

LACKAWANNA COLLEGE

2010-2011 CATALOG



LACKAWANNA • COLLEGE

Tomorrow Starts Here

A MESSAGE FROM THE PRESIDENT

Dear College Candidate:

In the past dozen or so years, Lackawanna College has become a new institution, expanding its reach at a remarkable rate. Academic offerings have broadened, facilities have multiplied and enrollment has increased. Semester by semester, more and more people are finding that Lackawanna answers their need for quality education at an affordable price.

You are now on the verge of making one of the more important decisions in your life -- the choice of a college in which to pursue your academic goals. The fact that you are examining this catalog shows that you have an interest in enlarging your horizons and in Lackawanna College. We certainly have an interest in you and in your future education.

Research shows that individuals who undertake higher education are generally more satisfied with their lives. Further, it shows that the attainment of a college degree greatly increases a person's economic status during his or her working career. College enriches in myriad ways.

We at Lackawanna College would like to help you on the path to career and personal satisfaction. Our College provides a wide variety of means to assist: small classes, caring teachers, personal attention, helpful counseling, supportive tutoring and continuous encouragement. An open admissions policy guarantees a place for everyone who wants to learn. The College's academic and developmental programs supply the foundation to enable the individual to succeed. The Honors Program recognizes and inspires outstanding students.

This catalog will introduce you to the many programs and courses which are available at Lackawanna College. There is sure to be something here for you — classes to awaken your curiosity and majors on which to build your career. However, to attain these benefits, you must take the first step.

The future is yours to shape. Lackawanna College stands ready to lend a hand in your effort and to offer a pat on the back when needed. Come join us and discover for yourself what great things await you at Lackawanna.

Sincerely,

Raymond S. Angeli
President

LACKAWANNA COLLEGE

2010 - 2011 Catalog

STATEMENT OF DISCLAIMER

The statements in this catalog are for purposes of information. The College reserves the right to change any provisions or requirements, including tuition and fees, at any time within the student's term of residence. No contract is created or implied. Students must fulfill all prevailing degree or program requirements.

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

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

Lackawanna College is a smoke-free environment.

LACKAWANNA COLLEGE

Main Campus

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

Hazleton Center

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

Lake Region Center

8 Silk Mill Drive
Hawley, Pennsylvania 18428
Telephone: (570) 253-5408
Fax: (570) 253-2138

New Milford Center

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

Towanda Center

One Progress Plaza
Towanda, Pennsylvania 18848
Telephone: (570) 265-3449
Fax: (570) 265-0876

Web Site: www.lackawanna.edu

1-877- 346-3552

TABLE OF CONTENTS

Academic Calendar	6
Lackawanna Experience	7
History of the College	8
Mission and Goals	9
Accreditation	11
Main Campus	12
Satellite Centers	15
Admission to the College	17
Tuition and Fees	30
Student Financial Aid	33
Scholarships	35
Professional Development Programs	37
Continuing Education Department	39
Grading System	48
Student Affairs	62
Athletic Programs	65
Academic Programs	67
Course Descriptions	108
Board of Trustees	111
Administration and Staff	113
Faculty	116
Telephone Directory	133

2009-2011 ACADEMIC CALENDAR

2010-2011

FALL 2010

August 25 (Wednesday)	Freshman Orientation
August 30 (Monday)	Fall Semester Begins
September 6 (Monday)	Labor Day/College Closed
October 11 (Monday)	Columbus Day/College Closed
October 25 (Monday)	Advising Begins
November 10 (Wednesday)	Last Day for Withdrawal Without Academic Penalty
November 11 (Thursday)	Veterans' Day/College Closed
November 15-18	Student Registration
November 24, 25, 26	Thanksgiving Break
November 29 (Monday)	Classes Resume
December 6-10	Final Exam Week
December 10 (Friday)	Semester Ends

INTERSESSION 2011

January 3 (Monday)	Interession Begins
January 7 (Friday)	Last day for Withdrawal Without Academic Penalty
January 14 (Friday)	Interession Ends
January 17 (Monday)	Martin Luther King Day/College Closed

SPRING 2011

January 19 (Wednesday)	Freshman Orientation
January 20 (Thursday)	Spring Semester Begins
February 21 (Monday)	Presidents' Day Observed/College Closed
March 14-18	Spring Break
March 21 (Monday)	Academic Advising Begins
April 7 (Thursday)	Last Day for Withdrawal Without Academic Penalty
April 11 – 14	Student Registration
April 22-25	Holiday/College Closed
May 2-6	Final Exam Week
May 6 (Friday)	Spring 2011 Semester Ends

SUMMER I 2011

May 23 (Monday)	Summer I Semester Begins
May 30 (Monday)	Memorial Day/College Closed
June 16 (Thursday)	Last Day for Withdrawal Without Academic Penalty
June 30 (Thursday)	Summer Semester Ends
July 4 (Monday)	4 th of July/College Closed

THE LACKAWANNA EXPERIENCE

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

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

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

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

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

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

THE HISTORY OF LACKAWANNA COLLEGE

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

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

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

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

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

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

MISSION AND GOALS STATEMENT

Lackawanna College is an accredited, private, non-profit educational institution providing opportunities for career and personal development within selected associate degree, certificate and continuing education programs.

Committed to an open admissions policy, Lackawanna College distinguishes itself by offering higher education opportunities to all persons who seek to improve their lives regardless of their socio-economic status, past achievements, gender, national origin, age, race, color or creed. In doing so, the College recognizes its responsibility to maintain a comprehensive program of services to support students aspiring to transfer to four-year institutions, seek employment, upgrade their job-skills or develop professionally.

With an emphasis on academic excellence, Lackawanna College introduces its students to bodies of knowledge and career/life skills that will help them to live, learn and work in an informed society. Students can expect to improve their ability to learn effectively, seek and gather information, communicate both orally and in writing, apply computer technology, work interdependently, gain practical work experience, think critically, make informed decisions, solve problems, become self-directed, understand the need for community service, and appreciate the historical, political, economic, scientific, social and culturally diverse contexts of the world in which they live.

GOALS

- Provide selected two-year and certificate curricula by means of which full- and part-time students may transfer or seek employment.
- Provide education and training opportunities in order to increase students' knowledge and improve their skills as they seek to satisfy academic, employment, personal and life goals.
- Provide educational opportunities to residents living or working in remote areas through a network of locations and the use of technology.
- Provide comprehensive student support services, including financial aid assistance, academic advising, mentoring, counseling, tutoring, cooperative education, extra-curricular activities and student athletic programs.

OUTCOMES ASSESSMENT

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

ACCREDITATION

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

LACKAWANNA COLLEGE FACILITIES

THE MAIN CAMPUS

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

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

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

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

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

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

STUDENT RESIDENT HOUSING

Lackawanna College provides resident housing for male and female students attending the institution's Scranton campus. Accommodations are maintained in dormitories located approximately one block or less from the central campus building. McKinnie Hall, a completely renovated three-story structure at the corner of Vine Street and Wyoming Avenue, has space for 140 male students in dormitory-style rooms housing three or four persons. It opened in the fall of 2002. Within the building, there is a state-of-the-art weight room available to residents.

A second dormitory has been created in Lackawanna's Library Building, Seeley Hall, a multi-use structure located at 406 North Washington Avenue and opened for the fall 2008 semester. It occupies the middle three floors of the building and serves 90 male students.

In all buildings, each unit is equipped with a bed, desk and chair, and clothing storage area. The conveniently located facilities provide clean, comfortable rooms, video security and keyless entry, laundry facilities, parking, a common kitchen, central air conditioning and a computer port for each resident. College liaison officers monitor visitation in the evenings and around the clock on weekends.

All full-time students attending the Scranton campus who do not commute daily from the home of their parent(s), legal guardian(s) or spouse must reside in campus housing when they are actively enrolled in college courses. Commuting distance is defined as 30 miles from campus or less. This policy applies to any time of enrollment, including summer sessions and intersession.

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

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

THE STUDENT UNION

The Lackawanna College Student Union building, located one block east of the main campus building in Scranton, is the central site for student activities and for the

College's intercollegiate indoor sports events. The recently renovated building contains a student center, a fitness center and an outstanding gymnasium.

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

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

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

ACADEMIC HALL AND SEELEY HALL

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

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

THE MELLOW THEATER

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

The facility had deteriorated significantly and was closed in 1991. After purchasing the Central Building, the College undertook an extensive rejuvenation to

revive the theater. The ornamentation was carefully refurbished and highlighted with gold leafing. Leaded glass windows were restored, plush seats installed and the stage extended. With a capacity of 1043, the air-conditioned facility can be utilized year round.

Named the Mellow Theater in honor of Senator Robert Mellow, a distinguished Lackawanna alumnus, the performing arts center reopened on March 2, 1999. In addition to College functions, the Mellow Theater now hosts orchestra concerts, popular and classical music performances, children's theater, choral groups, dance companies, public hearings and dramatic productions.

THE COLLEGE ALUMNI AND FITNESS CENTER

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

THE SATELLITE CENTERS

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

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

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

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

Satellite Centers are located:

- * In Hazleton at 145 East Broad Street, serving southern Luzerne County and the adjacent counties in Central and Eastern Pennsylvania.
- * In Hawley at 8 Silk Mill Drive, serving the Lake Region.
- * In New Milford at 266 Main Street, serving Susquehanna County and the northern section of the Commonwealth.
- * In Towanda at One Progress Plaza, serving the Northern Tier region of Pennsylvania.

Both Associate Degree and Continuing Education courses are also offered at Aventis Pharmaceuticals in Mount Pocono and at Tobyhanna Army Depot.

ENROLLMENT AND REGISTRATION PROCEDURES

ADMISSIONS POLICY

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

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

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

APPLICATION PROCEDURES

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

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

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

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

Upon completion of all admissions procedures, all applicants are required to pay a fee of \$75 within 30 days to guarantee a place in the chosen degree program. A check or money order should be made payable to Lackawanna College.

ADMISSIONS POLICY FOR NON-MATRICULATING STUDENTS

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

VISITING STUDENTS

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

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

Upon completion of the coursework, visiting students must request that their

transcripts be forwarded to their home institution(s). Transcript request forms are available in the Registrar's Office.

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

INTERNATIONAL STUDENTS

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

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

RETURNING STUDENTS

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

REGISTRATION PROCEDURES

Family Educational Rights and Privacy Act of 1974 Notification

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

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

Notification of Rights Under the Family Educational Rights and Privacy Act of 1974 as Amended

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

These rights are as follows:

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

Students should submit to the Registrar, Academic Dean, Academic Division Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, with the exception of information that FERPA authorizes as being open to disclosure without consent.

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

official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks.

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

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

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

Directory Information

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

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

Category II: Previous institution(s) attended, major field of study, awards, Honors, degree(s) conferred (including dates).

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights Act of 1974. If a student wishes to withhold disclosure of directory information, written notification of this intent must be submitted to the Office of the Registrar. Forms requesting the withholding of “Directory Information” are available in the Registrar’s Office.

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

Lackawanna College students may be assured that even with their permission, Directory Information is only disclosed to non-institution persons or entities with professional discretion.

Student Right To Know Act

In compliance with the Student Right To Know Act, current re-enrollment rates, athletic graduation rates and campus security statistics are published and posted. Graduation rates are available at the Registrar's Office, Admissions Office, Student Affairs Office and on Lackawanna College's Web site. Other rates are available through the corresponding departments.

Change of Name/Address

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

Course Registration

At the time of registration, students plan a tentative schedule for the subsequent semester. Students must receive approval from their academic advisor on course selections in order to ensure that all courses chosen are applicable to program requirements. However, students bear the ultimate responsibility for insuring that they meet the requirements for their degrees.

Registration will not be permitted unless the student's current account is paid in full or the student has been certified for financial aid by the Financial Aid Office or the Business Office. Students not registering during the designated registration period will be required to pay the late registration fee.

Verification of Student Enrollment

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

Transcripts

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

- No transcript will be released without the signature of the student.
- A written request for a transcript must be filed with the Registrar's Office at least five days prior to the time it is needed.

- Each student will receive the first transcript of his/her record free of charge. A fee of \$5 is charged for additional copies.
- Within five working days of receipt of the signed request, the Registrar will issue a copy of the student transcript.
- A transcript is not issued to or for a student or former student who is in debt to Lackawanna College.
- The official seal is not affixed to transcripts sent or given directly to a former student.
- Urgent requests for Official Sealed Transcripts, presented prior to 11:00 a.m. of a given work day will be available for pick-up after 3:00 p.m. the same day. Requests initiated after 11:00 a.m. of a given work day will be ready for pick-up after 3:00 p.m. of the following work day.

Formation and Cancellation of Sections

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

Student Load

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

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

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

Change of Major

Any student entering Lackawanna College unsure of his/her career direction will be enrolled in the Liberal Studies concentration. This program offers the College's required core curriculum along with a number of electives that afford the student flexibility in selecting courses of interest. Students may complete the Liberal Studies

degree or change into another college program. However, students should decide on a major by the end of the first semester of enrollment. Any delay beyond that point may result in completed coursework not meeting the requirements of the chosen curriculum, thus extending the time needed for completion of graduation requirements.

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

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

Withdrawal from Courses or from the College

A student has the privilege of withdrawing from any courses or from the College itself without academic penalty up to and including the final date for withdrawal indicated on the College calendar.

