regulations, all room and board payments will be forfeited. |
| Restitution: | Restitution is reimbursement to the College for damage, destruction, or misappropriation of property on College premises. When imposed, restitution will be made in addition to any previously defined sanctions. Restitution to other students can also be imposed. |
| No Contact Order: | No Contact Orders mandate that on no circumstance may students contact one another in person, via email, through friends, or on any method of social media. The Dean of Student's Office or Public Safety may issue this order at any time to protect the safety of all students. |
| On-Campus Community Service: | Issued through the Dean of Students' Office, this could be anywhere from one (1) to two (2) hours on-campus work. |
| Off-Campus Community Service: | Issued through the Dean of Student's Office and managed by the Assistant Director of Student Life. This level of community service could be anywhere from five (5) to fifteen (15) hours in the local community. When students are sanctioned this level of community service, they must schedule with the Assistant Director of Student Life to discuss the scope of the work. |
| Reflection Paper or Apology Letter: | May be sanctioned to ensure the student fulfills educational and moral responsibilities. |
| Student Wellness Program: | Issued through the Dean of Student's Office, this is a mandated counseling session with our wellness professionals. The counseling sessions are a response to the incident and may include, alcohol and drug counseling, life skills building, and |

emotional support. These sessions are private and any information discussed will remain with the student and wellness professional, in accordance with the confidentiality policies.

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

STUDENT CODE OF CONDUCT

1. **Academic Dishonesty:** Any act that is untruthful or deceitful in all academic pursuits. Incidents of plagiarism, cheating and other forms of academic dishonesty are described in the [Academic Integrity Policy](#) of this Lackawanna College Student Handbook.
2. **Alcohol and/or Drugs:** Illegal possessing, using, distributing, manufacturing, selling, or being under the influence of or in the presence of alcohol or other drugs while on or off College premises. Violations include but are not limited to, possession, consumption, impairment, social hosting, or furnishing alcohol or other drugs to persons under the age of 21.

Failure to meet within established time frame or missing an appointment will result in a higher offense level and a \$25 fine for each missed appointment. Illegal Possession with intent to distribute with a preponderance of evidence is considered a threat to the College community and will result in an automatic Dismissal Without Appeal.

3. **Creating Safety Hazards:** Ranges from misusing safety equipment, ignoring safety procedures given by Public Safety officers or any other College official, to inciting a dangerous environment for others. Examples of Creating Safety Hazards include, but are not limited to, failure to provide identification to Public Safety; failing to leave the premises or dangerous situations; tampering with fire equipment/smoke detectors, exit lights, guard rails, elevators or fire alarms; initiating false alarms; and creating safety hazards due to reckless or negligent behavior.
4. **Disruptive and Disorderly Conduct:** Intentional disruption or obstruction of any academic or administrative proceedings, or official that hinder the ability of participants to engage in services. Disorderly conduct includes, but it not limited to, disruption of services, obscene, lewd, or vulgar conduct, including public profanity. This also includes but is not limited to, inciting or participating in riots, group disruption, failing to leave the scene of a riot when instructed, disruption of programs and classroom activities, and creating unreasonable noise.
5. **Forgery, Impersonation, and False Information:** Making, using, or possessing any falsified College document or official record, with the purpose of providing false

information. The act of alteration and forgery to said document, including but not limited to, identification cards, meal cards, and access to resident halls sign in sheets.

This also includes signing another's name or ID number, key requests forms, manufacturing IDs, altering permits, and misuse of College stationery. Providing a false report of an emergency, College Policy, and rule and/or code violation. Knowingly providing false statements or testimony during an investigation or College proceeding. Impersonating or falsely representing oneself as a College official or acting on behalf of the College.

- 6. Harassment and Discrimination:** Any means of communication verbal and/or non-verbal including, but not limited to, in-person and via text message, email, or any form of social media that displays any actions, statements, expressions, threats, gestures, and/or words directed toward another person that incite a breach of the peace, create a hostile environment, or cause emotional distress because of the humiliating, degrading, intimidating, insulting, and/or alarming nature of the conduct. This includes discrimination against pregnant and parenting students.

Any action intended to intimidate another person because of age, race, color, ancestry, religious or national origin, disability, creed, veteran service, sex, sexual orientation, marital or family status, pregnancy, physical or mental ability, gender identity, political ideas, or sexual orientation.

Deliberately creating on the part of an individual student or group of students a hostile or potentially hostile environment. Bullying or other aggressive and hostile acts of an individual against others with the intent to humiliate, mentally or physically injure, or control.

Any action that includes following a person without proper authority (stalking) that may cause a reasonable person to fear for his/her safety or the safety of others or to suffer emotional distress.

- 7. Physical Violence:** Physical violence is defined as harming or threatening to harm any person, both intentional and recklessly causing harm to any person, or even causing a reasonable threat of such harm as well. Displaying hostile conduct or behavior that may incite immediate violence. Physical violence is also creating a condition that endangers the health and safety of self or others, including the facilitation of or participation in any hazing activities, both mental and physical, as well as all forms of retaliation.
- 8. Retaliation:** No member of the campus community shall retaliate or take adverse action against any individual on the basis of a good faith report made by any individual who is participating in an investigation, hearing, or inquiry by Public Safety or Dean of Students Office. Acts of retaliation violate College policy and may be unlawful, and as a result serious disciplinary sanctions will occur up to and including dismissal.

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

- 9. Sexual Harassment:** Any unwelcome conduct of a sexual nature that tends to create a hostile or offensive environment. Sexual harassment may include, but is not limited to, sexual advances, request for sexual favors, sexual exploitation, stalking, dating violence, and domestic violence.
- 10. Sexual Misconduct:** Any severe form of sexual harassment, attempted; completed, unwanted, or non-consensual sexual activity, including but not limited to, rape, sexual assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, intercourse without consent, sexual touching and fondling, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another's intimate parts, sexual exploitation, and sexual coercion. This also includes gender-based violence and harassment.
- 11. Theft and Possession of Stolen Property:** The taking, or possession of, items belonging to another individual or entity. The taking or attempting to take anything of value from the control of another person by force or threat of violence.
- 12. Unauthorized Entry or Use:** Unauthorized entry into or use of any and all College property. Including, but not limited to, residence halls, recreation facilities, classrooms, unauthorized possession of College keys, College files, and individual passwords, computing work of another student/staff or faculty member.
- 13. Vandalism:** Any acts of abuse, defacement, or destruction of College or private property by any means.
- 14. Violations of College Regulations:** Violating written College policy or regulations contained in any official publications, resident hall regulations, athletics regulations, administrative announcements, and admissions agreements, contracts, and postings. Violations may include any incidents that may discredit the College, or failure to disclose prior or current felony or misdemeanor convictions to the appropriate College officials, and behaving in a disrespectful manner toward any College official.
- 15. Violations of Local, State, or Federal Law:** Violation of federal, state, or local laws on or off campus while enrolled as a student. These violations include but are not limited to, tattooing, gambling, and other federal and state violations.
- 16. Weapons, Explosives, and other Dangerous Items:** The on-campus (licensed or illegal) possession, storing, carrying, or use of any weapon (or replicas) implements used as weapons, or other dangerous items including, but not limited to, firearms, ammunition, explosives, fireworks, martial arts paraphernalia, knives (except for kitchen use) pistols, rifles, shotguns, handguns, air guns, pellet or BB guns, paintball guns, stun guns, potato guns, slingshots, balloon launchers, or tattoo needles and equipment.

ALCOHOL AND/OR DRUGS

Alcoholic Beverage Policy

Lackawanna College does not condone the use of alcohol and prohibits the use or possession of alcohol on campus. Possession, use, or consumption of alcohol or public drunkenness on any College property is strictly prohibited and can lead to disciplinary action, including separation from the College. Being present where an alcohol violation is occurring is treated as possession. Open canisters apply, as well, and will be treated as alcohol violations. If a student is found to be in violation of the Alcoholic Beverage Policy, the minimum sanctions include:

First Offense

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

Second Offense

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

Third Offense

A third offense is seen by the College administration as cause for dismissal without appeal. Please note the following pertains to all Students with Alcohol Offenses:

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

Controlled Substances and Paraphernalia Policy

Lackawanna College does not condone the use, possession, or distribution of any type of illegal drugs. The behavior and attitudes associated with the use of illegal drugs are detrimental to the individual student and the student body, and contrary to the mission and philosophy of the College. If a student is found, charged, or arrested for possession of any illegal substance, or drug paraphernalia, use, or intent to distribute illegal drugs are subject to College disciplinary action, including dismissal from the College, independent of any external legal actions. If the amount of controlled substance in the possession of the student evidences intent to sell and/or deliver to third parties, that student shall be immediately dismissed from the residence hall and the College.

In addition, eligibility for federal financial aid may be subject to suspension or termination. Loss of Title IV eligibility will result if a student is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid.

