LACKAWANNA COLLEGE

2019 - 2020 Catalog

TABLE OF CONTENTS

A MESSAGE FROM THE PRESIDENT

Dear College Candidate:

Lackawanna College boasts a long and proud history of service to our students and the community. For more than a century, it has provided the opportunity for people at all academic levels to learn, grow, renew and excel. Our graduates can be found throughout the region and the country - shining examples of what can be accomplished with hard work and a dedicated faculty and staff. And, we're only getting better.

Serving as the College's eighth President is both an honor and a privilege. I am humbled by the fact that I will oversee an institution that has so much to offer. We are committed to our mission and our policy of being an open enrollment College, but will also continue to expand niche programs in fields such as Allied Health, Petroleum and Natural Gas and Hospitality that will allow our graduates to excel in high-demand fields that require state-of-the art training and skill sets.

We are also committed to the region outside of our main campus in Scranton where we see unlimited opportunities for the people of Bradford, Wyoming, Susquehanna, Wayne, Pike, Luzerne, and Northumberland counties. The amazing stories of student achievement that have come from our six satellite centers located in Towanda, New Milford, Hazleton, Hawley, Sunbury and Covington Twp., inspire us to increase efforts to grow Lackawanna College throughout northeastern PA.

Equally as important, we recognize that post-secondary students are not the only population we serve. Many teens, children, parents and adults from the region have benefitted from Lackawanna College's presence. Whether it is learning about the world around them through our Environmental Institute's educational seminars and workshops, getting a head start through our dual-enrollment programs, attending one of our many summer youth camps, or furthering one's career through our numerous Continuing Education programs, there are opportunities for all area residents to engage in lifelong learning. We recognize the critical importance of programs outside of traditional post-secondary academics and will continue to cater to the unique learning needs of this area's populations.

Finally, Lackawanna College enjoys the reputation of being agile in its response to emerging community and industry needs for training and education. While well-earned, we must continue to maintain that reputation through curricular and program innovations. As a learning institution, everything we do must be rooted in meeting the needs of our students.

Welcome to Lackawanna College. Proud. Innovative. Life Changing.

Sincerely,

Mark Volk
President

STATEMENT OF DISCLAIMER

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

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

NOTICE OF DISCLAIMER

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

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

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

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

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

All complaints of sexual misconduct should be brought to the immediate attention of Lackawanna College's Title IX Coordinator and Executive Director of the Student Wellness Program, Marsha Pigga, Angeli Hall, Room 102, 501 Vine Street, Scranton PA, (570) 955-1466/(570) 677-7589, piggam@lackawanna.edu

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

Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence can be found at: https://portal.lackawanna.edu/ICS/icsfs/Straight_January_2018_Title_IX_Handbook_(3).pdf?target=0da93257-afa6-4adc-8e19-74684c6c3f09

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

Lackawanna College is a smoke-free environment.

LACKAWANNA COLLEGE LOCATIONS
Main Campus
501 Vine Street
Scranton, Pennsylvania 18509
Telephone: (570) 961-7810
Fax: Admissions (570) 961-7843

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

Lake Region Center
8 Silk Mill Drive
Hawley, Pennsylvania 18428
Telephone: (570) 226-4625
Fax: (570) 226-4671

School of Petroleum & Natural Gas
2390 State Route 848
New Milford, Pennsylvania 18834
Telephone: (570) 465-2344
Fax: (570) 456-2726

ACADEMIC CALENDAR

Lackawanna College - Fall 2019 – Summer 2 2020

Fall 2019

TBA-weekend	Freshman Orientation
August 26 (Mon)	Fall Semester begins
August 28 (Wed)	Last day to add an online class
August 30 (Fri)	End of drop/add
September 2	Labor day/College closed
September 4-13	First Advising period
September 30 (Mon)	Last day to withdraw without academic penalty from Subterm 1
October 14	Columbus Day/College closed
October 16 (Wed)	Subterm 1 ends
October 17 (Thu)	Subterm 2 begins
October 19 (Sat)	Last day to add an online class
Oct. 24 – Nov 8	Advising/Online Registration
November 7	Last day to withdraw without academic penalty from On-ground classes
November 11	Veteran's Day/College closed
November 21	Last day to withdraw without academic penalty from Subterm 2
Nov 27-Dec 1	Thanksgiving break