To withdraw officially from a course or from the College, a student must obtain the proper withdrawal form from the Student Affairs office, complete this form, receive the required signatures, and submit it to the Registrar's Office before the final day for withdrawal without academic penalty as indicated on the College calendar. If these procedures are not followed, the student will receive a grade of AW, which is a failing grade, in all courses which the student has ceased attending or never attended.

Students who violate the College's Academic Integrity Policy and fail a course in consequence may not exercise the withdrawal privilege in that particular course.

Financial obligations to the College will be determined according to the Refund Policy.

Residence Requirements

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

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

Readmission

A student on Academic Probation whose cumulative quality point index falls below the College's minimum progress requirements, as listed above, will be suspended. Before registering for the subsequent Fall or Spring semester, a student must show academic progress by earning a C or better in at least one three-credit course at Lackawanna College or another institution. Courses can be taken during intercession or summer session. After demonstrating academic progress, a student may apply for re-admission. If a suspended student believes that extenuating circumstances contributed to academic difficulties during a particular semester, he/she may appeal the suspension to the Associate Dean for Faculty Affairs.

Transfer of Credit to Lackawanna College

Before a student can be considered for transfer evaluation, he or she must apply to the College as a matriculating student and submit the application fee. The student must then request that official transcripts be forwarded to the Admissions Office at Lackawanna College. Lackawanna College's transfer policy requires that all transfer credits completed before initial enrollment be submitted no later than the official start date of the student's second semester. Previous coursework will be evaluated by the Registrar in direct relation to the student's declared major. 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 twenty 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

Credit 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, Academic Dean and corresponding Division Chair.

NOTE: Due to the rapid advancement of IS technology, any Information Systems course taken prior to 5 years before the student's application will not be accepted as equivalent to any required Information Systems course. At the discretion of the Registrar, these

courses may be applied as electives or career self-development electives. Students who profess proficiency in these areas are welcome to apply for Credit by Exam.

*Transfer evaluation of Vascular Technology curriculum candidates is based upon criteria specified in program guidelines.

**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 at Lackawanna College

Students are limited to a total of nine transfer credits from outside institutions taken subsequent to enrollment and matriculation at Lackawanna College. 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 the request, and a minimum of 5 working days will be required for review and approval. Students registering at another institution without prior approval will not be guaranteed transfer credit.

Lackawanna College Act 120 Program Transfer Policy

Lackawanna College Act 120 program graduates are eligible for 24 transfer credits applicable only to the "Police or Security" track within the Criminal Justice curriculum. Act 120 graduates are eligible for 16 credits applicable to the "Counseling" track of the Criminal Justice curriculum. Act 120 program graduates must enroll as matriculating Lackawanna College students and must complete at least 15 credits in the Criminal Justice major with an overall "C" (2.00) CQPI before transfer credit will be awarded. Official Act 120 transcripts must be forwarded to the Registrar's Office for evaluation. Graduates of other state-certified Act 120 programs are also eligible to transfer credits to Lackawanna College.

Transfer from Lackawanna College

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

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

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

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

On average, more than half of each year’s graduating class immediately enrolls at four-year institutions. In addition to the institutions that regularly recruit on campus, our students have also recently transferred to: Delaware State University, Penn State University, Rowan University, Rutgers University, Temple University, the University of Connecticut, the University of Maryland, the University of Virginia, the University of Miami, New Mexico State University, Western Illinois University, Howard University, Morgan State University, Texas State University, Virginia State University, the University of Tennessee and the University of Buffalo.

Expressway Accelerated Degree Program

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

Ordered to Active Military Service Enrollment Status Adjustment Policy

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

The following procedure will be observed:

1. The student notifies the Registrar's Office of his/her "Order to Active Military Service."
2. The student is required to produce a copy of his/her official military orders directing him or her to report for active duty, which will be copied and retained in the student's academic file. (A fax copy is not acceptable.)
3. The Registrar's Office will supply the student with the "*Ordered To Active Military Service*" form, and recommend that he or she see his/her advisor, the Academic Dean, and appropriate professors to discuss and determine the best possible option (specific options follow) given the circumstances. Once the best option is determined, the completed form will be signed by the student and faculty members (where applicable) and returned to the Office of the Registrar.
4. **OPTIONS** (the following are guidelines; the student elects the option):
 - A. If coursework is at 75% or more of completion, the student may consider accepting Incomplete (I) grades. Full tuition charges will apply and the student will be given every reasonable opportunity to complete his/her coursework. Faculty approval is required for this option. A student will have 8 weeks subsequent to semester's end to complete coursework with his/her instructor. Should extenuating circumstances be present which delay timely completion, an appeal for extension may be made in writing to the Academic Dean of the College. The results of said appeal will be conveyed by the Academic Dean's office to pertinent administrative departments (Registrar, Financial Aid, Business Office).
 - B. If the semester is close to completion, the student may confer with his/her instructors and the Academic Dean to determine if an early final might be allowed, and final grades assigned. Faculty approval is required for this option.
 - C. If coursework is not near completion, the student may consider withdrawal with full tuition refund or tuition credit.
 - D. The student may elect a combination of the above. Faculty approval is required for this option.
If option D is taken, the course specifics will be noted on the form.
5. The student selecting option C will be asked if he/she elects a tuition refund or credit. This will be noted on the form.

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

A. The Business Office will administer the student's tuition in accordance with the option chosen. Should the student elect option A, B or D, any applicable tuition will be billed to the student. A deferred payment may be available. Where applicable, Residence and Meal Plan charges will be pro-rated from the date the student takes leave of the college.

B. The Financial Aid Office will adjust or remove all financial assistance if the student elects option C and notify the student's lending institution if he/she has borrowed a federal student loan. The office will forward a copy of the student's "Order to Active Military Service" papers to the student's lenders.

C. The Registrar's Office will:

1. Notify all pertinent departments by sending copies of the form and orders.
2. Notify the student's faculty of the student's call to active duty.
3. Withdraw students from any subsequent semester courses for which they are pre-registered.
4. Notify the Dean and Dean of Student Affairs by form and notify the President by e-mail.
5. Process the selected option and retain the supporting paperwork.
6. If the student is a college resident, the Resident Life Coordinator will be notified by the Dean of Student Affairs.

TUITION AND FEES

An application fee of \$30 is required with the filing of a formal application for admission. It covers processing expenses, is not refundable and is not credited against any subsequent College bills.

Commitment Fee

Upon formal acceptance to Lackawanna College, a student is required to remit a non-refundable commitment fee of \$75 to complete his/her admissions file.

Tuition

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

Tuition Payment Policy

The College requires that all tuition be paid in full or alternate arrangements made prior to classes beginning in any semester. A tuition payment plan is available from the business office to any student who qualifies. Any student who does not adhere to the payment schedule established by the College or begins class without making financial arrangements will be assessed a \$50.00 fee.

Returning students are responsible for completing all required documentation for financial aid purposes a full semester before the funds are needed. This will ensure that all financial aid is available for tuition in a timely manner.

Financial Certification

All students must be financially certified by a Financial Advisor. Any student who is not certified will not be allowed to attend class. Financial certification means that all necessary financial aid forms have been completed and/or that students or parents have guaranteed payment of tuition and fees for the current academic period.

Collection Expense

Any and all collection expenses incurred by the College to collect any delinquent receivables are the responsibility of the student.

Drop/Add Fee

The first week of classes is designated as the drop/add or schedule adjustment period. No courses may be added after the drop/add period. A fee of \$15 is charged for each drop/add form processed, unless the change is a direct result of an administrative

change or cancelled class. The drop/add fee must be paid at the time the schedule adjustment is made.

Late Registration Fee

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

Other Fees*

Graduation Application Late Processing Fee	150.00
Identification Card Replacement	15.00
Returned Check	25.00
Credit by Examination	Cost of One Credit
Credit for Life Experience	Cost of One Credit
Credit for Life Experience Processing Fee	35.00
Change of Grade	20.00
Change of Major	15.00
Communication Courses Fees	
Video I	75.00
Video II	75.00
Post-Production	75.00
Audio Production	50.00
Computer Course Fee	75.00
One-Credit Computer Courses	25.00
Transcript Fee	5.00
Office Technology Courses Fee	75.00
Medical Terminology Courses Fee	75.00
Activity Fee (<i>Scranton students only</i>)	50.00
Technology Fee (<i>All full-time students</i>)	30.00

*These fees may be adjusted periodically.

Family Tuition Discount

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

- Applicants for the discount must be members of the same family living in the same household and attending Lackawanna College concurrently.
- All family members involved must be matriculated full-time students attending the same term or semester.

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

Refunds*

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

- If a student withdraws prior to the first week of classes, only the \$30 application fee and \$50 commitment fee will be retained. All other payments of tuition will be refunded.
- If a student withdraws during the first or second week of classes, 25% of the total tuition for that semester will be retained by the College.
- If a student withdraws during the third week of classes, 50% of the total tuition for that semester will be retained by the College.
- If a student withdraws during the fourth week of classes, 75% of the total tuition for that semester will be retained by the College.
- After the fourth week of classes, 100% of the tuition will be retained by the College.
- 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, non-traditional terms and all non-credit courses.

The effective date of withdrawal is the date that written notice of withdrawal is received by the Registrar's Office. Withdrawal forms are available from site coordinators, the Student Affairs and the Act 101 offices.

In the event a full-time student is requested to withdraw from the College for scholastic or disciplinary reasons or if a part-time student similarly is requested to

withdraw from a course or courses, the standard refund policy applies. The effective date of withdrawal is the date of written notice to the student signed by the Registrar.

* Please note that fees are not refundable.

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

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

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

Students who receive a refund of financial aid prior to withdrawing owe a repayment of those funds. Students will be contacted by the Financial Aid Office in such situations and will be given 30 days to repay the funds to Lackawanna College. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

STUDENT FINANCIAL AID

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

PROCEDURES FOR APPLYING

To apply for all federal, state, and campus-based financial aid programs, a student must first complete the Free Application for Federal Student Aid (FAFSA). When this

information is processed, financial aid award packages are developed after first determining the expected family contribution (EFC). The types of aid awarded will vary with the individual student's need and may consist of a combination of grant, loan, work-study and scholarship assistance. The deadline for submitting applications is May 1. Applications received after May 1 will be processed as funds are available.

Forms must be filed on a yearly basis. Eligibility is contingent on need, prior year academic progress and funds available.

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

Federal Campus Based Aid Programs

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

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

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

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

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

Federal Direct Loan Program

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

Federal Stafford Loans Subsidized

Federal Stafford Loans Unsubsidized

Parents Loan for Undergraduate Students (PLUS)

Pennsylvania Higher Education Assistance Agency

PHEAA Grants are awarded by the state to students who demonstrate financial need. To qualify, a student must be a high school graduate or the recipient of a General Education Diploma (GED), must be a Pennsylvania resident and must be enrolled in an eligible program. Award amounts may vary from year to year based on funding.

Institutional Aid

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

- ◆ Academic Achievement Scholarships
- ◆ The Central High School Scholarships
- ◆ The Joseph J. Costa Memorial Scholarship
- ◆ The William R. Fitzsimmons Scholarship
- ◆ The Follett Legacy Scholarship
- ◆ The Mary Krause Scholarship
- ◆ The Jane MacKenzie Scholarship
- ◆ The James J. Mellow Scholarship
- ◆ Lackawanna College Family Scholarship
- ◆ The Northeastern Pennsylvania Cooperative Education Scholarship
- ◆ Pennsylvania Governor's Conference for Women Scholarship
- ◆ The Becky Pocius Scholarship
- ◆ The Robert Legg Memorial Scholarship
- ◆ The John H. Seeley Memorial Scholarship
- ◆ The James F. Swift Scholarship
- ◆ The Dr. Margaret Tobin Scholarship
- ◆ The UNICO National Foundation Scholarship
- ◆ The Ronald W. Williams Sr. Scholarship
- ◆ Yellowwood Scholarship

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

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

Private Scholarships And Funding

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

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

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

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

PROFESSIONAL DEVELOPMENT PROGRAMS

The Police Academy

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

Courses of study offered by the Police Academy range from the mandatory Basic Training Program through the annual Police In-Service Training courses to the option of earning an Associate Degree in Criminal Justice. The Police Academy is directed by Eugene Baidas, a retired Pennsylvania State Trooper and a renowned expert in the field of law enforcement education.

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

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

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

Police Academy Programs:

Act 120 Training: All municipal police officer candidates are required to undertake the Municipal Police Officers Education and Training Program, Act 120, prior to their certification to serve as police officers in Pennsylvania. The curriculum for this over 700-hour program includes such courses as Criminal Law, Motor Vehicle Code,

Rules of Criminal Procedure, Firearms, Self-Defense and Ethics. Instruction is offered both during the day and evenings, full-time and part-time.

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

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

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

ADULT EDUCATION

The Adult Education Program at Lackawanna College is funded by the Pennsylvania Department of Education and Lackawanna College to provide educational services to adults who are economically or educationally disadvantaged and who need to improve their reading, writing or math skills to become more functional in the workplace, in post-secondary education and/or training programs.

General Educational Development (GED) classes are held at Lackawanna College during the morning, afternoon and evening hours from September through May each year. These classes prepare the student to take the GED exam, which certifies the student for the Commonwealth of Pennsylvania Diploma. Writing skills, social studies, science, literature, and math are the topics covered by the instruction. Classes meet for six hours each week. GED tests are scheduled at Lackawanna College every month.