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

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

- Possession of any amount of marijuana is a misdemeanor subject to a fine, possible imprisonment, and a permanent arrest record.
- Possession of any other illegal substance including crack, LSD, cocaine, heroin, hashish, etc. are subject to one (1) year imprisonment, and/or a \$5,000 fine, and a permanent arrest record.

- Possession with intent to sell is subject to three (3) to five (5) years' imprisonment, a \$10,000 to \$1,000,000 fine, and a permanent arrest record.

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

| | |
|---------------------------|----------------------------------|
| Student Wellness Program | (570) 955-1478 or (570) 575-5068 |
| Dean of Students | (570) 504-1579 |
| Student Health Services | (570) 955-1474 |
| Public Safety (emergency) | (570) 961-7899 or (570) 241-2022 |

Lackawanna College Drug Testing Policy

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

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

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

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

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

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

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

The College will include the policy and procedure for Drug Testing in the College catalog, the Student Handbook, residence life handbooks, and other pertinent College publications to ensure adequate notice and distribution. As stated previously, a copy of the policy and procedure will be mailed to each applicant at the time of application.

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

Penalties for Positive Drug Test Results

First Offense

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

Second Offense

1. Meeting with a member of the Dean of Students Office within three (3) days of notification. Failure to meet within this time frame will result in a third offense level status.
2. \$150 fine
3. Probation status

4. Suspension from all collegiate activity (including athletic participation) until the active participation and/or satisfactory completion of the sanctions outlined below as determined by the Dean of Students and the Student Wellness Program.
5. Community service or service learning may be assigned/required by the Dean of Students and/or the Student Wellness Program.
6. Participation in a re-evaluation process to include a substance abuse assessment through the Student Wellness Program.
 - Student must follow through with all recommendations to meet the satisfactory completion of these sanctions.
 - Mandatory retest within four (4) weeks of the second positive test as recommended by the Student Wellness Program, Student Health/The Wright Center, substance abuse treatment provider, or Dean of Students
7. If student was recommended for treatment services following his/her first drug offense, the Dean of Students will review treatment progress and determine if extenuating circumstances exist.
 - If the student is not actively participating in treatment he/she will be dismissed from the College without appeal.
 - If the student is actively pursuing treatment he/she will be dismissed from any extracurricular activities and forfeit all scholarship monies.

Third Offense

A third offense is seen by the College administration as cause for dismissal without appeal. Please note the following pertains to all Student with Drug Offenses:

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

Exception to This Policy

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

Good Samaritan Policy

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

Tobacco Policy

Smoking and the use of any smokeless tobacco products are prohibited inside all facilities/College buildings or vehicles owned, leased, or operated by Lackawanna College.

Smoking is defined as the burning, lighting, or use of a tobacco product and any other smoking device or equipment that includes, but is not limited to, cigarettes, cigars, electronic cigarettes (e-cigarettes), hookahs, marijuana, and pipes. Smoking shall be permitted outside of buildings in designated areas only. Violators will be fined \$50 for each offense. Sanctions for violations of this policy will be in addition to any other related violation(s) of College policy, including athletic and resident life requirements.

CREATING SAFETY HAZARDS POLICY

The safety of Lackawanna students is the most basic and important goal of the College. When students' misuse safety equipment or create situations that could lead to the harm of others, the College is forced to take disciplinary action. Creating Safety Hazards range from misusing safety equipment, vicarious violations, ignoring safety procedures given by Public Safety officers or any other College official, to inciting a dangerous environment for others. Examples of Creating Safety Hazards include, but are not limited to, failure to provide identification to Public Safety; failing to leave the premises or dangerous situations; tampering with fire equipment/smoke detectors, exit lights, guard rails, elevators or fire alarms; initiating false alarms; and creating safety hazards due to reckless or negligent behavior.

Vicarious Violations

Vicarious Violations include situations in which a student condones and/or accepts the violations of College policy by others. An example would be a student who is in a residence hall room where alcohol is being consumed in violation of College policies. Even if the student is not consuming alcohol, that student is responsible to remove themselves from such situations.

DISRUPTIVE AND DISORDERLY CONDUCT POLICY

All Lackawanna students are entitled to an orderly and productive learning environment. Any student that disrupts classroom learning or disturbs the peace of other students may face a student conduct violation.

Disruptive and Disorderly Conduct is defined as intentional disruption or obstruction of any academic or administrative proceedings, or official that hinder the ability of participants to engage in services. Disorderly conduct includes, but it not limited to, disruption of services, obscene, lewd, or vulgar conduct, including public profanity. This also includes, but is not limited to, inciting or participating in riots, group disruption, failing to leave the scene of a riot when instructed, disruption of programs and classroom activities, and creating unreasonable noise.

FORGERY, IMPERSONATION, AND FALSE INFORMATION

Failure to Identify Policy

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

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

Any unidentified person is subject to detention and or referral to local law enforcement agencies.

False Information Policy

Any student or prospective student who falsifies documentation may face student conduct sanctions from probation up to dismissal without appeal. Forgery, impersonation and false information is defined as making, using, or possessing any falsified College document or official record, with the purpose of providing false information. The act of alteration and forgery to said document, including but not limited to, identification cards, meal cards, and access to resident halls sign in sheets. This also includes signing another's name or ID number, key requests forms, manufacturing IDs, altering permits, and misuse of College stationery. Providing a false report of an emergency, College Policy and rule and/or code violation. Knowingly providing false statements or testimony during an investigation or College proceeding. Impersonating or falsely representing oneself as a College official or acting on behalf of the College.

Digital Copyright Policy Violations

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

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

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

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

HARASSMENT AND DISCRIMINATION POLICY

Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation, which prohibits discrimination. The College does not discriminate on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, age, or applicable handicap in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes.

Reports or inquiries regarding nondiscrimination should be made to:
Title IX Coordinator/ Executive Director of the Student Wellness Program, Marsha Pigma, Angeli Hall, Room 102, 501 Vine Street, Scranton PA, 18509 (570) 955-1466/ (570) 677-7589, piggam@lackawanna.edu.

Equal Opportunity and Affirmative Action inquiries: Anita Cola, Affirmative Action Officer/Dean of Continuing Education, Angeli Hall, Room 300C, Vine Street, Scranton PA (570) 961-7815, colaa@lackawanna.edu or Dan LaMagna, Affirmative Action Officer/Dean of Students, Angeli Hall, Room 104, Vine Street, Scranton PA, (570) 504-1579, lamagnad@lackawanna.edu.

PHYSICAL VIOLENCE POLICY

Physical violence is defined as harming or threatening to harm any person; both intentional and recklessly causing harm to any person or even causing a reasonable threat of such harm as well; displaying hostile conduct or behavior that may incite immediate violence. Physical violence is also creating a condition that endangers the health and safety of self or others, including through the facilitation of or participation in any hazing activities, both mental and physical, as well as all forms of retaliation.

The third person that enters into a physical altercation may be dismissed from the College with appeal. Students involved in a physical altercation that refuse to stop when instructed to do so by any College official may be dismissed from the College with appeal. Any assault on a Public Safety officer will result in an automatic dismissal.

Students who are involved in a physical altercation may receive probation, a \$100 fine, and mandatory counseling. If any counseling sessions are missed, the student may be dismissed from the College with appeal.

A student on probation may not receive an appeal.

Criminal Prosecution maybe brought by either party, Lackawanna College, or local and state law enforcement agencies.

RETALIATION POLICY

No member of the campus community shall retaliate or take adverse action against any individual on the basis of a good faith report made by any individual who is participating in an investigation, hearing, or inquiry by Public Safety or Dean of Students Office. Acts of retaliation

violate College policy and may be unlawful, and, as a result, serious disciplinary sanctions will occur up to and including dismissal.

SEXUAL HARASSMENT AND MISCONDUCT POLICY

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 type of sexual misconduct.

Lackawanna College has a duty, in accordance with Title IX, to take immediate and appropriate action once it knows, or reasonably should have known, of any sexual misconduct/sexual harassment incidences. If the sexual assault, sexual harassment, or sexual violence act poses an immediate threat to the College community, the College must issue an immediate warning to all members of the campus. The College will take immediate and appropriate action to resolve such incidences and to eliminate any hostile environments that may have been created. Further, Lackawanna College will ensure the dignity of any student involved in a sexual assault, whether reporting or being a survivor, by utilizing and holding in high regard both discretion and confidentiality.

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

Lackawanna College assumes the responsibility to inform and educate incoming students regarding various topics related to sexual assault. This education will begin by providing students with a copy of the Sexual Misconduct Handbook and continue with presentations to students regarding the content of the Handbook. Topics covered: defining and discussing sexual assault, defining and discussing consent, discussion about victim-blaming, providing information regarding risk reduction and raising awareness, providing information regarding steps to take in the event a sexual assault occurs and resources available, a discussion about the risk of disease or pregnancy when a sexual assault occurs, and an introduction for students to campus security and campus supportive services. Lackawanna College offers free and confidential supportive services for students in the Student Wellness Program office, located in Angeli Hall, Suite 105.