December 2   Classes resume
December 2-6   Finals Week

Intercession 2020 (Including Friday)
January 2 (Thur)   Intersession begins/last day to add an online class
January 10   Last day to withdraw without academic penalty
January 17 (Fri)   Intersession ends

Spring 2020
TBA-weekend   Move in Day/Freshmen Orientation
January 20 (Mon)   MLK Day/College Closed
January 21 (Tues)   Spring Semester begins
January 23 (Thur)   Last day to add an online class
January 27 (Mon)   End of drop/add
Jan 29-Feb 7   First advising period
February 17 (Mon)   Presidents' Day Observed/College Closed
February 24   Last day to withdraw without academic penalty from Subterm 1
March 9-13 (M-F)   Spring break
March 13 (Fri)   Subterm 1 ends
March 16 (Mon)   Subterm 2 begins
March 18 (Wed)   Last day to add an online class
March 24-April 8   Advising/Online Registration
April 6   Last day to withdraw without academic penalty from On-ground classes
April 10-13 (F-M)   Holiday/College Closed
April 20   Last day to withdraw without academic penalty from Subterm 2
May 4-8   Finals Week
May 17 (Sun)   Graduation

Summer 1 2020
June 1 (Mon)   Summer 1 Semester begins
June 3 (Wed)   Last day to add an online class
June 20 (Fri)   Last day to withdraw without academic penalty
July 2 (Thurs)   Summer Semester ends

THE LACKAWANNA EXPERIENCE

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

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

Lackawanna College is a private, non-profit institution with 125 years of educational experience. Founded in 1894, the College has changed and grown through the years to meet the shifting educational needs of prospective students, business and industry, area residents, and the community.

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

Advice and counseling about career and educational choices are an essential part of the Lackawanna experience for everyone who attends. With his/her advisor, each student prepares an education plan that seeks to optimize the individual's learning potential. Developmental programs are available for students who need to improve English, reading, and math skills and rapidly enhance educational readiness.

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

HISTORY OF THE COLLEGE

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

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

Administrators removed the word "Business" from the school's name, as it was too restrictive, and added Civil Service courses to prepare students for governmental positions. The College met with continued success because of its ability to change with the times, shifting emphasis when necessary and adjusting courses to meet specific needs. For example, with the coming of World War II, the school made a concerted effort to prepare women for vital positions

in business and industry. After the war, the College adapted its programs once more to meet the needs of returning veterans.

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

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

Mindful of its role as a community-based institution, the College opened satellite centers in Hazleton, Hawley and Towanda. The strong demand for the programs and services offered in Scranton compelled Lackawanna to expand again. The College opened a state-of-the-art main campus in Scranton's downtown in 1996. By 2001, the continued growth in the institution's majors, programs, facilities and technology mandated that the institution change its name to Lackawanna College to reflect its present reality more accurately. The College opened an additional satellite center in New Milford to serve Susquehanna County in 2007, and in 2017, a satellite center opened in Sunbury to reflect the needs of that community.

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

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

MISSION AND VISION

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

Vision: The College's vision is to be the nationally recognized premier open-enrollment college of choice.

Celebrating the Power of Education to Transform:

Lackawanna College Strategic Plan 2017-2020

Core Values

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

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

Objective 1: Increase new degree-seeking student enrollment by 9% over 3 years.

Objective 2: Increase LC's Hispanic student population by 9% over 3 years.

Objective 3: Increase private donations for scholarships, programmatic, and capital growth by 20% over 3 years.

Objective 4: Increase revenue generated through Continuing Education by 15% over 3 years.

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

Objective 1: Increase the number of degree-seeking students prepared to directly engage in college level work by 12% over 3 years.

Objective 2: Increase the number of students participating in non-degree educational offerings targeted at specific underserved populations by 10%.

Objective 3: Continue to strategically expand into bachelor's level programming in disciplines that address the workforce gaps/opportunities in our region.

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

Objective 1: Increase one-year retention rate by 12% over 3 years.