Adult Basic Education classes are held mornings and afternoons at Lackawanna College. These classes are designed to improve the student's basic skills in reading, writing, and math before advancing to GED preparation. Classes are small and individualized to meet the most important needs of each student.

Computer assisted instruction is available to all students. Classes are open entry and free of charge. The student must pay GED testing fees. Students are encouraged to seek employment and to pursue higher education and training goals.

For more information, call 570-504-0498.

CONTINUING EDUCATION DEPARTMENT

The Continuing Education Department of Lackawanna College is located in the College's Academic Building at 415 N. Washington Ave., Scranton, PA 18509. Continuing Education addresses those needs of the community that do not fall under the traditional college structure. The Continuing Education Department includes the college's non-matriculating courses and a variety of training programs, 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. The various centers of Lackawanna College offer a variety of training programs. Programs vary by site. Program offerings are listed below by center.

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

Individual enrichment courses in computers, real estate, history, scrap booking and creative writing are available throughout the year at various centers.

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

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

Allied Health Certificates

Nurse Aide Training	Surgical Technician
Paramedic Training	Pharmacy Technician
Phlebotomy Technician	Office Professional
Medical Office Professional	
Medical Office Skills/Clinical Technician	
Elder Care Training	

Computer and Office Skills Certificates

- Administrative Professional
- Computer Skills
- Secretarial and Business Accounting
- PC Technician

Personal Enrichment

- Real Estate

Conversational Spanish
eBay Selling
eBay Stores
Essential eating
Microsoft Office 2007
ABCs of Office 2007
DEFs of Office 2007
Personal Finance

Technical Skills Programs

CNC
Machining
Flight School Training
Truck Driving Training, Class A, Class B, Refresher Course

Degree programs in the following areas are also available:

Surgical Technology Electronics Technology

SURGICAL TECHNOLOGY CERTIFICATE PROGRAM

The Surgical Technology Certificate Program is offered only at the Towanda Center in cooperation with Robert Packer Hospital and the Guthrie Clinic. It is designed to prepare graduates to work as part of a surgical team. Surgical technologists function as surgical support staff to registered nurses and licensed physicians by maintaining a sterile environment, preparing and handling sterile equipment and instruments, and providing general support before, during and after surgery. This program combines classroom study, simulated lab experiences and clinical experience. It is a 50 credit program requiring one full year of spring, summer, and fall sessions. (Towanda Center)

SURGICAL TECHNOLOGY DEGREE PROGRAM

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

The Surgical Technology student works in collaboration with all members of the health care team. They provide quality patient care via their academic preparation. The

Surgical Technology program promotes professional practice and is guided by operating room standards of care.

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

PARAMEDIC CERTIFICATE

Day and Evening Programs

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

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

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

For students who successfully complete the Paramedic Program, Lackawanna College will award 32 transfer credits applicable only to the college's Emergency Medical Services associate degree program. Paramedic Program graduates must enroll as matriculating Lackawanna College students and must complete at least 15 credits in the

Emergency Medical Services major with an overall “C” (2.00) GPA before transfer credit will be awarded. Official Paramedic Program transcripts must be forwarded to the Registrar’s Office for evaluation. Graduates of other state-certified Paramedic programs are also eligible to transfer credits to Lackawanna College.

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

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

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

The day-time paramedic course meets five days a week for two semesters. Three days of the week are spent in the classroom from 8 a.m. to 3:30 p.m., while the other two days are spent in a clinical setting at times that are individually arranged. The evening paramedic class meets for one full year three days a week 5:00 p.m. to 9:30 p.m. This course also combines classroom and clinical field experience.

NURSE AIDE TRAINING PROGRAM For Hospitals and Nursing Homes

Nurse Aide training is an eight week, 200 hour program with hands-on, supervised clinical experience. The program will train individuals according to state guidelines. Students will participate in 6 weeks of didactic instruction and two weeks of hands-on clinical experience. The didactic component will consist of 25 hours a week for six weeks.

Classes will run Monday through Friday. The clinical component will consist of two 25 hour weeks of hands-on, supervised practical experience. One week in a long-term care facility and one week in a hospital acute care setting. Students successfully completing the program will be eligible to take the American Red Cross Nurse Aide Competency Examination.

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

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

CERTIFICATE PROGRAMS

COMPUTER SKILLS TRAINING

Office Professional

This program gives students a full understanding and knowledge of Microsoft Office 2003 (Introductory, Advanced and Post-Advanced). Students also learn to use the Internet. Specific courses included in the program are Keyboarding I, Introduction to Windows 2003, Microsoft Office 2003 (Word, Excel, Access, PowerPoint and Outlook), Keyboarding II, Accounting, Computerized Accounting, Advanced Office 2003, Post-Advanced Office 2003, Job Finding, Business Communication, Office Procedures, Business Management and Career Advancement. This program runs 1200 hours (25 hours per week for 52 weeks). A one-year certificate is awarded (Scranton Campus).

Administrative Technician

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

Administrative Technician + with Pre-Employment Training

The Administrative Technician + program gives students an understanding of the most widely used computer software as well as basic keyboarding skills. Students learn to use Office 2003 (Introductory and Advanced). This program includes courses in Keyboarding, Windows 2003, Word, Excel, Access, PowerPoint, Outlook, Accounting, Business Communications and Office Procedures. Job Finding Skills are also taught. This course runs 550 hours (25 hours per week for 22 weeks). Open entry (Scranton Center).

Computer Skills Training with Pre-Employment Training

The Computer Skills Program gives students an understanding of the most widely used computer software as well as basic keyboarding skills. The program includes courses in Keyboarding, Windows 2007, Office 2007 (Introductory and Advanced) and Job Finding Skills. This course runs 450 hours (25 per week for 18 weeks). Open entry. (Scranton Campus)

Data Entry Specialist with Pre-Employment Training

Students will learn how to use Microsoft Office 2007, which includes the programs Word, Excel, Access, PowerPoint and Outlook. They will also learn how to use the Internet to generate needed information as well as how to create a web page. Upon completion of this 250-hour course, participants will be able to obtain a data entry position (Scranton Center).

Computer Repair Technician (108 hours)

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

Desktop Support Specialist (300 hours)

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

Network Support Technician (396 hours)

This program is intended for students who will be working in a computer-networked environment. This course of study includes all of the Computer Repair Technician and the Desktop Support Specialist training plus instruction in the repair and maintenance of computer networks. The student will also learn how to design and build some types of networks. Upon completion of the program, the student may test for the industry standard A+ and Network+ Certificates. This course runs not less than 16 nor more than 22 weeks (Towanda Center).

MEDICAL SKILLS TRAINING

Medical Office Professional

This program gives students a full understanding and knowledge of Microsoft Office 2000 (Introductory, Advanced and Post Advanced). Students learn to use the Internet and create web pages. Specific courses included in the program are Keyboarding I, Introduction to Windows 2007, Microsoft Office 2007 (Word, Excel, Access, PowerPoint and Outlook), Keyboarding II, Advanced Office 2007, Post-Advanced Office 2007, Medical Terminology, Medical Transcription, Insurance, Medical Coding and Billing, Anatomy and Physiology, Medical Office Procedures, Business Communications, Medical Office Management, CPR Training, Job Finding and Career Advancement. This course runs 1200 hours (25 hours per week for 52 weeks). A one-year certificate is awarded (Scranton Campus).

Medical Office Technician

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

Medical Office Skills with basic Computer Skills

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

Computer Software Skills for Pharmacy Technicians

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

Pharmacy Technician Program

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

Phlebotomy Technician Program

The Phlebotomy Technician Program is designed to serve students with no prior knowledge in the field. It provides training for students in areas such as the flow of blood, universal precautions, hand-washing rules, finger stick procedures and vein puncture procedures. This program runs 75 hours (Scranton and Hazleton Campuses).

CPR-Pro and First Aid

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

TRUCK DRIVING TRAINING

Tractor Trailer Training (with Smith and Solomon)

This course prepares students to take the Pennsylvania Motor Vehicle Commission's written permit test and driver's road test in order to attain a commercial driver's license. Instruction in the program focuses on general knowledge and such technical features as air brakes, combination vehicles, hazardous materials, tankers, and doubles and triples with the CDL A. A passenger endorsement is also offered for those wishing to drive a bus. The course requires one week of classroom instruction and approximately four weeks of yard and road training. Prerequisites include passing a D.O.T. physical and drug screening, fingerprinting for bus candidates, and meeting the minimum age requirement of 18. Completion of this course and successful completion of the Pennsylvania Motor Vehicle Commission's permit and road test will entitle the student to drive tractor trailers and straight trucks throughout the United States. In order to work across state lines, a student must be 21 years of age (New Milford and Towanda Campuses).

Types of CDL Licenses Available

CDL A License

CDL A with Passenger Endorsement

CDL B

CDL B with Passenger Endorsement

PERSONAL ENRICHMENT COURSES

Real Estate Fundamentals and Practices

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

Real Estate Listing and Sales

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

ABC's Office 2007

Microsoft Office 2007 is a comprehensive software package that covers Microsoft Word -- word processing; Microsoft Excel -- spreadsheets; Microsoft Access -- database; and Microsoft PowerPoint -- graphics (18 hours) (Scranton, Lake Region and Towanda Campuses)

Computer Basics

Microsoft Office 2007 is a comprehensive software package that covers Microsoft Word -- word processing; Microsoft Excel -- spreadsheets; Microsoft Access -- database; and Microsoft PowerPoint -- graphics (25ours) (Hazleton Center)

Technology for Seniors

How to communicate with your techno-savvy children and grand children. How to survive the technology that surrounds us day in and day out. Basic computer skills and internet safety conducting online searches and surfing , setting up an email account, keyboarding skills. (Course runs 20 hours) (Hazleton Center).

LACKAWANNA PRE-EMPLOYMENT TRAINING INSTITUTE

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

Pre-Employment Training available through the Institute includes introduction to technical math, communication skills, teambuilding, personal development, health and safety and quality assurance.

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

CUSTOMIZED JOB TRAINING

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

ACADEMIC POLICIES AND PROCEDURES

Grading System

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

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

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

Policy for Change of Grades

The College provides a policy for students who believe that a recorded grade is not the one earned in a course. A change of grade request must be initiated by the student. The student must request the change in writing to the Academic Dean and to the faculty member who assigned the original grade. The student's request must include a convincing explanation of why the grade should be changed. If a change of grade is warranted, the faculty member will recommend to the Dean in writing that a grade adjustment be authorized. This recommendation will contain justifying reasons. Ordinarily, the Dean will accept such a recommendation and authorize the Registrar to make the change official. Only if the justifying reasons are unconvincing will the adjustment be denied. Students should retain all graded work until final grades have been received from the College.

No appeal for a change of grade will be considered after one semester has elapsed since the end of the semester in which the grade was received. No change will be considered after the student graduates.

HONORS

President's List

A matriculated student qualifies for the President's List if he/she achieves a cumulative quality point index of 3.5 or better for at least 24 earned Lackawanna College credits. In the most recently completed semester, the student must have earned at least 12 credits.

Dean's List

A student qualifies for the Dean's List if he/she achieves a quality point index of 3.2 for the semester and the student has completed at least nine credits during the semester.

Graduation

Formal graduation takes place in May of each year at the conclusion of the Spring Semester. However, a student may fulfill graduation requirements at the conclusion of any Fall Semester or Summer Session.

All students meeting graduation requirements (including senior seminar attendance and approved student credential portfolio) by semester's end must complete an application for graduation and submit it to the Registrar's Office by the designated deadline. Any applications submitted after this date will be subject to a \$150 late application processing fee. The College may not be able to accommodate those students who fail to apply on time as graduation orders must be placed well in advance. Students who meet requirements but do not apply for graduation will not be listed in the graduation roster nor will completion of degree be indicated on the student transcript. No diploma will be ordered for students who do not apply for graduation nor will their transcript indicate conferral of a diploma.

To qualify for graduation, students must have completed all the stated requirements of the curriculum in which they are matriculated. Students who are readmitted to Lackawanna College after an absence of two semesters or more must follow current curriculum requirements. Additionally, all students must have compiled no less than a 2.0 Cumulative Quality Point Index (C grade average). A candidate for a degree or a certificate must also have settled all financial obligations to the College.

Only in cases of demonstrated hardship or unusual circumstances and with the prior approval of the Academic Dean will the degree or the certificate be granted in absentia.

Meeting degree or certificate requirements upon the conclusion of a term other than the Spring Semester of any year entitles the student to participate in the following May's graduation exercises. If a student intends to meet graduation requirements at the end of a Fall Semester or Summer Session, he/she must complete a formal application at the Registrar's Office to receive a degree or certificate at the next commencement. In the meantime, upon receipt of a written request by the student, the College will certify to any authority or person named by the student that all requirements for graduation (including completed application processes) have been met. Reasonable time must be allowed for the completion of a degree audit; therefore, requests for certification of degree eligibility must be submitted in writing no later than two weeks prior to the date needed.

Second Degree

Students completing one associate degree who decide to apply for a second associate degree must complete a minimum of 16 additional credit hours at the College. If the student applies for graduation under both majors during the same academic year, the student will receive one diploma with both degrees listed.

Students completing an associate degree who decide to apply for an additional certificate must complete a minimum of 8 additional credit hours at the College.