Students are encouraged to refer to their Sexual Misconduct Handbook for further discussion and definitions of terms discussed here, and also for more specific information related to reporting procedures and available resources. The Handbook can also be accessed on [the portal](#).

All complaints of sexual misconduct should be brought immediately to the attention of the Title IX Coordinator, Marsha Pigga, Title IX Coordinator/Executive Director Student Wellness Program at (570) 955-1466 or (570) 677-7589, and piggam@lackawanna.edu.

THEFT AND POSSESSION OF STOLEN PROPERTY POLICY

Lackawanna College has a no-tolerance view of theft on or off campus. First time incidents of theft can result from probation up to dismissal with appeal. Lackawanna College defines theft as the taking, or possession of, items belonging to another individual or entity, or the taking or attempting to take anything of value from the control of another person by force or threat of violence.

UNAUTHORIZED ENTRY OR USE POLICY

Lackawanna College has the right to refuse entry at any time, to any current, former, or future student or individual to any of its buildings. Unauthorized Entry or Use includes unauthorized entry into or use of any and all College property, including, but not limited to, residence halls, recreation facilities, classrooms, unauthorized possession of College keys, College files, and individual passwords, and computing work of another student/staff or faculty member.

VANDALISM POLICY

Any student who abuses, defaces, or causes destruction of any College or private property may face a student conduct violation. Lackawanna College defines vandalism as any acts of abuse, defacement, or destruction of College or private property by any means.

WEAPONS, EXPLOSIVES, AND OTHER DANGEROUS ITEMS

The on-campus (licensed or illegal) possession, storing, carrying, or use of any weapon (or replicas) implements used as weapons, or other dangerous items including, but not limited to, firearms, ammunition, explosives, fireworks, martial arts paraphernalia, knives (except for kitchen use) pistols, rifles, shotguns, handguns, air guns, pellet or BB guns, paintball guns, stun guns, potato guns, slingshots, balloon launchers, or tattoo needles and equipment. Any item of any kind found in possession of a student anywhere on College property will be confiscated and turned over to the proper authorities as evidence following the protocol stated above. Possession of a weapon will lead to discipline including, but not limited to, fines, probation, and/or immediate dismissal from the College. If a student is dismissed from the College for a weapons possession offense, there will be no appeal, unless granted on a case-by-case basis, by the President of the College or his/her designee. Criminal prosecution maybe brought by Lackawanna College.

Tattooing Policy

The act of tattooing and/or tattoo related equipment is prohibited in all College buildings and residence buildings.

VIOLATIONS OF COLLEGE REGULATIONS POLICY

Lackawanna students must follow all written College policies contained in any official publication. Violations of College regulations is defined as violating written College policy or regulations contained in any official publications, resident hall regulations, athletics regulations, administrative announcements, and admissions agreements, contracts, and postings. Violations may include any incidents that may discredit the College, failure to disclose prior or current felony or misdemeanor convictions to the appropriate College officials, and behaving in a disrespectful manner toward any College official.

VIOLATIONS OF LOCAL, STATE, OR FEDERAL LAW

Lackawanna College reserves the right to discipline students who have violated local, state, or federal law on or off campus while enrolled as a student. These violations include, but are not limited to, tattooing, gambling, and other federal and state violations.

College Discipline Process

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

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

1. The person making the charge(s) will provide the following in writing:
 - Date of the incident
 - Name of the student(s) involved
 - Specific College policy or regulation the student(s) allegedly violated
 - A statement of the circumstances
 - Name(s) of witnesses
2. For routine offenses in the residence hall, Public Safety or Residence Life staff may issue a citation at the time of the offense, outlining the violation(s). An email from the Dean of Students Office will follow. Fines cannot be altered or appealed, except by new evidence presented by Public Safety or residence hall staff.

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

1. Upon receipt of an incident report, the Dean of Students or his/her designee will review the results of the investigation with the Vice President for Student Affairs, the Director of Public Safety, and the Residence Life staff. In situations where dismissal may be an option, the Executive Vice President/Chief Academic Officer makes that decision.
2. A written notice of dismissal action by the Dean of Students will be issued to the student in the presence of a Public Safety officer, along with a member of the Residence Life staff in the case of a resident student dismissal. Dismissal is effective immediately upon receipt of written notice.
3. Students dismissed from College for disciplinary reasons must vacate the dormitory as directed by College officials. If the dismissal is overturned through the appeal process, the student will be allowed to return to the dormitory. If the Judicial Board upholds the dismissal, the student is required to remove his/her belongings within 30 calendar days.

DISMISSAL APPEAL PROCESS

Students have the right to appeal a dismissal sanction. Students may waive this right when guilt is admitted or when they choose to accept dismissal as determined by the Executive Vice President/Chief Academic Officer.

1. Students wishing to appeal the dismissal decision must submit a written letter or email to the Dean of Students office within three (3) business days of the notice of dismissal. This letter must be delivered personally to the Dean.
2. Upon receipt of the written request for a hearing, the Dean will notify the members of the College Appeal Board that a formal hearing must convene within three (3) business days.
3. The student will be notified of the date, time, and location of the hearing at least 48 hours in advance.
4. The membership of the Board will be as follows:
 - One officer from the Student Government Association, based on availability, prioritized from highest to lowest officer
 - The Associate Dean of Students
 - One representative from the Business Office
 - Student Wellness Program staff or designee
 - Academic Dean or designee
5. Two-thirds of the Board must be available for a hearing to occur, and a simple majority is necessary for the Board to make a decision. In the absence of Student Government officers, other student leaders may be called upon.
6. The Dean of Students will serve as Chairperson of the Board but will not participate in the decision of the Board. The Dean will present the charges and evidence on behalf of the College or the individual making the charges. The Public Safety representative will likewise present the case but will not be a voting member of the Board.
7. The accused is entitled to be accompanied by a College faculty member, administrator, or fellow student whose role will be advisory in nature. No one outside of the College community may represent a student at an appeal hearing.
8. A formal hearing includes opening and closing statements from the accused. Neither cell phones nor other electronic devices may be brought to the hearing. A student who attempts to utilize such phones or devices surreptitiously during an appeal hearing immediately forfeits his/her appeal rights.
9. Any party may present witnesses subject to the Board members' determination of the witness' relevance to the case. The members of the Board may ask questions of anyone involved in the proceedings.
10. If, for lack of sufficient reason as determined by the Board, an accused student fails to appear at the hearing, the Chair may conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanction will be based solely on the failure of the accused to appear.
11. If the Board upholds the decision of the Executive Vice President/Chief Academic Officer, the accused will be notified of the decision immediately. He/she will be required to turn in all keys and ID and leave campus immediately. If the student is unable to remove his/her belongings at that time, the room will be inventoried and the belongings placed in storage. However, all belongings must be removed from College property within 30 calendar days of the appeal hearing. After that time, everything will be discarded. Arrangements must be made with Public Safety for pick-up during normal business hours.
12. The Chair will submit a written record of the Board's decision to administration via email.

13. If the Board votes to overturn the Executive Vice President/Chief Academic Officer's decision of dismissal, the College President has the right to modify or reverse the decision of the Board. In this event, if the President is available, he will make his decision immediately and the student will be informed of the outcome. Otherwise, the student will be notified of the outcome 24 hours after the hearing's conclusion.
14. If a student is dismissed from the College for a weapons possession offense, for use, positive testing for, or possession of, Phencyclidine (PCP), or because of circumstances where the safety of any member of the College community is at stake, there will be no appeal, unless granted on a case-by-case basis, by the President of the College or his/her designee.
15. Any affirmative action issues or appeals will be handled outside of the appeal process by one of the College's Affirmative Action Officers.
16. In the event that a dismissal is overturned and the student is allowed to return, he/she must be in class for the next scheduled class. If this does not occur, all class absences incurred during the dismissal process will be counted as unexcused absences.

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

STUDENT GRIEVANCE POLICY/PROCEDURE

Any student who would like to file a complaint regarding academic issues must report the incident to the Academic Dean. Any student who would like to report an issue of discrimination or sexual harassment must report the incident to the Vice President for Student Affairs. Within three (3) working days, the staff member, to whom the complaint or concern is brought, will respond to the student making the grievance. Each case will be handled individually and solutions can include, but are not limited to, solving the problem through informal channels up to and including filing formal charges.

Discrimination: Matters concerning alleged discrimination, especially in regard to race, color, sex, sexual orientation, religion, ancestry, national origin, age, or handicap should be brought to the immediate attention of the College's Affirmative Action officers, and Vice President for Student Affairs.