Objective 2: Increase graduation rate by 9% over 3 years.

Objective 3: Maintain ongoing process of evaluating student learning outcomes and conducting robust, multi-faceted academic program assessment.

Objective 4: Increase the number of associate degree graduates who stay at LC for bachelor's degree programs by 21% over 3 years.

Objective 5: Strengthen mechanisms to assist students in overcoming financial barriers to educational attainment by allocating a determined threshold for retention scholarships.

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

Objective 1: Maintain departmental strategic plans that are aligned with Institutional Strategic Plan, collaborative with other departments, and linked with the resource allocation process.

Objective 2: Assess annual achievement of departmental plans and the contributions of departmental plans toward the achievement of the Institutional Strategic Plan.

Objective 3: Maintain plans for resource enhancement, including physical infrastructure, technological improvements, and appropriate staffing in support of strategic organizational growth.

Goal 5: Promote and celebrate community partnerships.

Objective 1: Develop strategic partnerships with organizations who serve our student demographic in other ways, including financial, recreational, health and wellness, and psychosocial dimensions.

Objective 2: Increase the number of College personnel actively engaged in community service by 10% over 3 years and the number of College personnel holding leadership roles in civic organizations by 5% over 3 years.

Objective 3: Enhance meaningful collaborations with community organizations, businesses, and industry representatives to provide student learning opportunities such as internships, service learning projects, guest speakers, and/or field trips.

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

Objective 1: Increase the number of faculty and staff participating in internal and external professional development activities by 5% over 3 years.

Objective 2: Maintain and enhance the process of recognizing College personnel for exemplary service.

CURRICULUM MISSION STATEMENT

Lackawanna's faculty strives to fulfill the College's institutional mission within the various curricula sponsored by individual departments. These curricula offer students opportunities to advance their knowledge in a variety of disciplines and to pursue a number of

different career goals. Irrespective of academic interest or career choice, however, all matriculating students at the College are expected to achieve mastery of designated learning goals through curriculum-wide study, practice and demonstration.

The overall College Curriculum Mission Statement is as follows:

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

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

OUTCOMES ASSESSMENT

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

ACCREDITATION

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

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 a bachelor's degree or earn an associate degree prior to transfer into a bachelor's program at a four-year college. Others, including older enrollees, plan to use their degrees to secure immediate employment. A large group of students undergo a prescribed training program in preparation for a specific career in law enforcement or medical technology. Still others already hold an advanced degree but for a variety of reasons are planning career changes that demand a different set of skills. They take advantage of the College's extensive continuing education options. A final set of students are already employed, but because of job-specific licensing requirements are enrolled part-time in one or more professional development classes.

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

STUDENT RESIDENT HOUSING

Lackawanna College provides resident housing for male and female students attending the institution's Scranton campus. Accommodations are maintained in residence halls located approximately two blocks or less from the central campus building.

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

Seeley Hall, a multi-use structure located at 406 North Washington Avenue that opened for the fall 2008 semester. It occupies the first four floors of the building and serves 111 students. Seeley Memorial Library is also located in Seeley Hall.

Tobin Hall is located on the corner of Vine Street and Madison Avenue. This residence hall is made up of 10 suites. Each suite houses eight students for a total of 80 occupants. Each suite contains its own restroom and shower facilities.

In all buildings, each unit is equipped with a bed, desk and chair, and clothing storage area. The conveniently located facilities provide clean, comfortable rooms, video security, laundry facilities, parking, a common area, central air conditioning, WIFI and a student lounge with computer stations and a big screen television. College public safety officers monitor visitation in the evenings and around the clock on weekends.

All full-time students attending the Scranton campus who do not commute daily from the home of their parent(s), legal guardian(s) or spouse must reside in campus housing when they are actively enrolled in college courses. Commuting distance is defined as 45 miles from campus or less. Student athletes with a residence more than 30 miles from campus must reside in campus housing. This policy applies to any time of enrollment, including summer sessions and intersession.

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

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

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.

HEALEY HALL AND SEELEY HALL

The latest additions to Lackawanna College's facilities at the Scranton campus are Healey 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.