Graduation Honors

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

Associate Honors:

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

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

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

Certificate Honors:

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

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

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

Honor Societies

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

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

The Ann and Leo Moskovitz Academic Honors Program

In December, 2005, Lackawanna College established the Ann and Leo Moskovitz Academic Honors Program in honor of distinguished alumnus I. Leo Moskovitz and his wife Ann. Participation in the program is limited and strictly voluntary. Each January College administrators in the Scranton Day Division invite students to apply for membership in the Honors Program at the conclusion of their first semester of full-time studies at the College. Once accepted as candidates, these students register for at least one honors course section per semester; participate in an honors seminar with their faculty moderator in their third semester; and complete a special project by the end of their fourth semester, which they present to the faculty in their Division prior to graduation. Honors students receive special recognition at graduation, qualify for membership in Phi Theta Kappa and for scholarship support, and merit the highest recommendations for subsequent study or employment.

Classroom Policies

Attendance

All instructors at Lackawanna College are required to keep accurate attendance records in all sections they teach. This information is reported to the Registrar's Office periodically to ensure regular attendance by all students. As they conduct their classes, all instructors must adhere to the College's official policy on absenteeism. This policy is as follows:

- 1) Without exception, in any semester, all faculty, whether full-time or adjunct, evening or day, Scranton or satellite center, will take roll in each class they teach every time the class meets. The faculty member notes the dates each student is absent and maintains careful attendance records from the first to the last meeting day of any semester. The faculty member also furnishes attendance records on any student(s) duly enrolled in his/her classes upon an office's request.
- 2) In any standard fifteen-week semester, students who miss more than six one-hour classes, four one-and-a-half-hour classes or two three-hour classes are reported to the Registrar as "NA" (Never Attended) or "SA" (Stopped Attending) with their last date of attendance noted. Students in Developmental Education classes may miss no more than three hours of class time in any given semester and students in Life Skills classes may miss no more than two hours of class time in any semester. Participants in the College's athletic programs are allowed "excused absences" whenever scheduled athletic events conflict with a class or classes.
- 3) Unless they have officially withdrawn, students reported as "NA" or "SA" are given grades of "AW". The Business and Financial Aid offices adjust these students' balances and within the first month of each semester remit tuition charges according to the College's refund schedule (see Refunds).
- 4) College officials understand that students must miss classes occasionally for a variety of legitimate reasons. However, because research clearly indicates that academic achievement is directly connected to regular class attendance, no student can remain in good standing in any class if he/she is absent without cause for more than the maximum number of hours allowed in these guidelines.

Amnesty Policy

If a student stops attending a course for which he/she is registered after the published census date (end of drop/add) without having officially withdrawn from the course, the student will be assigned a grade of AW (penalty grade-failure-formerly 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 year must have passed from the time the penalty grades were incurred and the application for amnesty is made.

The student must register for and successfully complete one additional full time semester (or 12 additional credits for a part-time student), earning a semester grade point average of at least 2.0 and thereby demonstrating academic progress.

The student must complete an equivalent number of credit hours to the number of credit hours for which he/she is requesting amnesty.

Upon successful completion of required work, the student may file an Application for Amnesty form (available at the Office of the Registrar) and request the necessary approvals.

Upon completion and submission of the approved form to the Office of the Registrar, a grade of (W*) “removal of attendance penalty grade” will be assigned, and the penalty grade(s) hours attempted, earned and quality points will be excluded from the student’s CQPI.

Note: Amnesty can be granted one time only.

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.

Policy for Students with Disabilities

Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. Lackawanna College will provide reasonable accommodation for any qualified student with known disabilities provided the accommodation does not pose an undue hardship on the College. 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
- Permission for students to tape classes when necessary

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

A student seeking accommodations must meet with Deborah Hartzell, Chair of the Developmental Education Division, at the beginning of each semester to clarify his/her needs. 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.**

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 Professor Hartzell at 961-7821.

The College does not discriminate on the basis of race, color, sex, 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.

If a student has a question or seeks additional information, he or she should contact: Suellen Musewicz, Dean of Student Affairs, 961-7824 at the Scranton campus. He or she may contact the Center Director in Hazleton, Lake Region, Towanda, or New Milford as well.

Academic Development Policy

Possession of the basic skills of reading, writing and mathematics is a prerequisite to learning at the college level. The goal of Academic Development coursework is to provide students with an awareness of their academic ability and to offer courses of study which enable students to achieve academic success at the college level.

Students who do not possess the skills to perform adequately at the college level shall be required to successfully complete developmental courses in reading, writing and mathematics. Academic Development coursework is considered a prerequisite before any additional courses may be taken in the corresponding area. Academic Development courses receive institutional credit only.

Summer Success Program

Applicants whose Accuplacer scores and transcript data indicate a need for intensive remedial work will be required to register for a special six-week Summer Success Program to be conducted in the summer preceding these students' first college semester. This pre-college program will focus on basic skills development in reading, writing and mathematics, as well as on study habits, socialization, adaptation to college

life, budgeting, time management and related issues. Students who successfully complete the program will be eligible to move immediately into regular college coursework. Those who are only partially successful may be advised to undergo additional developmental work in their succeeding semester. Those who are unsuccessful will be considered as lacking the basic competencies that give them an “ability to benefit” from further studies. Therefore, they will be suspended effective immediately.

Academic Probation

The following criteria will be used in determining 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	MIMIMUM PROGRESS (CGPA) (Required to Avoid Academic Dismissal)
0-31	1.85
32+	2.00

Academic Suspension

A student on Academic Probation whose Cumulative Grade Point Average falls below the College’s minimum progress requirements as listed above will be suspended. Before registering for the subsequent Fall or Spring semester, a student must show academic progress by earning a C or better in at least one three-credit course at Lackawanna College or another institution. Courses can be taken during intercession or summer session. After demonstrating academic progress, a student may apply for re-admission. If a suspended student believes that extenuating circumstances contributed to academic difficulties during a particular semester, he/she may appeal the suspension to the Academic Dean.

In administering federal, state and campus-based aid programs, the Financial Aid Office adheres to all regulations regarding satisfactory academic progress. The specific guidelines are explained in the Academic Progress Policy published by the Financial Aid

Office, which is available to anyone upon request. It is the responsibility of each student to review these guidelines to ensure individual compliance for the renewal of financial aid.

Failure to Withdraw

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

Audit Policy

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

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

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

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

Repeated Courses

Students may repeat courses to improve an initial grade of D+, D or F. When a student repeats a course, the initial hours attempted, hours earned and quality points are excluded from his/her cumulative quality point index. The highest grade earned for the repeated course is the one used in calculating CQPI. Credit for a course is given only once.

Students who wish to repeat a course must do so by registering in a regularly scheduled class. Such courses may not be completed in Reader Course format or through Credit by Examination.

Students repeating courses may find that their financial aid and/or veterans benefits are affected. Therefore, these students should consult with the Financial Aid Office before registering to repeat a course.

Course Repeat by Way of Transfer

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

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

Upon receipt of the transcript, the Registrar will examine the student’s file for the approval form referenced above. If the form has been submitted and the repeated transfer course has met the above criteria, the student’s record will be updated in the following way:

The original Lackawanna College grade earned will remain on the student’s transcript. However, because the student has successfully completed the “equivalent” course at the colleague institution, the initial hours attempted, hours earned and quality points will be excluded from the CQPA. The transfer course will be awarded and applied to the student’s academic record as credit only.

Incomplete Work

The grade of Incomplete (I) is given to a student who, for a reason judged acceptable by the instructor, has not completed all his/her coursework by the end of the semester.

The Student must petition for an incomplete grade by filling out a Petition for Incomplete Grade form which is available in the registrar’s office. If the work is not completed by the time that was agreed upon by the instructor and the student, the “I” will automatically be changed to an F# (failure-penalty grade). A student who has by examination or otherwise removed an Incomplete will receive written notice from the Registrar's Office within a week after corrective entry has been made in the student's record. Apart from exceptional or clearly extenuating circumstances, the due date for the removal of the Incomplete will be strictly observed.

The removal of an Incomplete by examination or by submitting make-up work demands a change in the computerized records of the student and imposes an undue and costly

burden on teachers and administrators. A fee of \$20, therefore, will be charged for changing "I" grades.

Reader Courses

Matriculated students who are unable to take a course needed to meet the graduation requirements of their curriculum in a regularly scheduled class may apply for a Reader Course. The student must seek initial approval from the Registrar to establish eligibility. If this approval is secured, final permission must be granted by the Division Chair and the Academic Dean before the Reader Course form can be obtained from the Registrar's Office. If the student's request is approved, he/she will be personally guided in these studies by a member of the faculty. Not all courses lend themselves to this mode of instruction, so students should not anticipate approval of every Reader Course request.

Criteria for a Reader Course are:

1. The course must be required in the student's curriculum.
2. The course is not offered when needed or is in conflict with another required course.
3. The student must be in his/her last semester.

Completion of a Reader Course results in the letter grade being included in the computation of the student's Cumulative Quality Point Index.

Independent Study

Independent Study is available when College authorities agree to substitute for a regularly scheduled course a study program that is specially devised to meet the needs or interests of an exceptionally gifted student. The student must seek initial approval from the appropriate Division Chairperson. If this approval is secured, final permission must be granted by the Academic Dean before the Independent Study form can be obtained from the Registrar's Office. A faculty member monitors the work of the student in periodic meetings and assigns a letter grade for the course, which is included in the student's Cumulative Quality Point Index. A student must have completed at least 15 credit hours prior to receiving approval for Independent Study. Independent Study courses will be identified on a student's transcript with the department name plus a 299 designation (i.e., EN299, MK299, etc.).

Credit by Examination

The College wishes to recognize knowledge attained through professional experience or self-study. Matriculated students who feel that they have mastery of the content of a course (as outlined in the course syllabus) may apply for Credit by Examination. The student must seek initial approval from the appropriate Division Chairperson. If this approval is secured, final permission must be granted by the Academic Dean before the Credit by Examination form can be obtained from the

Registrar's Office. Students should not presume that all Credit by Examination applications will be approved. Only those courses which lend themselves to completion by examination will be considered for such credit.

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

Credit for Experiential Learning

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

1. The student completes and submits a form to the Registrar requesting evaluation for Credit for Experiential Learning. Forms are available at the Registrar's Office. The request should indicate the course(s) for which the student is requesting consideration and should be accompanied by a portfolio of supporting documentation, with clear emphasis on demonstrated learning and proficiency as well as experience. Documentation may include, but is not limited to, Certificates of Training, Continuing Education Units, etc. Letters of recommendation, job performance evaluations, etc., may be also submitted, but will be considered supplemental to the evaluation process.

Additionally, a written narrative must be prepared, numbering from three to five pages, which details the student's knowledge, expertise and experience with regard to the area of the requested credit.

2. The student must submit a \$35 processing fee payable to Lackawanna College. This fee is in addition to the normal cost for Credit for Experiential Learning, which is the price of one credit for each three-credit course, should credit be awarded.

Upon receipt of the written application, the Academic Dean and the student's Division Chair will review the file and make a determination. Faculty experts may be called in to offer their input. 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 guaranteed or quick approval of every Credit for Experiential Learning request. Students will be notified by mail of the committee's decision.

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

- Under the College's residence requirement, Lackawanna College will grant associate degrees to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled degree requirements and earned a minimum of 31 credits in residence.
- Certificates will be awarded to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled Certificate requirements and earned a minimum of 12 credits in residence.

Advanced Academic Achievement Program

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

Sentinel View

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

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

Reserve Officers Training Corps (ROTC)

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

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

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

Courses offered are as follows:

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

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

Leave of Absence Policy

Lackawanna College students may request a leave of absence from the College for up to two consecutive semesters or one year by completing a form available from the Student Affairs or Act 101 offices. Approval from an academic advisor and the Dean of Student Affairs 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 must reapply for admission should they wish to return at a later date. For those students, current curriculum requirements will apply upon their readmission.

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

STUDENT AFFAIRS

Academic Advising Program

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

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

Academic Support Labs

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

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

Seeley Memorial Library

Seeley Memorial Library is the center for reference and circulating materials at Lackawanna College. The library is located in Seeley Hall, 406 N. Washington Avenue, at the Scranton campus, with the main entrance from the court on the south side of the building. The library provides seating and study space for students and faculty, a quiet study room for groups, a computer lab, and reference and circulating materials.

The print collection includes 18,000 bound volumes, 49 subscriptions to magazines, newspapers and journals, and 750 subjects in the vertical file. These resources combine to offer students a variety of materials to meet both their course-related and recreational information needs. With a Lackawanna County Library System (LCLS) library card, students and faculty may borrow materials from any of the eight libraries in the county system, including the Scranton Public Library, located across the street from the College. Through Access Pennsylvania, the LCLS card also grants borrowing privileges to the Weinberg Memorial Library at the University of Scranton and the Marywood University Library. Satellite campus students and faculty may borrow materials from the Seeley Memorial Library as well. Access to the online catalog is available at the Lackawanna College website.

The media collection consists of over 1,200 items in VCR and DVD formats, available to students, faculty, administration and staff. Equipment for use includes laptop computers, video projectors, TV/VCR/DVD setups, overhead projectors, camcorders, projection screens and slide projectors. Seeley Memorial Library's online reference databases can be accessed remotely. An LCLS library card, or other Pennsylvania public library card, makes PA Power Library, a large collection of online databases, obtainable by students.