Sexual Harassment: Sexual harassment is unwanted sexual or gender-based behavior that creates an environment that would be reasonably perceived, and is perceived by the victim, as hostile or abusive. It is the policy of Lackawanna College that sexual harassment is unacceptable and will not be tolerated. Students are encouraged to bring questions about sexual harassment to the attention of the Affirmative Action officers and Vice President for Student Affairs.

Resolution of Student

Complaints: The student should direct concerns to the staff member responsible for the area of concern. Students in doubt as to the appropriate staff member should seek the advice of a counselor or staff member. Depending on the nature of the concern, students can resolve problems

by meeting with the Academic Dean for classroom concerns and the Dean of Students for non-classroom concerns. Students not satisfied with results at one level should go on to the next level.

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

Public Safety

EMERGENCY NOTIFICATION AND/OR TIMELY WARNING

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

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

STUDENT RIGHT TO KNOW ACT

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

PUBLIC SAFETY UNIFORM CRIME REPORTS

| CRIMINAL OFFENSES | 2011 | 2012 | 2013 |
|---------------------------|-------------|-------------|-------------|
| Aggravated Assault | 0 | 0 | 0 |
| Assault | 3 | 13 | 3 |
| Arson | 0 | 0 | 0 |
| Burglary | 1 | 0 | 0 |
| Criminal Homicide | 0 | 0 | 1 |
| Criminal Mischief | 13 | 0 | 9 |
| Disorderly Conduct | 15 | 0 | 9 |
| Domestic Disputes | 0 | 0 | 0 |
| Drug Law Violations | 7 | 12 | 5 |
| Forcible Sex Offenses | 0 | 1 | 0 |
| Harassment | 11 | 0 | 8 |
| Hate Crimes | 0 | 0 | 0 |
| Liquor Law Violations | 5 | 15 | 13 |
| Manslaughter | 0 | 0 | 0 |
| Non-forcible Sex Offenses | 1 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 |
| Terroristic Threats | 0 | 0 | 1 |
| Theft | 29 | 48 | 33 |
| Trespass | 4 | 0 | 3 |
| Vandalism | 3 | 0 | 3 |
| Weapon Law Violations | 0 | 2 | 0 |
| Total Offenses | 92 | 91 | 88 |

MISSING PERSONS POLICY

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

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

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

The Director of Public Safety will contact one, or more, of the following law enforcement agencies: Scranton Police (570) 348-4141 or the Pennsylvania State Police Dunmore Station

(570) 963-3156. The initial contact will be to the appropriate jurisdictional authority, and the Director of Public Safety will reserve the right to contact all of the above. The Director of Public Safety will also activate the College's internal emergency response team.

FIRE AND EMERGENCY EVACUATION POLICY

All students, faculty members, administrators, and classified personnel must consider the ringing of the fire alarm as a *bona fide* emergency signal and react accordingly. Upon the sounding of the fire alarm, all rooms and buildings will be vacated in an orderly fashion and as rapidly as possible. No one is allowed to remain in the building except essential personnel.

When exiting the building, students are asked to take with them backpacks, purses, coats, and valuables they have on or near their persons. They should not return to the area for any items left behind until given permission to return to the area by an administrator of the College.

In case of an emergency, please keep in mind:

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

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

STUDENT MOTOR VEHICLE AND PARKING POLICY

All motor vehicles parked on a Lackawanna College-owned or leased parking lot must display a valid parking permit. Parking permits are available in the Public Safety Office at no cost to Lackawanna College Students. Please refer to the College's portal to apply for a parking permit for new vehicles- permits are issued for each semester.

All permits must be affixed to the mirror of the vehicle, facing forward, in order to be plainly visible for inspection. Handicapped permits must be displayed per state statute. No one will be permitted to utilize another handicapped individual's parking placard. The penalty for improper use of a handicapped placard will be revocation of parking privileges.

Any vehicle without a valid parking permit displayed on the rearview mirror will be subject to being towed or booted without notice. All illegally parked vehicles are subject to be towed or booted without notice. The driver/owner is solely responsible for all towing and storage fees incurred. Parking privileges in the campus lots will be revoked for repeated offenses.

Lackawanna College assumes no responsibility for vehicles parked on College property. Students, faculty, and staff are solely responsible for their vehicles (including parking citations and/or towing or booting charges) while the vehicles are located on College property. Parking spaces are designated as faculty, staff, student, handicapped, visitor, and reserved. Please park in proper spaces only. Parking is allowed only in marked spaces, within the lines. Vehicles parked inappropriately in spaces, unmarked areas, or causing any properly parked vehicle to be blocked from ingress or egress will be subject to fine and/or immediate towing or booting. There will be no notice given. Overnight parking in College lots is prohibited. Violators will be towed. Parking is prohibited in drives, driveways, walkways, and seeded areas.

Special Notice: As of August 15, 2015, all resident students' vehicles must be parked off campus. Commuter students are the only students allowed to park on College-owned and/or leased parking lots.

Resident and commuter students can use on street parking or make arrangements with private vendors. In an effort to facilitate off-campus parking, the College has negotiated a deal with the parking authority facility on North Washington Avenue that will allow students to enter into a four-month agreement at the cost of \$80/month. This agreement will allow them to park 24/7 during that four-month time period. For those students with sufficient financial aid, this charge can be covered as part of their financial aid package. Additional information can be found on the [Parking Program Request](#) Form, or contact the Financial Aid Office directly.

PARKING LOT DEFINITIONS

| | |
|------------------------------------|---|
| Vine Street Entrance: | Designated for staff, faculty, handicapped staff and faculty, visitors, and reserved VIP parking. |
| North Washington Avenue: | Designated for students, handicapped students, and vendor parking. |
| Wyoming Avenue/Vine Street: | Designated for staff only. |

STUDENT ID CARDS

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

| | |
|------------------------------------|------|
| First replacement: | \$30 |
| Second replacement: | \$40 |
| Third and subsequent Replacements: | \$60 |

Failure to present a student ID when requested by a College official will result in disciplinary action starting with a fine of \$100 and sanctioning based on occurrence.

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

Student Health and Wellness

COLLEGE HEALTH SERVICES

The Wright Center for Primary Care (WCPC) Student Health Services is committed to helping students maintain healthy lifestyles by empowering and accommodating them with accessible, affordable, student-focused, and culturally-sensitive healthcare. WCPC provides an inter-professional team-based delivery of high-quality primary care health services to Lackawanna College in Seeley Hall, located at 406 North Washington Avenue.

The Wright Center for Primary Care's phone number is (570) 955-1474. Hours of operation are:

Monday: 8 a.m. to 1 p.m.
Tuesday: 1 p.m. to 5 p.m.
Wednesday: 1p.m. to 5 p.m.
Thursday: 1 p.m. to 5 p.m.
Friday: 8 a.m. to 2 p.m.

A student's health insurance will be used to cover the cost of service. In cases where insurance is unavailable, the WCPC will work with the student to ensure availability of service. For more information on the WCPC, students are encouraged to refer to the link on the [Lackawanna College portal](#).

EMERGENCY PSYCHOLOGICAL CRISIS RESPONSE POLICY

The Student Wellness Program is responsible for assessing students who may be exhibiting signs of emotional crisis. Any member of the College may report his/her concern for the student to the Student Wellness Program for immediate assessment.

For additional information regarding the Emergency Psychological Response Policy and reporting procedures, visit the [Student Wellness Program](#) page on the Lackawanna College portal.

HEALTH INSURANCE

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

INFECTIOUS DISEASE POLICY

Lackawanna College recognizes that individuals employed or studying at the College may come into contact with an infectious disease, and therefore, realizes that policies and procedures are required in relation to infectious diseases. Infectious diseases include, but are not limited to, AIDS, HIV, meningitis (in all forms), hepatitis (in all forms), legionnaire's disease (Legionella), Methicillin-resistant Staphylococcus aureus (MRSA), tuberculosis, and many diseases of childhood.

To help prevent the spread of infectious disease on our campus, Lackawanna College would like to encourage all prospective students to avail themselves of vaccination against several infectious diseases that can occur in the college environment. We recommend vaccination for several of the diseases since there has been an increase in transmission, particularly on college campuses nationwide, throughout the past several years. It is our policy to assist in the education of our prospective students in order to protect the interests of our faculty, staff, and students and make our environment as congenial, safe, and equitable as possible. All College personnel will be educated regarding the utilization of "Universal Precautions" whenever these are deemed necessary.

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

Lackawanna College will not undertake programs of screening newly admitted or continuing students. The presence of any infectious disease should not preclude access to College facilities and classes. Students having acquired any infectious diseases may participate in campus activities as their condition allows.

The primary responsibility of Lackawanna College with regards to infectious diseases is education. Current educational information about infectious diseases will be made available to all members of the Lackawanna College community through Student Affairs.

Lackawanna College is committed to the implementation of appropriate procedures to prevent the accidental transmission of any infectious diseases. The precautions outlined by the United States Public Health Service (Universal Precautions) will be undertaken for any occupational activities or programs of instruction, research, or training in which there is a potential for exposure of individuals to any infectious diseases.

If a known immunocompromised employee or student engages in activities, which, in the judgment of the College, appear to place others at risk, the College reserves the right to take corrective action.

Lackawanna College has a duty to provide and maintain a healthy and safe environment for all students, staff, and others working at or visiting our sites. The College has an obligation to minimize the risk to anyone in the community of contracting an infectious disease. We are also committed to supporting and protecting our students, faculty, staff, and others who have an infectious disease from discrimination and/or harassment. If, however, a known immunocompromised employee or student engages in activities, which, in the judgment of the College, appear to place others at risk, the College reserves the right to take corrective action.

Lackawanna College recognizes that individuals have the right to privacy and confidentiality regarding their personal information. The College will ensure that processes are in place to protect this privacy.

MEDICAL SUSPENSION POLICY

The College administration reserves the rights to suspend/administratively withdraw a student from the College for medical reasons if the student has a contagious disease, which, in the opinion of medical personnel, can transmit or inflict the illness to others on campus through normal daily contact.

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

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

MENTAL HEALTH POLICY

Lackawanna College is committed to the success of all students, including those with mental health conditions. Lackawanna College will:

- Acknowledge but not stigmatize mental health conditions;
- Make suicide prevention a priority;
- Encourage students to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education as normally as possible by making reasonable accommodations;
- Refrain from discrimination against students with mental health illnesses, including punitive actions towards those in crisis.

Students are encouraged to seek counseling, assessment, and mental health treatment referral through the Student Wellness Program or the Wright Center for Student Health. For additional information on the Mental Health Policy, visit the [Student Wellness Program](#) page on the Lackawanna College portal.

NON-DISCRIMINATION POLICY

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, sexual violence, and gender based harassment.

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, sexual violence and gender-based harassment by employees, students or third parties. This includes prohibiting discrimination against pregnant and parenting students. The College also prohibits retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. This policy applies to admissions, employment, treatment and access to all programs and activities that take place either on or off the campus at Lackawanna College.

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.

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.

Reports or inquiries regarding nondiscrimination should be made to: Title IX Coordinator/Executive Director of the Student Wellness Program, Marsha Pigma, Angeli Hall, Room 102, 501 Vine Street, Scranton PA, 18509 (570) 955-1466/(570) 677-7589, piggam@lackawanna.edu.

Equal Opportunity and Affirmative Action inquiries: Anita Cola, Affirmative Action Officer/Dean of Continuing Education, Angeli Hall, Room 300C, Vine Street, Scranton PA (570) 961-7815, colaa@lackawanna.edu or Dan LaMagna, Affirmative Action Officer/Dean of Students, Angeli Hall, Room 104, Vine Street, Scranton PA, (570) 504-1579, lamagnad@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 www2.ed.gov/ocr, (800) 421-3481. Philadelphia Office: Office for Civil Rights U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323 Telephone: 215-656-8541, email: OCR.Philadelphia@ed.gov.

STUDENT WELLNESS PROGRAM

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

Our goal is to assist students in acquiring the skills, attitudes, and resources necessary to both succeed in the college environment and better the communities in which they live.

The Student Wellness Program offers support, assessment, and referral services to all students of Lackawanna College. The Student Wellness Program provides a confidential atmosphere and an objective perspective for the student. For additional information, visit the [Student Wellness Program](#) page on the Lackawanna College portal.

Emergency and crisis consultation are also available through the Student Wellness Program. Situations of a serious nature are referred to community agencies or local hospitals with the support and assistance from the Student Wellness Program.

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

SUBSTANCE ABUSE ASSESSMENTS

Students can schedule an appointment with the Student Wellness Program for a substance abuse assessment. Recommendations are determined following completion of the assessment. The recommendations may include additional scheduled sessions with the Student Wellness Program for support and skill building, educational classes on the harmful effects of alcohol and other drugs offered through the Student Wellness Program, referral to community treatment providers for dependency and addiction issues, and/or referral for behavioral health assessment via the Wright Center for Primary Care (WCPC) Student Health Services. All students who have violated the Alcohol and Other Drugs policy are referred to the Lackawanna College Student Wellness Program for a substance abuse assessment.

Student Life

Student Life at Lackawanna College is based upon the premise that learning extends beyond the classroom into all aspects of the collegiate experience.

The Student Life department strives to develop and implement a variety of events, programs, clubs, activities, and service projects which complement the academic experience of Lackawanna College students and enhance their adjustment to college life and the local community. Participation in organizations and activities allows students to develop their leadership and social skills through interaction, involvement, and service, and students are strongly encouraged to get involved on campus.

Programming calendars listing scheduled activities, club meetings, and community service projects are published monthly, and all events are included on the portal calendar. Some of these include new student orientations, homecoming festivities, spring fling, recreational activities, holiday celebrations, and more. In addition, students regularly support community organizations such as Big Brothers/Big Sisters, the Children’s Advocacy Center, Make-A-Wish, Griffin Pond Animal Shelter, and United Cerebral Palsy. They also volunteer with local agencies for food drives, fund-raising events, literacy efforts, and community service projects.

The Student Life department, located in the Students Affairs Suite (105 Angeli Hall), is open Monday through Friday from 8 a.m. until 4:30 p.m.

STUDENT ORGANIZATIONS

The College provides a formalized means for students to develop leadership skills through participation in student organizations. These groups include the Christian Fellowship Bible Study Club, the Creative Arts Club, the Dance Club, F.A.B. (Falcon Ambassador Board), L.C.V.I.A. (student veterans), the Marketing Club, the Multiplicity Diversity Club, PBL (Phi Beta Lambda), Phi Theta Kappa Honor Society, the Pineapple Club (Hospitality & Culinary), P.R.I.D.E. (LGBTQ), SGA (Student Government Association), S.W.A.T. (Student Wellness Action Team), V.O.L.C. (Volunteers of Lackawanna College), and the Women’s Empowerment Club.

CHRISTIAN FELLOWSHIP CLUB (BIBLE STUDY)

“Study to show yourself approved unto God; a workman needth not be ashamed, rightly dividing the Word of truth.” (2 Timothy 2:16). The Christian Fellowship Club assists members in gaining a better understanding of the Bible, getting to know God through His word, and gaining self-improvement. Through discussion, members learn to understand Bible messages and apply them to everyday life.

CREATIVE ARTS CLUB

The Creative Arts Club offers a relaxing outlet for the student who is looking for an oasis to doodle, draw, crochet, creatively write, or listen to music. Some materials such as drawing paper and charcoal pencils are provided, but students are encouraged to bring their own supplies if they wish. This club meets twice a week for convenience, but students can also just drop-in to sit, relax, and be creative.

DANCE CLUB

Lackawanna College Dance Club members enjoy expressing themselves through all styles and cultures of dance, while having fun and building confidence. Members may also perform at select student events on campus.

FALCON AMBASSADOR BOARD (FAB)

The Falcon Ambassador Board is a student leadership development program that acts as an extension of the Dean of Students Office. FAB members implement programs that welcome new students by enhancing the college dorm and commuter experience through events and leadership activities. Falcon Ambassadors also act as the College's tour guides, work to promote all aspects of Lackawanna College, and help communicate College policies to current students. FAB students are involved in diverse areas of campus life and serve as hardworking representatives for the Dean of Students Office.

L.C.V.I.A. (LACKAWANNA COLLEGE VETERANS IN ACTION)

L.C.V.I.A. was formed to facilitate the interaction of student veterans on campus. In addition to working as a support system, members are involved in the local community where they work with, and give back to, other veteran's initiatives.

MARKETING CLUB

Marketing Club members conduct creative fundraisers and use funds to benefit targeted needs of the student body. They also assist other student organizations with marketing and publicity efforts.

MULTIPLICITY CLUB

Webster defines the word multiplicity as the quality or state of being multiple or various. The Multiplicity Club endeavors to enrich the collegiate experience of the Lackawanna College community by exploring our differences and similarities and facilitating a sense of belonging for all. The Club, which is student driven and does not require you to be something, just to be, hosts events and collaborates with area colleges and organizations to raise awareness about issues that affect us all.

PHI BETA LAMBDA (PBL)

PBL's purpose is to ignite innovation by combining business and education in a positive working relationship through innovative leadership and career development programs. Members compete in state and national competitions and students of all majors are invited to join.

PHI THETA KAPPA HONOR SOCIETY

Beta Kappa Alpha, Lackawanna College's chapter of the national Phi Theta Kappa Honor Society, recognizes academic achievement and encourages student success through resources emphasizing college completion, professional development, leadership skills, and participation in campus and community service projects.

PINEAPPLE CLUB (HOSPITALITY & CULINARY)

The Pineapple Club, which is open to students of all majors, endeavors to educate people about the hospitality and culinary industry and all it has to offer! Members participate in volunteer work on and off campus.