Electronic research may be conducted in the library's computer lab, which houses 22 individual computers available on a first come, first served basis. This lab provides access to a variety of online reference databases and the Internet. Students may use an assortment of software provided on these computers, and printers are provided for students' use, at no additional charge.

The library staff willingly assists Lackawanna College students, faculty, administration and staff in locating and using materials. The librarians also conduct library orientation and/or bibliographic instruction for classes and groups, as requested. Seeley Memorial Library is staffed with librarians and/or trained staff during normal business hours year round, including evenings and Sundays during the fall and spring semesters.

Student Activities

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

The primary mission of Student Activities at Lackawanna is to offer to members of the college community a variety of events, programs and activities that complement the curriculum, enhance the overall quality of life within the College, and expose as many people as possible to a variety of social and cultural programs. Under the guidance of the Director of Student Activities, many clubs and organizations provide an assortment of activities in which any student may participate. These include the Student Government Association; "Off the Vine," a student-run newspaper; a ski club and chess club.

Membership in the Phi Beta Lambda and Phi Theta Kappa honor societies is also an option for qualified students

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

Retention Services

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

Career Services

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

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

Cooperative Education Programs

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

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

ATHLETIC PROGRAMS

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

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

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

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

At Lackawanna College, athletic competition is viewed as an important component of the school's educational mission. Though teams have been successful on the playing fields and courts and many of the players have attained personal awards and honors, sports accomplishments are only part of the story. More important, through Lackawanna's athletic programs, many individuals who might never have considered attending college have earned their degrees by capitalizing on their skills in particular sports. In addition to gaining associate degrees from Lackawanna College, many are able to continue their education and their sports activities by transferring to four-year institutions on scholarships. This process enables them to continue their academic progress and acquire bachelor's degrees in their chosen area of endeavor.

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

ACADEMIC PROGRAMS

Curriculum Mission Statement

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

The overall College Curriculum Mission Statement is as follows:

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

- solve problems and communicate effectively;
- foster personal and professional growth;
- contribute to community betterment; and
- promote a spirit of inquiry and a desire for lifelong learning.

College Goals

The specific Lackawanna College learning goals that have emerged from this statement are as follows:

1) **Critical Thinking:** Critical thinking is the ability to apply recognized principles of logic to the analysis of judgments, values or extended presentations. The critical thinker is able to subject personal work as well as published statements to rational analysis. This individual is also able to apply logical principles in ways that solve problems effectively through information-seeking and objective evaluation.

2) **Communication Skills:** Communication skills are those capacities which enable a person to express ideas orally and in writing in a clear, correct, concise and thoughtful style. The ability to listen carefully and to read with confidence and comprehension is included within these capacities.

3) **Diversity/Global Awareness:** Diversity/Global awareness refers to one's sensitivity to the socio-economic, political, cultural and ecological environment. Such awareness is extended to more global dimensions when it takes into account the multitude of nations, races, traditions, belief systems, values and lifestyles that constitute the worldwide community of humankind. Achieving this goal should allow one to live and work harmoniously with diverse populations.

4) **Respect for and Acceptance of Others:** Respect for and acceptance of others' social and ethical beliefs are demonstrated by attitudes of openness, empathy and good will

toward all life styles and philosophies that do not infringe upon another person's freedom.

5) **Teamwork/Collaboration:** Teamwork/collaboration involves one's ability to work effectively with others in common activity. An effective team member commits talents and resources to the common project or goal and contributes fully to its joint achievement.

6) **Life-Long Learning:** A life-long learner is willing to update and upgrade skills periodically, to develop abilities and supplement knowledge long after a degree has been earned, and to subject concepts and formulations learned early to the test of continuing relevance later in life.

7) **Knowledge Application:** Knowledge application refers to how a person translates theoretical or abstract concepts into practical applications. Such knowledge affects one's work, thinking, environment, social and family life daily.

8) **Science/Technology Skills:** Science/technology skills are those aptitudes and competencies which enable one to utilize contemporary science and technology both in the workplace and in one's personal life knowledgeably and effectively. These skills are not necessarily those of an expert but are consistent with the level of scientific and technical development manifested in one's personal and professional environment.

9) **Information Literacy:** Information literacy is the capability of determining the information needed, and locating, evaluating, organizing and properly crediting the information required for a particular task or presentation. Familiarity with standard print, non-print and electronic information resources and research techniques is an essential element in this skill set.

Standards

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

Critical Thinking

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

Communication Skills

- 1) All students demonstrate the ability to communicate effectively both orally and in writing through careful reading and listening.

- 2) All students assert and develop a thesis by applying established expository or persuasive modes.
- 3) All students prepare and present an oral argument and deal with audience response fairly and courteously.

Diversity/Global Awareness

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

Respect for and Acceptance of Others

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

Teamwork/Collaboration

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

Life-Long Learning

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

Knowledge Application

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

- 3) All students demonstrate the ability to solve semi-structured problems where hypotheses must be formed and tested.
- 4) All students demonstrate the ability to identify knowledge gaps and solutions to pursue needed information.

Science/Technology Skills

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

Information Literacy

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

CORE CURRICULUM

Associate in Arts (A.A.) and Associate in Science (A.S.) Curricula

College Writing (ENG 105)	3 credits
Effective Speaking (COM 125)	3 credits
College Algebra, Math of Finance, or Math Reasoning (for Business majors), or Intro Statistics and Data Analysis	3 credits
Computer Information Systems elective	3 credits
Humanities elective: [Literature, Philosophy, or Fine Arts] or Business Communications (ENG 115) (for Business majors)	3 credits
Social Science elective: [Intro to Psychology, World History, Economics, or Intro to Sociology]	3 credits
Natural Science or Laboratory Science elective	3 credits
Diversity/Global Studies elective (Cultural Anthropology, Foreign Language, American Minority Groups, Multiculturalism, or Sport in American Society)	3 credits
Ethics elective	3 credits
	<hr/> 27 credits

For the “elective” choices above, specific courses may be so designated for a major or a program.

Each division designates its required courses appropriate for the specific degree.

Associate in Applied Science Curricula

For students pursuing Associate in Applied Science degrees, with their heavy concentration of technical coursework, the core requirements are as follows:

Communications	6 credits
Mathematics and Natural Science	6 credits
Social Sciences	3 credits
Ethics or Humanities elective	3 credits
Computer Applications	3 credits

21 credits

For the choices listed above, each program designates the required courses appropriate for the specific degree.

Student Outcomes Assessment and Credential Portfolio

Lackawanna College's Student Outcomes Assessment Program facilitates the enhancement of teaching and learning by establishing an annual review process. This process provides the institution, academic divisions and faculty with outcomes data to be used in making information-based recommendations for improvement in teaching/learning. Over the course of their studies at the College, students also engage in periodic self-assessment, whereby they evaluate their progress and development and, with the aid of faculty members and advisors, implement recommendations for academic and personal growth. Such recommendations highlight ways they can become better learners and better career planners.

The principal outcomes assessment instrument at the College is the student credential portfolio. To demonstrate their mastery of prescribed core curriculum and program-specific learning goals, all matriculating students, over their years of study, compile a portfolio of documents which illustrate how students have achieved one or more of the College's learning goals. They also reflect recommendations for improvement emerging from regular student self-assessments. Specific requirements for portfolios vary by major.

Developing a credential portfolio is in itself a powerful learning activity as it encourages students to assume responsibility for their ultimate success, develop self-management skills, take pride in their work, participate in mentor relationships and heighten awareness of their personal and career growth. The student portfolio also serves as a useful aid in securing employment.

Prior to graduation, each degree candidate presents a final portfolio compilation for review by the Portfolio Manager, who verifies that the necessary materials have been included. In addition, members of the full-time faculty evaluate a number of representative portfolios to determine how well academic goals have been achieved college-wide and where deficiencies or weaknesses may be evident. This review leads to recommendations for improvement in the teaching/learning process, which then become incorporated within the College's Strategic Plan.

ASSOCIATE DEGREE PROGRAMS

I: Business Division

Accounting (Associate in Applied Science degree)
Accounting/Natural Gas (Associate in Applied Science degree)
Business Administration: (Associate in Science degree)
 Business Studies Career Plan
 Sport Management Career Plan
Culinary Arts (Associate in Science degree)
E-Commerce (Associate in Science degree)
Hospitality Management (Associate in Science degree)
Financial Services (Associate in Science degree)
Entrepreneurship Career Plan (Associate in Science degree)

II: Humanities Division

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

III: Social Sciences Division

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

IV: Math and Natural Science Division

Computer Information Systems (Associate in Science degree)
Natural Gas Technology (Associate in Science degree)
Life Science (Associate in Science degree)
Environmental Studies (Associate in Science degree)
 Policy Career Plan
 Environmental Science Career Plan
Information Technology Security (Associate in Science degree)
Ecological Sustainability (Associate in Science degree)

V: Applied Technology Division

Industrial/Manufacturing (Associate in Applied Science degree)
Electronics Technology (Associate in Applied Science degree)
Office Administration (Associate in Science degree)
 Office Skills Career Track
 Information Management Technology Career Track

VI: Health Care Services Division

Emergency Medical Services (Associate in Science degree)
Cardiac Sonography Program (Associate in Science Degree)

Diagnostic Medical Technology (Associate in Science degree)
Surgical Technology (Associate in Applied Science degree)
Vascular Technology (Associate in Science degree)
Health Information Management (Associate in Science degree)

I. Business Division

ACCOUNTING

Associate in Applied Science Degree

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

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

First Semester

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

Second Semester

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

Third Semester

Introduction to Finance
Introductory Stat & Data Analysis
Social Science Elective
Natural Science Elective*
Ethics Elective*
Senior Seminar attendance (0 cr)

Fourth Semester

Managerial Accounting
Federal Taxation
Effective Speaking
Diversity/Global Studies Elective
Co-op or Elective

* Developmental courses may be required as prerequisites

ACCOUNTING/NATURAL GAS

Associate in Applied Science Degree

OFFERED TOWANDA ONLY

This curriculum with its application based orientation, will give graduates the skills to work in entry-level employment within organizations specializing in finance, such as banks, investment companies, and general office situations. The natural gas coursework will provide the student with a basic understanding of the Oil and Natural Gas Field and the basic accounting skills needed to work in that field.

The core accounting and finance courses along with the business basics will give graduates a solid understanding of how the work of accounting is accomplished. The student will understand the basics to perform financial analysis and planning related to budgeting and finance in any business environment, including the natural gas field.

First Semester

Principles of Accounting I
Introduction to Computer Applications
OR
Computer Applications II
 College Writing*
 Principles of Management
 Intro to Oil & Gas Industry

Third Semester

Oil & Gas Accounting I
 Intro Stat & Data Analysis
 Social Science Elective
 Ethics Elective*
 Earth & Environmental Science
 Senior Seminar Attendance (0 cr.)

Second Semester

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

Fourth Semester

Oil & Gas Accounting II
 Microeconomics
 Effective Speaking
 Diversity/Global Studies Elective _____
 Business Law

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

Diversity/Global Studies Elective: SSC 220, SSC 225, SSC 235, SSC 245, any global history, foreign language

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

* Developmental courses may be required as prerequisites

BUSINESS ADMINISTRATION

Associate in Science Degree

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

Business Management Career Plan

First Semester

Introduction to Computer Applications
or Computer Apps. II
College Writing *
Principles of Management
College Algebra*
Macroeconomics

Second Semester

Social Science Elective
Business Communications or Humanities
Elective
Management Information Systems
Principles of Marketing
Intro Stat & Data Analysis
or Pre-Calculus

Third Semester

Principles of Accounting I
Diversity/Global Studies Elective
Human Resource Management
Effective Speaking
Natural Science Elective*
Senior Seminar attendance (0 cr)

Fourth Semester

Ethics Elective*
International Business
Principles of Accounting II
Business Law
Co-op or Elective

* Developmental courses may be required as prerequisites

Business Studies Career Plan

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

First Semester

College Writing *
Math of Finance, Math Reasoning
or College Algebra*
Principles of Accounting I
Intro to Computer Applications
or Computer Applications II
American National Government
or Intro to Public Administration

Second Semester

Macroeconomics
Business Communications
Principles of Accounting II (or elective)
Principles of Management
Management Information Systems

Third Semester

Effective Speaking
Business Elective
Ethics Elective`*
Humanities Elective
Elective
Senior Seminar attendance (0 cr)

Fourth Semester

Diversity/Global Studies Elective
Principles of Marketing
Natural Science Elective*
Social Science Elective
Elective

* Developmental courses may be required as prerequisites

Sport Management Career Plan

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

First Semester

Introduction to Computer Applications
or Computer Apps II
College Writing *
Principles of Management
College Algebra*
American Minority Groups
Or Coaching Management Principles

Second Semester

Intro to Psychology*
Intro to Literature or Business Comm.
Principles of Marketing
Introduction to Sport Management
Natural Science Elective*

Third Semester

Principles of Accounting I
Macroeconomics
Sport in American Society
Effective Speaking
Social Science Elective
Senior Seminar attendance (0 cr)

Fourth Semester

Principles of Accounting II
Ethics Elective*
Management Information Systems
Sport Facility and Event Management
Co-op or Elective

* Developmental courses may be required as prerequisites.

Culinary Arts

Associate in Science Degree

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

First Semester

Introduction to Gastronomy & Hospitality
Math Reasoning
College Writing*
Languages in the Hospitality Industry
Product Identification
Intro to Computer Applications
Or
Computer Applications II

Second Semester

ServSafe
Food Skills I
Meat Identification
Seafood Identification
Menus & Facilities
Culinary/Hosp. Strategic Management
Business Communications

Summer

_____ CUL 200 Culinary Internship

Third Semester

Food Skills II
Cuisines of the Americas (1.5 cr)
Cuisines of the Mediterranean (1.5 cr)
Cuisines of Asia (1.5 cr)
Garde Manger (1.5 cr)
Catering & Banquets (1.5 cr)
Effective Speaking
Natural Science Elective _____
SEM 100 Senior Seminar Attendance (0 cr.)

Fourth Semester

Wine Studies
Hospitality/Food Ethics
Baking & Pastry Skills
Professional Table Service
Principles of Marketing
Hospitality/Tourism Law

E-Commerce

Associate in Science Degree

This program will enable the graduate to leverage today's internet marketing strategies. E-Commerce is presented in a framework for the study and practice of e-Commerce with business strategy at the core.

First Semester

Introduction to E-Commerce
College Algebra*
College Writing*
Principles of Accounting I
Computer Applications II

Second Semester

Web Page Construction
Business Communications*
Intro Stat & Data Analysis
Principles of Marketing
Electronic Markets

Third Semester

Personal Computer & Network
Security Issues (4)
Internet Marketing Strategies
Ethics Elective*
Diversity/Global Studies Elective
International Business
Senior Seminar Attendance (0 cr.)

Fourth Semester

Effective Speaking
Social Science Core
Data Communication
Natural Science Elective
Microcomputer Architecture/
Multimedia Systems

Diversity/Global Studies Elective: SSC 220, SSC 225, SSC 235, SSC 245, any global history, foreign language

Social Science Core: PSY 105, SSC 105, or any global history

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

Hospitality Management

Associate in Science Degree

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

First Semester (15 credits)

Introduction to the Gastronomy and Hospitality
“Green” Hospitality
Front Office Operations
College Writing
Math Reasoning

Second Semester (15 credits)

Food Skills Development
ServSafe
Management in Hospitality
Business Communications
Intro to Computer Applications
Or
Computer ApplicationII

Summer (3 credits)

Hospitality Internship – 3 credits

Third Semester (16.5 credits)

Catering, Conferencing, and Meetings
Food and Beverage Management
Human Resource Management
Effective Speaking
Natural Science Elective
Languages in the Hospitality Ind (1.5 cr)
Senior Seminar attendance (0 cr)

Fourth Semester (15 credits)

Principles of Marketing
Hospitality/Tourism Law
Social Science Elective
Macroeconomics
Hospitality/Food Ethics

FINANCIAL SERVICES CAREER PLAN

ASSOCIATE IN SCIENCE DEGREE

The Financial Services Career Plan is designed to provide students with a general knowledge of financial services and the basic skills to prepare them for employment in the financial services industry along with the opportunity for a seamless transfer into a four year program. With its elective option, the program can comfortably accommodate students' varying needs and interests within the overall financial services framework.

First Semester

College Writing*
MAT 105* **OR** MAT 115* **OR** MAT 120*
Principles of Management
Principles of Accounting I
Introduction to Computer Applications
OR
Computer Applications II

Second Semester

Macroeconomics
Business Communications*
Principles of Accounting II **OR**
Elective
Principles of Marketing
Management Information Systems

Third Semester

Effective Speaking
Ethics Elective*
Humanities Elective
Business Elective
Salesmanship & Sales Management**
Senior Seminar Attendance (0 cr.)

Fourth Semester

Money and Banking
Natural Science Elective
Social Science Elective
Intro to E-Commerce** **OR**
Elective_____
American National Government
OR
Intro to Public Administration

Business Elective: Any non-required accounting, computer information systems, management, marketing, or economics course

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

Humanities Elective: any non-required humanities core; COM 105; COM 205; ART 105; PHL 105; PHL 120; any non-required history listing; foreign language; ENG 215 or higher

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

*** MKT 105, Principles of Marketing, must be completed prior to enrollment in MGT 210 or EBU 100
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ENTREPRENEURSHIP CAREER PLAN

ASSOCIATE IN SCIENCE DEGREE

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

First Semester

Introduction to Computer Applications

OR

Computer Applications II

College Writing*

Principles of Management

College Algebra*

Microeconomics

Second Semester

Social Science Elective _____

Business Communications*

Principles of Marketing

Business Law

Intro Stat & Data Analysis

Summer Semester

Entrepreneurship Internship

Third Semester

Principles of Accounting I

Diversity/Global Studies Elective

Human Resource Management

Effective Speaking

Entrepreneurship I

Senior Seminar Attendance (0 cr.)

Fourth Semester

Ethics Elective*

International Business

Principles of Accounting II

Entrepreneurship II (4 cr.)

Natural Science Elective

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

Diversity/Global Studies Elective: SSC 220, SSC 225, SSC 235, SSC 245, any global history, foreign language

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

2/10

II. Humanities Division

Humanities

Associate in Arts Degree

Courses in the Humanities major offer a broad introduction to learning, encouraging students to discover themselves and to cultivate an awareness of the values of the society in which they live. The studies provide the foundation for developing habits of clear and an analytical thinking, recognition of the role of each person in society, responsibility for one's fellow man, an appreciation of the aesthetic and cultural values of life and a desire for continuing growth in pursuit of truth.

Leading to the Associate in Arts degree, the program establishes a background in the humanities, with emphasis on Literature, Arts, Philosophy, History, English and Communication. This program facilitates transfer to bachelor's degree programs.

First Semester

College Writing*
College Algebra*
U. S. History I
Introduction to Computer Applications or
Computer Applications II
Introduction to Psychology

Second Semester

Effective Speaking
Fine Arts Survey
Introduction to Literature
Introduction to Sociology or
Cultural Anthropology
Elective

Third Semester

Masterworks of Western Literature
Introduction to Philosophy
Economics Elective
Diversity/Global Studies Elective
Elective
Senior Seminar attendance (0 cr)

Fourth Semester

Natural Science Elective*
Ethics Elective
Social Problems
Humanities Elective
Social Science Elective

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

LIBERAL STUDIES

Associate in Arts Degree

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

First Semester

College Writing*
Effective Speaking
College Algebra*
U. S. History I
Introduction to Psychology*

Second Semester

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

Third Semester

Literature elective
Introduction to Philosophy*
Economics Elective
Diversity/Global Studies Elective
Elective
Senior Seminar attendance (0 cr)

Fourth Semester

Natural Science Elective*
Ethics Elective*
Social Problems
Humanities Elective
Social Science Elective

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

COMMUNICATION ARTS and MEDIA TECHNOLOGY

Associate in Arts Degree

The Communication Arts option is designed to introduce students to all aspects of the media, including newspapers, magazines, radio, books, internet, television and film. It also examines the growing interrelationships among these various media outlets.

Essential background theory on state-of-the-art technologies and trends in communications will be studied to provide students with a complete understanding of all media forms and techniques.

Communication Arts majors are required to assume leadership roles in the campus newspaper, *Off the Vine* and college video productions. Students have a variety of editorial positions to fill, such as news, features, editorials and photography. For those students who are interested in the actual administration of the paper, business positions are available, ranging from production and advertising to distribution. Majors will sign up with the newspaper's advisor their first fall semester and relinquish their duties upon graduation.

First Semester

College Writing*
Mathematical Reasoning* or
College Algebra*
Introduction to Computer Applications or.
Computer Applications II

Introduction to Film Study
Introduction to Mass Media

Second Semester

Video Production I
Introduction to Literature
Video Editing
Diversity/Global Studies Elective
Intro to Psychology
Intro to Interpersonal Communication

Third Semester

Newswriting or
Studio Production or Scriptwriting

Effective Speaking
Ethics Elective
Social Science Elective
Senior Seminar attendance (0 cr)

Fourth Semester

Video Production II or Media Criticism
Video Journalism
Natural Science Elective*
Public Relations
Internship/Media Project (3 credits)

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

III. Social Science Division

CRIMINAL JUSTICE

Associate in Science Degree

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

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

Criminal Justice Counseling Career Plan

First Semester

College Writing*
College Algebra* or
Math Reasoning*
Intro to Sociology
Introduction to Computer Applications
or Computer Applications II
Introduction to Criminal Justice**

Second Semester

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

Third Semester

Criminology
The Correctional Community
Diversity/Global Studies Elective
Forensic Science*
Elective
Senior Seminar Attendance (0 cr.)

Fourth Semester

Social Psychology
Juvenile Delinquency
Abnormal Psychology
Drugs and Behavior
Ethics Elective*

*Developmental courses may be required as prerequisites.

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

Police or Security Career Plan

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

First Semester

College Writing *
College Algebra* or
Mathematical Reasoning*
Intro to Sociology
 or Public Administration
Introduction to Computer Applications
 or Computer Apps II
Intro to Criminal Justice**

Second Semester

Intro to Psychology*
Humanities Core
Ethics Elective*
PA Criminal Law
Introduction to Search & Seizure and
PA Rules of Criminal Procedure

Third Semester

Juvenile Delinquency
The Correctional Community
Police Operations
Forensic Science*
Effective Speaking
Senior Seminar Attendance (0 cr.)

Fourth Semester

Firearms and Police Combat Situations
 or Social Problems
Drugs and Behavior
Preliminary Law Enforcement & Criminal
 Investigation
Criminology Elective
Diversity/Global Studies Elective

* Developmental courses may be required as prerequisites

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

HUMAN SERVICES

Associate in Science Degree

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

First Semester

Introduction to Human Services
Introduction to Psychology
Intro to Sociology or Social Problems
College Algebra* or Math Reasoning
College Writing*

Second Semester

Social Psychology
Effective Speaking
Psychology of Adjustment
American Minority Groups
Intro to Computer Applications, or
Computer Apps II

Third Semester

Ethics Elective*
Adulthood and Aging
Abnormal Psychology
Marriage and the Family
Drugs and Behavior
Senior Seminar Attendance (0 cr.)

Fourth Semester

Developmental Psychology
Natural Science Elective*
Counseling Theories and Techniques
Humanities Core
Elective
Elective

*Developmental courses may be required as prerequisites.

EARLY CHILDHOOD EDUCATION PROFESSIONAL

ASSOCIATE IN SCIENCE DEGREE

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

First Semester

College Writing*
Intro to Prof of Education
Elective* _____
Assessment I
Introduction to Psychology*

Second Semester

Survey of American Literature
Diversity/Global Studies Elective _____
Infant/Toddler Development
Child, Family & Community
Introduction to Computer Applications
OR
Computer Applications II

Third Semester

Methods and Materials
Effective Speaking
Early Childhood Growth & Development

Laboratory Science* - BIO 115 **or** ESC 115
ECE Elective: ECE 205 or ECE 206
or ECE 207
Senior Seminar Attendance (0 cr.)

Fourth Semester

Language, Literacy & Play
Early Intervention in ECE
U.S. History I or II
Classroom Management **OR**
Field Studies I**
Elective

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

MAT Elective: MAT 105, MAT 106, MAT 115, MAT 120; developmental and/or bridge math coursework may be required prior to enrollment in math elective

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

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

EDUCATION

ASSOCIATE IN SCIENCE DEGREE

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

First Semester

Introduction to Computer Applications

OR

Computer Applications II

Intro to the Profession of Education

College Writing*

Introduction to Psychology*

Laboratory Science Elective^

^BIO 115 **OR** ESC 115

Second Semester

Survey of American Literature

Objectives, Assessment, Curriculum

Learning & Development

Applied Ethics*

Effective Speaking

Math for the Early Years **OR**

Math/Science Content Area Course**

Third Semester

Inclusive Ed & Technology

Methods and Materials

Classroom Management

Language, Literacy & Play **OR**

Reading in the Content Areas

Child, Family & Community

Senior Seminar Attendance (0 cr.)

Praxis Preparation (0 cr.)

Fourth Semester

U.S. History I or II

Teacher Identity

Schools as Organizations

Curriculum Integration

Content Area Course***

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

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

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

06/10

IV. Math, Science and Computer Science Division

GENERAL SCIENCE

Associate in Science Degree

This Program is designed to provide a sound education in general science (biology, chemistry and physics) plus more advanced coursework in biology. Students entering the program should have successfully completed two to three years of mathematics and three years of science in high school. They should also be familiar with computers and their uses. Primarily a transfer-related program, this curriculum provides intensive hands-on laboratory experience that will prepare students for additional study at four-year institutions. Students may also gain entry-level positions in science-related careers as laboratory technicians.

First Semester

College Writing*
General Biology I*
General Biology I Lab (1 credit)
General Chemistry I*
General Chemistry I Lab (1 credit)
Calculus I (4 credits)

Second Semester

Effective Speaking
General Biology II
General Biology II Lab (1 credit)
General Chemistry II
General Chemistry II Lab (1 credit)
Intro to Computer Applications or
Computer Applications II

Third Semester

Diversity/Global Studies Elective
Intro Statistics & Data Analysis
General Physics I
General Physics I Lab (1 credit)
Microbiology (4 credits)
Social Science Elective
Senior Seminar attendance (0 cr)

Fourth Semester

Bioethics
General Physics II
General Physics II Lab (1 credit)
Ecology & Evolutionary Biology (4 credits)
Humanities Elective

* Developmental courses may be required as prerequisites.