P.R.I.D.E. (PEACE, RESPECT, INCLUSION, DIGNITY, AND EQUALITY)

P.R.I.D.E. is a group of caring individuals seeking to carry the message of hope, understanding, and support within the LGBTQ student community. Allies are welcome!

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is the executive and legislative arm of the student body, serves as a liaison between the College's administration and students, and plays a pivotal role in the planning and coordination of programming activities on campus. SGA offers students opportunities for development of their leadership skills through interaction with College administrators, community organizations, and other student clubs, as well as attendance at a variety of conferences.

S.W.A.T. (STUDENT WELLNESS ACTION TEAM)

The goal of S.W.A.T. is to promote positive lifestyles, positive choices, and total wellness for all students of Lackawanna College. S.W.A.T. serves to assist students in enhancing their social, emotional, physical, nutritional, intellectual, and spiritual development through the creation and promotion of wellness events and activities in conjunction with the Lackawanna College Student Wellness Program.

V.O.L.C. (VOLUNTEERS OF LACKAWANNA COLLEGE)

V.O.L.C. is a monthly opportunity for students and staff to work together providing services in the local community. Given today's increased need for philanthropic measures, these outings allow students to become better acquainted with the concept of what it means to be a volunteer and an integral part of the social fabric. Additionally, the trips allow staff and students to intermingle in an off-campus environment and recognize each other as individuals.

WOMEN'S EMPOWERMENT CLUB

The Women's Empowerment Club helps members move toward increasing empowerment in their own lives through camaraderie, development of life skills, and the promotion of community awareness activities. The Women's Empowerment Club helps create and promote social wellness events and activities in conjunction with the Lackawanna College Student Wellness Program.

Club and Organization Policies

FUNDRAISING POLICY

Each student organization is responsible for initiating its own fundraising projects, which must offer a benefit to the College community consistent with the College's educational mission and comply with all local, state, and federal laws and ordinances. Fundraising activities include internal fundraisers, external fundraisers, product sales, solicitations, donations, or in-kind contributions. All fundraising events must be registered at least two (2) weeks in advance of the activity with the office that oversees their fundraisers via the Fundraising Registration Form. The College will assist student groups in determining the most appropriate time for fundraising based on the type of fundraiser, events, etc. All requests will be reviewed and approved by the sponsoring office and the Office of Advancement. The College reserves the right to make recommendations to a registration or deny a registration.

- In general, student fundraisers that promote the use or sale of alcohol will not be approved.
- Use of the Lackawanna College tax exempt status must receive prior approval from the sponsoring department and the Office of Advancement.
- Raffles, lotteries, and sweepstakes may be approved but require appropriate oversight and compliance.
- The sale of baked goods may require additional authorizations and provisions for food safety/preparation.
- Using professional fundraising firms is generally not allowed.
- Student solicitation of funds from outside businesses and other organizations may conflict with the College's ongoing fundraising efforts creating confusion and/or duplication. Therefore, student organizations intending to solicit outside businesses must submit a list of said businesses for approval by the Office of Advancement.

This policy is not intended to address or encompass all fundraising activities and separate guidelines may be drafted for those entities as appropriate.

Additionally, fundraising events may not disrupt or impair the normal operation of the College, nor interfere with existing College-operated services or contracts. Organizers of fundraisers may not use overbearing or coercive acts that might intimidate those persons from whom support is sought. A student, on behalf of their group, may be permitted to ask members of the Lackawanna community to buy an item or attend an event planned by the group as part of a fundraiser. In some instances, a portion or all of the proceeds may offset the costs a student incurs for trips or other College sponsored activities. A student may not directly ask members of the Lackawanna College community for a cash donation to support his/her personal participation in a Lackawanna or a non-College affiliated event. This includes direct solicitation, office solicitation, email, or personal letter.

When working outside the Lackawanna College community, a student has the right to affiliate him/herself as a member of the College community and can ask for written verification on Lackawanna letterhead from the designated office/department. This letter will indicate that he/she is part of a specific group and he/she is raising funds for a specific purpose. A student can

and should show his/her College ID to help identify him/herself as a member of the Lackawanna community.

All fundraising activities must meet the guidelines in this policy and must be reviewed and signed by the sponsoring office/department and the Office of Advancement (please see the complete Fundraising Policy and Fundraising Form).

GAMBLING POLICY

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

PUBLIC RELATIONS FOR STUDENT ORGANIZATIONS

Each student organization is responsible for creating its own internal public relations materials (i.e. posters, fliers, etc.). All publicity for use within the College must be submitted to Student Affairs for approval before release or posting on College bulletin boards. External publicity and public information must be reviewed and approved by the College's Office of Advancement.

Questions about this policy should be directed to Wendy Hinton, Director of External Relations, (570) 955-1456, hintonw@lackawanna.edu or Christopher Hughes, Manager of Web Content and News Service, (570) 961-7856, hughesc@lackawanna.edu.

SOCIAL MEDIA POLICY

Lackawanna College believes that having a presence in social media will allow the College to communicate information and interact with the public on a daily basis. Current and future students, faculty, staff, alumni, and donors are utilizing media such as Facebook, Twitter, LinkedIn, Instagram, YouTube, and many others to stay connected. In order to operate within these platforms effectively, Lackawanna has developed a social media policy to ensure that any and all interactions on behalf of Lackawanna represent the College's best interests.

These guidelines are broad in nature to accommodate any differences in online platforms while maintaining a universal code of conduct; the policy may need to be adapted accordingly. The Lackawanna College Social Media Policy only applies to social media accounts created to represent Lackawanna groups, departments, programs, and entities, and does not apply to private, individual accounts.

LACKAWANNA COLLEGE SOCIAL MEDIA ACCOUNTS

- For an officially authorized group to obtain a social media account, the group's administrators must seek approval from the Office of Advancement.
- No user may establish social networking sites that use the Lackawanna College logo or other intellectual properties such as photography, video, artwork, and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution without authorization.

- The Office of Advancement is a resource for the College community for any social media needs. Approved administrators of individual accounts can manage the functions of each approved page, but the Office of Advancement will make final decisions regarding any situation that arises in a social media setting.

ACCOUNT ADMINISTRATORS

- All social media accounts officially recognized by Lackawanna College must have a Lackawanna faculty or staff member as an administrator at all times.
- If the administrator of an account leaves the College for any reason, or no longer wishes to be an administrator, it is the direct supervisor's responsibility to designate another employee to be an administrator. The Office of Advancement should be notified when a new administrator takes over.
- Lackawanna College employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible for removing content that may violate the College's Code of Conduct Policy.

CONTENT

- Privacy does not exist in the world of social media. Use good ethical judgment and follow College policies and federal requirements, such as FERPA and HIPAA when posting on social media sites.
- Review content for accuracy, grammar, and spelling. This is especially important if posting on behalf of the College in any capacity.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the Lackawanna name to promote any opinion, product, cause, or political candidate.
- Do not post any content that could be deemed to be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity or information that is confidential and proprietary to the College, or is a violation of intellectual property rights or privacy laws.
- Lackawanna College has the right to remove any content for any reason, including but not limited to, content that it deems threatening, harassing, illegal, obscene, a violation of intellectual property rights or privacy laws, or otherwise defamatory, slanderous, or hostile.
- Be aware that a presence in the social media world is or can easily be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

CONSEQUENCES

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

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Questions about this policy should be directed to Wendy Hinton, Director of External Relations, (570) 955-1456, hintonw@lackawanna.edu or Christopher Hughes, Manager of Web Content and News Service, (570) 961-7856, hughesc@lackawanna.edu.

Athletics

The mission of the Lackawanna College Athletics department is to prepare our student-athletes for transfer to four-year institutions, productive careers, active and responsible citizenship, and life-long learning. The Athletics department emphasizes personal development, professional preparation, and degree completion.

The Lackawanna College Athletics department is located on the third floor of the Student Union building.

For more information visit the [Athletics](#) page, call (570) 961-0700, or email athletics@lackawanna.edu.

Residence Life

BACKGROUND CHECKS FOR RESIDENT STUDENTS

In order to continue providing a safe living environment for all resident students, Lackawanna College has established a policy that requires a background check to be conducted on all resident student applicants. These background checks will provide the College with valuable information that will enable our administration to identify previous criminal convictions that were committed by prospective students. Certain convictions would restrict them from becoming part of our residential community. If the Criminal History Review reports that the applicant has a criminal history, the information will then be evaluated according to the Lackawanna College Residence Life Criminal History Standards. If the applicant does not meet the standards, a declaration of “not eligible” will be made. The Residence Life Review Team will conduct this review. Composition of this team will include the Vice President for Student Affairs, the Dean of Students, the Director of Public Safety, or their designees. The Dean of Students will notify an applicant who does not meet the standards within (7) business days in a letter that his/her application has been rejected. The procedures for refund of the deposit and the appeal process will be explained in that letter.