ENVIRONMENTAL STUDIES

Associate in Science Degree

The Environmental Studies program provides two tracks for specialization in this broad interdisciplinary field.

Policy Career Plan

The Policy Career Plan emphasizes the relationships between natural science and social science with a focus on legal and policy issues relating to the environment. Students entering the program should have successfully completed two to three years of mathematics and three years of science in high school. They should also be familiar with computers and their uses.

First Semester

College Writing*
College Algebra*
Global Ecology or Environmental Science
Macroeconomics
Biological Science*

Second Semester

Effective Speaking
Intro Stat & Data Analysis or Pre-Calculus
Social Problems
Intro to Environmental Studies
Intro to Computer Apps or Comp Apps II

Third Semester

Diversity/Global Studies Elective
Intro to Public Administration
Environmental Quality
Bioethics
Elective or Co-Op
Senior Seminar attendance (0 cr)

Fourth Semester

Environmental Law and Policy
Principles of Management
Social Science Elective
Humanities Elective
Elective or Co-op

*Developmental courses may be required as prerequisites.

Environmental Science Career Plan

The Science Career Plan is designed for students who desire more thorough coursework in biology and environmental science and who intend to transfer to a four-year institution or to enter the work force as field or laboratory technicians.

First Semester

College Writing*
Pre-Calculus*
General Biology I*
General Biology I Lab (1 credit)
Global Ecology or Environmental Science*
Macroeconomics

Second Semester

Effective Speaking
Intro to Environmental Studies
General Biology II
General Biology II Lab (1 credit)
Intro to Computer Apps or Comp Apps II
Bioethics

Third Semester

Social Problems
General Chemistry I
General Chemistry I Lab (1 credit)
Diversity/Global Studies Elective
American National Government, or
Intro to Public Administration
Environmental Quality
Senior Seminar attendance (0 cr)

Fourth Semester

Ecology & Evolutionary Biology (4 credits)
or Co-op
Environmental Law and Policy
Principles of Management
Humanities Elective
Elective

*Developmental courses may be required as prerequisites.

COMPUTER INFORMATION SYSTEMS

Associate in Science Degree

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

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

First Semester

Principles of Accounting I
College Writing*
Pre-Calculus*
Computer Applications II
Diversity/Global Studies Elective

Second Semester

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

Third Semester

Social Science Elective
Management Information Systems
Visual Basic Programming
Macroeconomics
Humanities Elective
Senior Seminar attendance (0 cr)

Fourth Semester

Ethics Elective*
Database Management Systems
Java Programming
Natural Science Elective*
Elective

INFORMATION TECHNOLOGY SECURITY

Associate in Science Degree

The aim of this curriculum is to provide a conceptual and practical basis for the understanding and application of information systems security. Theoretical principles acquired in the formal class sessions are refined and become usable skills through the utilization of the College's computer laboratories. Over the course of this program, many operating systems in various environments are explored.

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

First Semester

Computer Applications II
College Writing*
PC Operating Systems Technology
Forensics Analysis/Windows Environment
College Algebra*

Second Semester

Business Communications*
Systems Networking (4)
LINUS/UNIX Operating Systems
Introduction to Psychology*
Intro. Statistics & Data Analysis

Third Semester

Personal Computer & Network
Security Issues (4)
TCP/IP and Network Routers
Ethics Elective*
Diversity/Global Studies Elective
International Business
Senior Seminar Attendance (0 cr.)

Fourth Semester

Effective Speaking
Data Communications
Natural Science Elective _____
Introduction to E-Commerce
Microcomputer Architecture/
Multimedia Systems

Diversity/Global Studies Elective: SSC 220, SSC 225, SSC 235, SSC 245, any global history, foreign language

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

ECOLOGICAL SUSTAINABILITY

Associate in Science Degree

The Ecological Sustainability Career Plan is designed for students who would like to enter the field of “green jobs” with a new world view. This two-year associates degree is a valuable introduction to many career paths and 4-year degrees in sustainability such as environmental science and engineering, public policy, government, planning, business, design and construction, technology, culinary and agriculture. This degree helps students to understand the global issues, their place in the world and focuses their passion to become effective citizens in their community and in the world.

First Semester(15 credits)

College Writing
Introduction to Computer Applications
Effective Speaking
Introduction to Ecological Sustainability
Field Biology

Second Semester(15 credits)

Sustainable Agriculture
Ecological Literacy
Principles of Environmental Educ
Green Building and Business
Introduction to GIS

Summer (3 credits)

Internship – 3 credits

Third Semester (16 credits)

College Algebra
General Biology I
General Biology I Lab (1 credit)
Environmental Ethics
Renewable Energy Technology and Applications
Environmental Quality
Senior Seminar attendance (0 cr)

Fourth Semester(15 credits)

Principles of Marketing
Global History/Diversity Elective
Environmental Psychology
Land Use Planning and Sustainable
Development
Environmental Economics within the
Global Economy

V. Applied Technology Division

INDUSTRIAL/MANUFACTURING

Associate in Applied Science Degree

The Industrial/Manufacturing Program prepares recent secondary school graduates, as well as men and women currently employed in the region's industrial and technical firms, to improve their technical knowledge and skills and their academic capabilities. To bring technical specialists and resources into the program, the college has developed partnerships with the Northern Tier Career Center, the Career Technology Center of Lackawanna County, and Johnson College. This program's flexible schedule, including evening coursework, accommodates the needs of both traditional students and working men and women. The Plant Technology Career Plan provides students with a broad range of experience in processes and equipment typically encountered in manufacturing plants.

Plant Technology Career Plan**

First Semester

College Algebra*
College Writing*
Intro to Computer Applications
or Computer Applications II
Principles of Manufacturing
Electrical Power Technology

Third Semester

Ethics Elective*
Chemistry in Society*
Industrial Controls
Management Information Systems
Intro Statistics & Data Analysis
or Pre-Calculus
Senior Seminar attendance (0 cr)

Second Semester

Diversity/Global Studies Elective
Effective Speaking
Social Science Elective
Principles of Management
Basic Print Reading

Fourth Semester

Environmental or Physical Science
Business Communications
Introduction to Psychology*
Programmable Controls
Hydraulics/Pneumatics

* Developmental courses may be required as prerequisites.

** Offered only at the Towanda Center.

ELECTRONIC TECHNOLOGY

Associate in Applied Science Degree

This program is collaboration between Lackawanna College and Johnson College, and it provides the training individuals need to obtain well-paying jobs as electronics technicians with major employers in Northeastern Pennsylvania and throughout the country. Trained electronics technicians work with cutting-edge technology in dynamic fields such as national defense and global manufacturing.

The colleges have combined forces to offer specialized training leading to an Associate Degree in Electronics at their Scranton campuses. Candidates apply to Lackawanna College for admission to the program and take core courses at Lackawanna College. At Johnson, they receive hands-on training in various electronic technology subjects. The two-year program leads to Associate in Applied Science degrees from Lackawanna College in Electronic Technology.

Lackawanna College General Education Core (22 credits)

Introduction to Computer Applications or Computer Applications II
College Algebra*
Business Communications
College Algebra II & Trigonometry
International Business
Introduction to Psychology or Social Science Elective
Job Finding Skills or Self-Development Elective
Senior Seminar attendance (0 cr)

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

** Social Science Elective: Any Social or Behavioral Science listed except PHL 105, PHL 120 or PSY 105

Johnson College Courses

Electronic Technology Core Courses (40 credits)
Electronic Technology Major Specific Courses (8 credits)

OFFICE ADMINISTRATION

Associate in Science Degree

Maximizing the efficiency in today's hectic office environment requires effective management. Therefore, executives are increasingly relying on administrative assistants to expand the productivity of their offices. The Office Administration curriculum has been designed to develop those fundamental skills and personal qualifications required of a person able to "take charge" of administrative responsibilities involving anticipation of needs, the use of tact and ability to plan.

An Office Administration student will not only master administrative office skills but also gain a working knowledge of effective management and accounting principles. A graduate may be employed in a variety of positions in industry, banking, education, government or other fields requiring highly developed office administration capabilities.

The Office Skill Career Track provides students with a broad exposure to knowledge and skills that can be applied in any business environment while the Information Management Technology career Plan provides intensive training and exposure to office technology applications.

Office Skills Career Track

First Semester

College Writing*
Introduction to Computer Applications
or Computer Applications II
Mathematics of Finance* Mathematical
Reasoning, or College Algebra*
Principles of Management
Introduction to Keyboarding

Second Semester

Principles of Accounting
Business Communications*
Computer Applications II
or Elective
Management Info Systems
Anatomy and Physiology*
or Natural Science Elective*

Third Semester

Business Law or Elective
Effective Speaking
Introduction to Psychology
Diversity/Global Studies Elective
Medical Terminology or Elective
Senior Seminar attendance (0 cr)

Fourth Semester

Legal Terminology or Elective
Human Resource Management
Applied Ethics* or Medical Ethics
American Minority Groups
Speedwriting* or Co-op or Elective

* Developmental courses may be required as prerequisites.

Information Management Technology Career Track

First Semester

Mathematics of Finance
Principles of Management
College Writing*
Speedwriting*
Introduction to Keyboarding or
Business Elective

Second Semester

Principles of Accounting I
Intro to Computer Applications or
Computer Applications II
Introduction to Psychology
Effective Speaking
Business Communications

Third Semester

Computer Applications II or
CIS Elective
Human Resources Management
Computerized Spreadsheets
Management Information Systems
American Minority Groups
Senior Seminar attendance (0 cr)

Fourth Semester

International Business
Ethics Elective*
Humanities or Soc. Science Elective
Office Technology
Co-op or Business Elective

*Developmental courses may be required as prerequisites.

VI. Health Care Services Division

EMERGENCY MEDICAL SERVICES

Associate in Science Degree

The Emergency Medical Services Concentration combines the College's paramedic training program with core curriculum and advanced college coursework. The College awards 32 credits to those degree-seeking students who have successfully completed all 1035 hours of the paramedic program and have passed the Pennsylvania Department of Health Paramedic Certification Examination (see the Continuing Education section of this catalog). The 33 additional hours such students need to earn their degrees are distributed among the following courses:

College Writing *	3 credits
Introduction to Literature	3 credits
Mathematics of Finance*	3 credits
Intro to Psychology* or Social Psychology	3 credits
Introduction to Computer Applications or Computer Apps II	3 credits
Human Biology	3 credits
Effective Speaking	3 credits
Medical Ethics	3 credits
Drugs and Behavior or Recommended Social Science Elective	3 credits
Developmental Psychology or Social Problems	3 credits
Pharmacology	1 credit
Medical Terminology	1 credit
Self-Development (Stress Management)	1 credit
Senior Seminar attendance (0 cr)	

- Recommended Social Science Electives:
Diversity/Global Studies Elective
Introduction to Sociology
Adulthood and Aging

* Developmental courses may be required as prerequisites.

DIAGNOSTIC MEDICAL SONOGRAPHY

Associate in Science Degree

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

First Spring Semester (Pre-Ultrasound) Summer Session

Intro to Psychology	College Writing*
Intro to Computer Apps or Computers Apps II	
Intro to Patient Care	
College Algebra*	
Anatomy & Physiology	
Medical Terminology	

First Fall Semester

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

Spring Semester

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

Summer Semester

Medical Ethics
Intro to Vascular Technology

Fall Semester

Clinical III*****
Registry Review

* Developmental courses may be required as prerequisites

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

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

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

VASCULAR TECHNOLOGY

Associate in Science Degree

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

First Fall Semester (Pre-Vascular)

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

Summer Session

Medical Ethics (3 cr)

Intersession

Introduction to Literature (3 cr)

First Spring Semester (Vascular Coursework Begins)

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

Second Fall Semester

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

Second Spring Semester

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

* Developmental courses may be required as prerequisites

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

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

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

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

HEALTH INFORMATION MANAGEMENT TECHNOLOGY

Associate in Science Degree

Health Information Management is a rapidly growing field in the healthcare industry. The program is designed to prepare Health Information Technicians to sit for and pass the AHIMA certification exam. Health Information Technicians work in hospitals, clinics, nursing facilities and other health care sites to analyze, abstract, code, store and retrieve healthcare data in manual or electronic form for proper submission to insurance, government and other agencies. Health Information Technicians are a vital link in making sure the healthcare facility receives proper reimbursement from all sources. This position will become more valuable with the implementation of electronic health care records throughout the system.

First Semester

Introduction to Computer Applications
College Writing*
Diagnostic & Medical Terminology
Anatomy & Physiology
Introduction to Health Info Mgmt

Second Semester

Intro to Microbiology wo/lab
Anatomy & Physiology/lab (4 cr.)
Intro to ICS-9-CM Coding
Business Communications
Legal Aspects of Health Info

Third Semester

Medical Ethics
Intro to CPT Coding
Clinical Internship I
Healthcare Statistical Data (2 cr.)
Math of Finance
Principles of Management
Senior Seminar Attendance (0 cr.)