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

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

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

Please note that a conviction for the following crimes will be “without appeal”:

- Murder
- Manslaughter
- Sexual Assaults
- Aggravated Assault

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- Riot
- Kidnapping
- Arson

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

In addition to all past criminal charges, all students must also report any current or future arrests while attending Lackawanna College. Failure to disclose arrests will result in disciplinary action up to and including dismissal.

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

A student may appeal the finding of the Residence Life Review Team. This appeal process can be found in the Lackawanna College Residence Life Appeal Procedure-located in the Residence Life Handbook.

STUDENT RESIDENCY POLICY

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

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

Financial Aid

Lackawanna College makes every effort to provide financial assistance to all eligible students. The Financial Aid program operates in harmony with the principles of student financial aid administration. The primary goal is to help meet the financial needs of students 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. Financial aid is regarded as a supplement to students' and parents' resources.

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

The deadline for submitting applications is May 1. Applications received after May 1 will be processed, as funds are available. Forms must be filed on a yearly basis. Eligibility is contingent on need, prior year academic progress, and funds available. No aid is automatically renewed.

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

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

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

FEDERAL FINANCIAL AID PROGRAMS

PELL GRANTS

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

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

SEOG grants are awarded to students who demonstrate exceptional financial need.

FEDERAL WORK-STUDY

The federal government provides part-time employment for students who demonstrate financial need, and work assignments may be awarded as available.

FEDERAL DIRECT STAFFORD LOAN PROGRAM

Students may apply for loans to assist them in meeting their educational costs. Students at the first level (0-23 credits earned) are eligible to borrow \$3,500 subsidized and an additional \$2,000 unsubsidized. Students at the second level (24 earned credits or more) are eligible to borrow \$4,500 subsidized and an additional \$2,000 unsubsidized. For transfer students, earned credits include the number of credits accepted into Lackawanna College.

FEDERAL DIRECT PLUS LOANS

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

INSTITUTIONAL AID

Lackawanna College offers a number of institutional scholarships to qualified students. Selection is made through the Scholarship Committee by April 1. Information can be obtained on the Lackawanna College portal, in the Financial Aid Office, or on the [Financial Aid](#) page.

PAYMENT INFORMATION

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

The College offers an interest-free, four-installment payment plan for the fall and spring semesters. Payments start approximately two (2) months prior to the start of the semester and are four (4) equal installments 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 room and board for each semester.

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

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

The first payment is due and payable the last week of July for the fall semester and the last week of December for the spring semester (Contact the Bursar's Office or visit the portal for exact dates). A \$25 late payment fee will also be assessed each month a payment is late under the payment plan. If timely payments are not made, the College reserves the right to refuse the agreement to a payment plan with the student for subsequent semesters.

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

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

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

PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY

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

PRIVATE SCHOLARSHIPS AND FUNDING

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

VA 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 Registrar's Office to complete paperwork for educational benefits. Visit the [Veterans](#) page for more information.

THE OFFICE OF VOCATIONAL REHABILITATION

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

REFUND POLICY

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

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- If a student withdraws prior to or during the first week of classes, only the \$35 application fee and the \$100 commitment fee (\$375 commitment fee for resident students) will be retained. All other payments of tuition will be refunded.
- If a student withdraws during the second week of classes, the College will retain 50% of the total tuition for that semester.
- If a student withdraws during the third week of classes or later, the College will retain 100% of the tuition.
- If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed.

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

Students who withdraw from Lackawanna College will be entitled to an adjustment of tuition charges according to the Lackawanna College Refund Policy. Please visit the [Business Office](#) page for a comprehensive view of this policy.

SATISFACTORY ACADEMIC PROGRESS

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

PHEAA STATE GRANT

PHEAA 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 the state grant was received for attendance at another institution. Also, students who take more than 50% of their classes online may be in jeopardy of losing their PHEAA state grant for that given semester.

STUDENT HOUSING PAYMENT POLICY

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

STUDENT LENDING CODE OF CONDUCT

To learn more about Lackawanna College's Student Lending Code of Conduct, please see the College's [Financial Aid page](#).

SPECIAL FEES

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

| | |
|--|-----------------------|
| Drop/Add | \$ 15 |
| Change of Major | \$ 15 |
| Transcript Request | \$ 5 |
| Late Registration | \$ 30 |
| Change of Grade/Incomplete Fee | \$ 20 |
| Late Submission Graduation Fee (After applicable deadline) | \$ 150 |
| Life Experience Processing Fee | \$ 35 |
| **Lab Fee (3 credit course) | \$75 |
| **Lab Fee (1 credit course) | \$25 |
| Activity Fee (<i>Scranton students only</i>) | \$105 |
| Activity Fee (<i>Lake Region students only</i>) | \$75 |
| Late Payment Fee | \$50 per month |
| Technology Fee (<i>All full-time students</i>) | \$250 |
| Communications Fee (<i>Scranton Communication Technology courses only</i>) | \$75 per course |
| Stop Payment Fee | \$50 |
| Return Check Fee | \$25 |
| Hospitality Majors | \$125 per semester |
| Culinary Majors | \$125 per semester |
| Physical Therapist Assistant Majors | \$125 per semester |

*All fees are subject to change without prior notice.

**Lab Fees for part-time and 19+ credit students only.

Resource Facilities

BOOKSTORE

Follett College Stores, Inc. manages the Lackawanna College Bookstore. In addition to providing textbooks, the bookstore carries a full line of classroom supplies, reference books, Lackawanna clothing, greeting cards, and snacks. Financial aid can be used in the bookstore for books and other classroom supplies. In semester hours are 9 a.m. until 4 p.m. Visit www.efollett.com for more information.

CAFETERIA HOURS OF OPERATION

The cafeteria is located on the third floor of Angeli Hall and is open during the following hours:

Monday - Friday: 7:30 a.m. to 7:30 p.m.

Saturday - Sunday: noon to 4 p.m.

Holidays when residents are on campus: noon to 4 p.m.

CAFETERIA COMPRESSED SCHEDULE

Football players will eat in the dining hall from 8:30 a.m. to 9 a.m. Monday through Thursday; for all other dorm students, the cafeteria will open at 9 a.m. On Fridays, the cafeteria will open at 9 a.m. for all dorm students.

If College closes after classes are in session Monday through Thursday, the cafeteria will remain open for one (1) hour after the official closing time for the students and staff to eat. At the conclusion of that hour, the cafeteria will be closed. The football players will then eat in the dining hall.

If the College closes after classes are in session on Friday, the cafeteria will remain open for one (1) hour after the official closing time for the students and staff to eat.

If the College is closed due to weather conditions, the weekend schedule will be followed.

CAFETERIA HOLIDAY SCHEDULE

The cafeteria will be closed on the following days:

- September 7, 2015 in observance of Labor Day (Monday)
- October 12, 2015 in observance of Columbus Day (Monday)
- November 11, 2015 in observance of Veteran's Day (Wednesday)
- November 25, 26, 27, 2015 in observance of Thanksgiving
- December 21 - 31, 2015 in observance of Winter Holiday
- January 1, 2016 in observance of the New Year's Holiday (Friday)

- January 18, 2016 in observance of Martin Luther King, Jr. Day (Monday)
- February 15, 2016 in observance of Presidents' Day (Monday)
- March 25 & 28, 2016 in observance of Spring Recess
- May 30, 2016 in observance of Memorial Day (Monday)

COMPUTER LAB SERVICES

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

Labs are available when classes are not in session. For more information or lab hours, please visit the [Information Technology](#) page.

COPYRIGHT POLICIES AND GUIDELINES

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

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

Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on College computing equipment without the proper license or the express written consent of the copyright holder is prohibited.

Not all copyrighted material is denoted with a © symbol, and users should not assume that it is. Prior to downloading a file, image, or any other type of media, users should obtain permission from the author unless the fair use doctrine clearly applies to the situation.

Acknowledging the source of copyrighted material does not substitute for obtaining permission. The recording, film, and software industries have become very aggressive in their active pursuit of copyright infringement. They have spent millions of dollars and have hired hi-tech firms to develop and maintain software that is able to search the Internet and identify unauthorized distribution of their protected titles.

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

FAIR USE GUIDELINES

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

- The purpose and the character of the use, including whether it is for commercial or nonprofit educational purposes;
- The nature or type of the copyrighted material (periodical, film, book, etc.);
- The amount and substantiality of the portion used in relation to the whole;
- The effect of the use on the potential market for or value of the copyrighted material.

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

PEER-TO-PEER FILE SHARING

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

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

Law enforcement agencies, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and other copyright holders of digital media actively monitor the Internet for users who are distributing copyrighted material. When violations are discovered, they contact the owner of the network on which the offending computer resides. To protect the College and the student, the computer will be removed from the network on receipt of a DCMA complaint. For more information on the laws regarding file sharing, please visit www.campusdownloading.com.