Fourth Semester

Advanced Coding & Reimbursement
Clinical Internship II
Pharmacotherapy (2 cr.)
Healthcare Delivery Systems
Effective Speaking
Social Science Elective

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

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

04/10

CARDIAC SONOGRAPHY TECHNOLOGY

Associate in Science Degree

FALL SEMESTER 15 Credits

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

SPRING SEMESTER 17 Credits

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

SUMMER SESSION 5 Credits

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

FALL SEMESTER 18 Credits

Cardio Pathophysiology II (3)
Medical Ethics (3)
Skills Lab II (2)
Introduction to Psychology (3)
Ultrasound Physics II (3)
Cardio Clinical II (3)
Senior Seminar Attendance (0)
Intro to Peds (1)

SPRING SEMESTER 15 Credits

Cardio Clinical III (15)
Registry Review (0)

HHP140(Ultrasound Physics I) cannot be scheduled unless a student has successfully completed **MAT 120 (College Algebra)**.

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

CERTIFICATE PROGRAMS

COMPUTER TECHNICIAN CERTIFICATE WITH MICROSOFT CERTIFICATION

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

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

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

Students enrolled in the program follow this course of study:

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

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

** Before taking this course, students must successfully complete Introduction to Computer Applications or submit proof of high school coursework in computer

applications (word processing, spreadsheets and database) through a transcript or portfolio.

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

CAREER ADVANCEMENT STUDIES

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

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

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

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

SURGICAL TECHNOLOGY CERTIFICATE

First Semester

Anatomy and Physiology	3 crs.
Introduction to Microbiology wo/lab	3 crs.
Introduction to Surgical Technology	3 crs.
Principles and Practice of Surgical Tech.	6 crs.
Medical Terminology	1 cr.
Pharmacology	1 cr.

Second Semester

Anatomy and Physiology II w/lab	4 crs.
Technological Science	1 cr.
Surgical Procedures I	4 crs.
Clinical Practice I	8 crs.

Third Semester

Surgical Procedures II	4 crs.
Clinical Practice II	12 crs.
Total Credits	50 crs.

COURSE DESCRIPTIONS

<u>Accounting (ACC)</u>	<u>History (HIS)</u>
<u>Biology (BIO)</u>	<u>Information Tech Systems (ITS)</u>
<u>Chemistry (CHM)</u>	<u>Management (MGT)</u>
<u>Communications (COM)</u>	<u>Marketing (MKT)</u>
<u>Computer Information Systems (CIS)</u>	<u>Mathematics (MAT)</u>
<u>Cooperative Work Experience (CED)</u>	<u>Media Technology (CTN)</u>
<u>Criminal Justice (CJS)</u>	<u>Natural Gas Technology (NGT)</u>
<u>Developmental Education (DEV)</u>	<u>Office Technology (OAD)</u>
<u>Diagnostic Clinical (DCL)</u>	<u>Philosophy (PHL)</u>
<u>Diagnostic Medical Sonography (DMS)</u>	<u>Physical Science (PHY)</u>
<u>Early Childhood Education (ECE)</u>	<u>Psychology (PSY)</u>
<u>Earth Science (ESC)</u>	<u>Public Administration (PAD)</u>
<u>Economics and Finance (ECO)</u>	<u>Self-Development (LSK)</u>
<u>Education (EDU)</u>	<u>Spanish (SPN)</u>
<u>Electronics Technology (EET)</u>	<u>Social and Behavioral Sciences (SSC)</u>
<u>English (ENG)</u>	<u>Surgical Technology (SGT)</u>
<u>Fine Arts (ART)</u>	<u>Vascular Clinical (VCL)</u>
<u>Health Care (HTH)</u>	<u>Vascular Technology (VST)</u>

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MARIANNE ROSAR
Assistant Board Secretary

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Secretary to the President/ Secretary of the Board of Trustees	Marianne Rosar
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Vice President for Academic Affairs	Jill Murray, Ph.D.
Vice President for Administration	Gail Scaramuzzo
Vice President for Financial Affairs	Daniel Mrykalo

Academic Services

Jill Murray, Ph.D. Vice President for Academic Affairs	Division
Erica Barone Pricci Associate Dean for Curriculum	Debbie Prazych Chairperson, Mathematics/Computer Information Systems/Science Division
Bruce Moore Associate Dean for Faculty Affairs	Lynn DeSanto Instructor in Laboratory Science/Laboratory Manager
Mary Clare Gallagher Assistant to the Academic Affairs Officers	Donald Korinda Director of the Mathematics Lab
Mark Duda Dean of Enrollment Management	Anita Cola Director of Continuing Education
Joseph Gilroy Chairperson, Business Division	Wayne Wheeler Librarian
Emelia Angeli Chairperson, Humanities Division	Elaine Pencek Media and Database Librarian
Sharon Nazarchuk, Ph.D. Chairperson, Social Science Division	Stephanie McDaniels Director of the Sonography Programs
Deborah Hartzell Chairperson, Developmental Education	Mauri Conforti DMS Clinical Coordinator

Student Affairs

Suellen Musewicz

Dean of Student Affairs

Karen Legge

Director of Student Activities

Barbara Nowogorski

Director of Advising/Transfer Services/
Portfolio Manager

Denise Duda

Retention Coordinator

Daniel LaMagna

Career Coordinator

Stephen Duda

Director of Housing and Residence
Life

Tracy Dranchak

Assistant Director of Housing and
Residence Life

Continuing Education

Anita Cola

Dean of Continuing Education

Laurie Mielo

Office Manager

Marianne Pindar

Director of the Hazleton Center

Director of the Lake Region Center

Ryan Stalker

Director of the New Milford Center

Joyce Kerrick

Director of the Towanda Center

Maggie Prudente

Director of Allied Health Certificate
Programs

Katie Lavelle

Administrative Assistant to Continuing
Education

Diane Parlanti

Training Accounts Manager/Instructor

Michael Macedonia

Director of Paramedic Training

Don Snyder

Clinical Coordinator/Lead Instructor

Bridget Duggan

Youth and Special Programs Manager

Student Services

Daniel Mrykalo

Vice President for Financial Affairs

Theresa Scopelliti

Registrar

Barbara Hapeman

Director of Financial Aid

Linda Motts

Accounts Receivable Supervisor

Full-Time Faculty

James Burke (2004)

Assistant Professor of English

B.S., Mansfield University; M.S., University of Scranton. Additional studies at Temple University and the University of Scranton.

Vincent Byrne (1977)

Professor of Accounting and Economics

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

Anthony DiMattia (2002)

Instructor in Developmental Studies/Mathematics

A.A., Lackawanna College; B.A., King's College; M.A. Candidate, University of Scranton.

Anthony P. Gach (2007)

Assistant Professor of Criminal Justice

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

Joseph Gilroy (2003)

Instructor in Business

A.S. Lackawanna College;
B.S., Marywood University; Additional study:
Excelsior College.

Deborah Hartzell (1992)

Associate Professor of Developmental Education

B.S., Bloomsburg University; Reading Specialist Certification, Bloomsburg University; M.S., University of Scranton.

Francis Healey (1965)

Professor of Psychology

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

Laura Heffron (2009)

Instructor in English

B.A., Wilkes University

Additional Study: Indiana University of Pennsylvania

Leopold Janczak (1983)

Professor of Information

Systems & Mathematics

A.S., Lackawanna College; B.S.,

Pennsylvania State University; M.S.,

Marywood University.

Bettyann Karr (1974)

Professor of Business and Computer

Information Systems

A.S., Lackawanna College; B.S.,

Bloomsburg University; M.S.,

Marywood University.

Christine Kiehart (2009)

Instructor in Developmental Education/Reading Specialist

B.S., Penn State University

M.S., Marywood University

Emelia Kurilla (2001)

Assistant Professor of Communications

B.A., East Stroudsburg University;

M.A., Marywood University.

Andrew Kurilla (2006)

Instructor in Communications

B.A., Pennsylvania State University.

Gail Laskowski (2006)

**Assistant Professor in Early Childhood
Education**

B.A., Lebanon Valley College; M.S.,

Marywood University; Ph.D.

Candidate, Seton Hall University.

Kevin McDonough (2009)

Instructor in English

B.S. Kutztown University

Candidate M.A. Wilkes University

Carlie Nicastrò (2009)

Instructor in Education

B.S., Marywood University

M.A.T., Marywood University

Dawn Mizwinski-Wesley (2005)

Assistant Professor in Developmental

Studies/English

B.A., M.A., University of Scranton.

Thomas Musewicz (1999)

Assistant Professor of English

A.B., University of Scranton; M.P.A.,

Marywood University.

Sharon A. Nazarchuk, Ph.D.

Professor of Social Sciences

R.N., Mercy Hospital

B.A., M.H.A., Wilkes University

M.A., Ph.D., State University of New York.

Debbie Prazych (2008)

Associate Professor of Computer Information Systems/

Mathematics

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

Linda Pryal (1997)

Associate Professor of Business

B.S., M.B.A., Marywood University.

Lawrence Pugliese (1995)

Associate Professor of Mathematics

B.S., DeVry Institute of Technology;

M.S.L., Vermont Law School.

John Rettura (1979)

Professor of English and Humanities

B.A., M.A., University of Scranton; Additional study:

Cornell University

Barry Staples (1971)

Professor of Social Science

A.S., Lackawanna College; B.S.,
Bloomsburg University; M.A.,
Marywood University. Additional study:
Temple University

William Tarutis, Ph.D., (1997)

Professor of Natural Science

A.A.S , Luzerne County Community College,
B.S., Wilkes University; M.S.,
Ph.D., Pennsylvania State University.

Patrick Walsh (2008)

Professor of Social Science

B.S., University of Scranton
M.S., Southern Illinois University
Ph.D. Candidate: Marywood University

Marian Wasilchak (1971)

Professor of Business & Computer

Information Systems
B.S., M.S., Marywood University.

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Scranton Campus

Barbara Carey

Early Childhood Education

M.S., University of Indiana

Barry Hartzell

Computer Information Systems

M.S., Wilkes University

Janet Lewis

Computer Information Systems

M.B.A., Wilkes University

Doreen Morgan

Vascular Studies

B.S., College Misericordia

Marty O'Connor

Vascular Studies/Natural Science

B.S., University of Scranton

Donald Royce

Accounting

M.B.A., Wilkes University

Deborah Vacca

Developmental Studies

M.S., State University of New York

Mark Walsh, J.D.

Law

J.D, Dickinson School of Law

Jonathan Wasp

Social Science

M.S., Marywood University

Hazleton Center

Sherry Castine

Phlebotomy

Certification: American Society of Clinical
Pathology

Beth Dippel

English

B.S., East Stroudsburg University

Edward Girard

Criminal Justice/Social Sciences

M.P.A., Kutztown University
Ph.D., Capella University

James Malkin

Mathematics

B.S., East Stroudsburg University

Joseph Mangan

Criminal Justice

M.S., Boston University

Mark Maylath

Social Science/Criminal Justice

B.S., DeSales University

John Mitchell

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M.S., Wilkes University

Annajean Muckler, RN

Psychology

RN, University of Pennsylvania
B.S., University of North Carolina

Francis Pierucci

Spanish

M.S., Penn State University

Marianne Pindar

**Law/Business/GED/ABE/ESL/
Social Science**

M.B.A., Wilkes University

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Computer Information Systems
M.A., Bloomsburg University

Adam Randis
Humanities/Education
M.Ed., Bloomsburg University

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Ph.D., Western Colorado University

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J.D., University of Alabama School
of Law

David Stanton
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Frederick Stanton
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B.S., Susquehanna University

John Starzer
Mathematics
M.S., University of Scranton

Robert (Steven) Stoud
Criminal Justice
Pennsylvania Police Academy

Samuel Tallo
Education
M.S., University of Scranton

New Milford Center

Greg Banks

Business Administration

M.B.A., George Washington University

Charmarie Bisel

Psychology

M.S.W., Marywood University

Julie Costello

Criminal Justice

B.S., Chestnut Hill College

Matthew Donnelly

History

M.A.T., Binghamton University

Charles Jaget

Mathematics

M.S., U.S. Naval Postgraduate School

Alice Palmiter

Mathematics

M.Ed., Wilkes University

Kimberly Park

English

B.A., God's Bible School

Barb Parraga

Early Childhood Education

B.S., Binghamton University

Edward Price

Chemistry/Earth Sciences

B.S., University of Scranton

B.S., Wilkes University

Ken Robinson

Physics/Chemistry

B.S., University of Pittsburgh

Bethene Summers

Communications

M.A., Gordon Conwell Theological Seminary

Stacie Telnock

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M.Ed., College Misericordia

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Heidi Zenefski

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M.S., Wilkes University

Towanda Center

Karen Allen

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Amy B. Brown

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Lewis Chere

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Ph.D., Washington State University

Brian Cole

Management

M.B.A., University of Phoenix

Lisa Cole

History

M.Ed. Mansfield University

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B.S., Penn State University

Charles Cornwall
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M.A., Temple University

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Laurie Dunn
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M.A., Baptist Bible College

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M.S.W., Marywood University

Grace George
Developmental Education
M.S., Elima College

Marie Girven
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B.S., Mansfield University

Kathryn Gleockner
Education
M.Ed., Mansfield University

Jill Gorman
Social Sciences
Ph.D., Temple University

Corey Gravelle
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M.B.A., Carnegie Mellon University

Joseph Greco

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B.A., St. Joseph's College

Ann Griffith

Office Administration

B.S., Shippensburg University

Marsha Ham

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A.S., Lackawanna College

Diana Hostetler

Social Sciences

M.S.W., Marywood University

Gregory Hostettler

Criminal Justice

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CST, Penn College

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