PREVENTING ILLEGAL FILE SHARING

Avoid using file-sharing programs. Lackawanna College strongly discourages the use of file-sharing programs due to the risk that files may be copyrighted. Many of these programs can turn a computer into a server even if it was not the users’ intent. Ports are blocked to help

prevent file-sharing networks. Use legal online sources such as Apple iTunes, AOL Music, Yahoo! Music, and YouTube.

For further sources of legal online content, please visit www.campusdownloading.com/legal or www.educause.edu/legalcontent.

GENERAL USE OF COMPUTING AND NETWORK RESOURCES

- Users are responsible for computing activity that takes place on their account(s). Account holders are responsible for using their account in an appropriate manner. This includes safeguarding passwords, protecting confidential data, and following security policies.
- Unauthorized use of another individual's account is prohibited.
- Users are responsible for respecting the privacy of others. Programs and files are confidential unless they have been made available with written permission to other authorized individuals. Attempts to access, monitor, or alter another user's files or electronic messages is prohibited.
- Lackawanna College respects the copyright protections given to authors, owners, and publishers under federal law. Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on College computing equipment without the proper license or the express written consent of the copyright holder is prohibited. Please visit the [Information Technology](#) page for more information.
- Internet access is filtered to only allow connections through standard ports. All other ports are restricted to help prevent peer-to-peer file sharing and limit bandwidth usage.
- Copying system files is prohibited.
- Viewing, printing, or sending offensive, pornographic, or discriminatory messages, and/or images is prohibited.
- Conducting illegal activities is not permitted.
- The willful introduction of computer viruses or other disruptive/destructive programs is prohibited.
- Users may not attempt to uncover or exploit security loopholes in our servers, server software, routers, or other network hardware.
- The intentional attempt to crash or degrade performance of network systems or programs is prohibited.
- Decryption or capture of system or user passwords is prohibited.
- Any attempt to secure a higher level of privilege or gain unauthorized access to systems on or off campus is prohibited.
- Use of the systems and/or networks to interfere with the normal operations of the College, another student, faculty member, or staff is prohibited.
- Use of the College's computer and network resources for commercial or partisan political activity not related to the mission of the College is prohibited.
- Selling or advertising services/merchandise not related to Lackawanna College is not permitted.
- Network users are responsible for all traffic origination from their network device. The College reserves the right to monitor all network activity, incoming or outgoing. All web usage is logged by default.
- Attempts to reconfigure the network infrastructure are prohibited.
- Attempting to set up any other kind of server on the College's network is prohibited.

COMPUTER LABS

- Computer labs are provided for students to conduct course-related or other academic work.
- Computer labs are available when the room is open and class is not in session. Please check the sign on the computer lab door for availability.
- Food and beverages are not permitted in computer labs.
- Users are not allowed to install software onto the systems. Anyone needing software installed for academic purposes should contact the IT administrator. Notification should be given at least two (2) weeks prior to the date needed in order to provide sufficient installation time.
- Students must save their work to their own USB drive or to cloud storage. Saving to the hard drive of the computers is not permitted.
- During peak usage times, students should be considerate of the needs of their peers by limiting their time using the computer equipment to one (1) hour.
- Users must show consideration for others and refrain from engaging in any activities that would interfere with the work of others, or otherwise disrupt the intended use of network resources.
- Intentionally disabling computer hardware or software, including modifications to settings, is prohibited.

EMAIL

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

VIOLATIONS

- Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it accessible for authorized and legitimate users. By using any of Lackawanna College's electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable College policies and local, state, federal, and international laws and regulations.
- If a user feels that they are a victim of computer abuse, harassment, malicious behavior, spamming, or unauthorized account access they should report incidents to Public Safety.
- If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.
- All users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of Lackawanna College's computing facilities may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be

responsible for the actions of individual users, it is understood that Lackawanna College will make every effort to ensure compliance with established laws.

CONTINUING EDUCATION DEPARTMENT

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

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

The Continuing Education department of Lackawanna College is located in Angeli Hall and can be contacted by calling (570) 961-7813.

THE ENVIRONMENTAL EDUCATION CENTER

The Lackawanna College Environmental Education Center (LCEEC) is a branch of Lackawanna College, conceived to sustain and improve our regions environment and communities through education.

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

OUR MISSION

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

LCEEC PROGRAMS

LCEEC offers a variety of programs, lectures, and workshops focused on sustainability, conservation, and natural history. The Institute is an excellent setting for children and adults to learn about the environment, enjoy the outdoors, and discover how to make changes to

improve the world. LCEEC programs are open to Lackawanna College students, staff, and the surrounding community. Program fees are discounted for Lackawanna College students and staff. Please visit the Environmental Center's page for a list of programs.

Contact Information and Hours:

Monday through Friday 9a.m. - 4 p.m.
(Closed Holidays)

Physical Address:

Lackawanna College Environmental Education Center
Moffat Estate
10 Moffat Drive
Covington Township, PA 18444
(570) 842-1506

FALCONS FITNESS CENTER

The Falcon Fitness Center located in the Student Union, is available for use to enrolled Lackawanna College students. The center includes cardiovascular and weight training equipment. A current student ID card is required for access to the center. Hours of operation will be posted each semester; however, when the College is closed, the center is closed as well.

The Falcon Fitness Center is open Monday through Wednesday 12 p.m. to 9 p.m., Thursday through Saturday 12 p.m. to 12 a.m., and Sunday 12 p.m. to 5 p.m.

RECYCLING PROGRAM

Lackawanna College recycles office paper, shredded office paper, aluminum cans, plastic bottles, glass bottles, magazines, newspapers, and junk mail. All recyclables should be deposited in the blue recycling bins that can be found in the halls of all buildings. If you have any questions regarding the recycling program, contact Michelle Wheeler, Sustainability Coordinator at LCEEC, (570) 842-1506.

THE SEELEY MEMORIAL LIBRARY

The mission of The Seeley Memorial Library of Lackawanna College is to promote intellectual thought. It is our goal for the development, promotion, and improvement of the library to provide all members of the Lackawanna College community with easy access to information and to collaborate with faculty in meeting the educational needs of our students.

The library is located on the ground floor of Seeley Hall, 406 North Washington Avenue, with the main entrance from the cobblestone court on the south side of the building.

LIBRARY HOURS

The library is open 80 hours in a typical week during the fall and spring semesters. These hours can be found on the [library's page](#) or by calling the library at (570) 961-7831. The library is

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always open to accommodate the hours in which the College is open. Hours are posted and are subject to change during semester breaks and College holidays.

ASK HERE PA

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

HOLDINGS

The print collection includes 18,000 bound volumes, 25 periodical subscriptions, and over 1,200 items in DVD formats. Electronic research may be conducted in the library's computer lab, which houses 22 individual computers with Internet access. The online catalog for the collection in the Seeley Memorial Library is available at the library website.

PARTNERSHIP WITH THE ALBRIGHT MEMORIAL LIBRARY

Lackawanna College's Seeley Memorial Library and Albright Memorial Library (located across from Angeli Hall) have entered into a cooperative agreement to encourage greater student use of the Albright Library. By having this agreement, all academic materials, which were housed at Seeley Memorial Library, will be moved to the Albright. In order to use these resources, students will need to apply for a public library card, which can be completed online through the [Lackawanna County Library System](#).

ELECTRONIC RESOURCES

Seeley Memorial Library provides access to a variety of licensed electronic databases, which include online access to journals, newspaper and magazine articles, encyclopedias, eBooks, and more. Students may access the databases off campus through the [library's page](#). There, students will find the direct links to the databases. Any problems accessing or using the databases should be reported to the library at (570) 961-7831.

STAFF

The library staff includes a director, two faculty librarians, one part time librarian, and three support staff positions. Library instruction for classes and groups are conducted upon request. Members of the library staff assist Lackawanna College students and staff in locating and using appropriate materials for assignments, research, or recreational needs.

STUDY AREAS

The library provides several study carrels for student use. For more privacy, a quiet study room is available, complete with Internet ports and a TV/DVD player. This room comfortably accommodates eight people, on a first come, first served basis. The room may also be reserved for groups or individual use by calling the library at least two (2) days in advance at (570) 961-7831 or by email at library@lackawanna.edu.

COPIERS AND PRINTERS

There are two printers located in the library computer lab. The Seeley Memorial Library is unique in that there is no charge for printing; however, it is important to please keep printing to a minimum to that which is actually required to keep this service at no cost. A student ID is required for large printing jobs. A cost of \$0.05 will be charged for every page printed exceeding

100 sheets. A self-service coin-operated photocopier is also available for student use at \$0.10 per page.

TOKENS AND CHANGE

As a courtesy, the library provides tokens and/or change for use in city parking meters. The tokens are purchased at \$0.25 or 5/\$1.00 (limit is \$3).

RULES OF CONDUCT

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

SUSTAINABILITY

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

VOTER REGISTRATION

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