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

THE PEOPLES SECURITY BANK THEATER
AT LACKAWANNA COLLEGE

Lackawanna College brought life back to one of the architectural and cultural gems of Northeastern Pennsylvania by restoring the elegant auditorium in its main campus building in downtown Scranton. The theater, which dates to 1923, has a distinguished history. Blessed with fine acoustics and enhanced by lavish decor, in its early years it featured a variety of world famous performers, such as Sergei Rachmaninoff, Marian Anderson, John Phillip Sousa and Allan Jones. The facility had deteriorated significantly and was closed in 1991. After purchasing the Central Building, the College undertook an extensive rejuvenation to revive the theater, reopening the facility on March 2, 1999. The ornamentation was carefully refurbished and highlighted with gold leafing. Leaded glass windows were restored, plush seats installed and the stage extended. With a capacity of 1043, the air-conditioned facility can be utilized year round.

In addition to College functions, the Theater now hosts a variety of public performances and events, including concerts, children's theater, choral groups, dance companies, public hearings and dramatic productions.

THE CULINARY COMPLEX

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

On its second floor, the Culinary Complex provides an urban and relaxed location for student dining. Students enjoy an all you can eat environment in this colorful and hip location

outfitted with comfortable booths, charging stations and communal tables perfect for dining, studying and enjoying the College environment.

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

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

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

Satellite Centers are located:

- In Hazleton at 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 2390 S.R. 848 New Milford, PA 18834 (Exit 219 of I-81), serving Susquehanna County and the northern section of the Commonwealth.
- In Sunbury at 1145 N. 4th Street, Sunbury, PA 17801, serving the Northumberland County region.
- In Towanda at 1024 South Main Street, serving the Northern Tier region of Pennsylvania.
- In Covington Township at Environmental Education Center located at 93 MacKenzie Road Covington Twp., PA 18444.

ENROLLMENT AND REGISTRATION 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, Lake Region, New Milford, Sunbury and Towanda centers. However, degree candidates should plan on attending the Main Campus to complete program requirements in curricula that may not be available at the other centers.

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

APPLICATION PROCEDURES

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

- Apply online, or submit a paper application for admission. There is no charge for degree-seeking applications.
- An official high school transcript or GED (a copy of the official diploma and scores). If currently a high school senior, the applicant must ensure that his/her final transcript is on file no later than 30 days following graduation.
- An official copy of his/her college transcript if the applicant is a transfer student.
- Official SAT/ACT Test Scores. Although not required for acceptance to Lackawanna College, standardized test scores will be evaluated for placement purposes. Students who have earned acceptable scores in all sections of the SAT will not be required to take the College's placement exams. Alternatively, students who have not achieved these scores or have not taken the SATs will be required to take the placement exams.
- International Students – TOEFL (Test of English as a Foreign Language) scores of 55 (Internet-based Exam), 133 (Computer Exam) or 450 (Written Exam) are required for all international students applying to Lackawanna College who have not previously studied

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

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 commitment fee ($100/commuters, $375 residents) 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 $35 paper application fee to apply.

2.   Any non-matriculating student wishing to register for a subsequent course or any student registering for two or more courses during any semester must complete the standard college admissions procedures.

3.   All registered students must abide by the course prerequisites as outlined in the Lackawanna College Catalog. College transcripts or assessment scores (SAT's, ACT's, or placement test scores) may be necessary to override any prerequisites for specified courses.

VISITING STUDENTS

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

Interested students should contact the admissions department and complete the college application and other required paperwork. Visiting students may 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, email address, telephone number, dates of attendance, class, photographic view or electronic images, when such images are taken and utilized within the framework of college business.

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

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

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

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

Student Right to Know Act

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

Change of Name/Address

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

Student Registration

Returning students must register on the dates specified on the current College calendar. All forms must be signed by the student's academic advisor, approved by the Business Office and certified by the Financial Aid Advisor (if necessary) before he/she may register.

Students who not are yet enrolled in a bachelor's degree program may register for a 300 or 400-level class if the following conditions are met:

- Completion of all academic development and bridge requirements;
- Completion of 30 credits to enroll in a general education 300 or 400 level course;
- Completion of 45 credits to enroll in a program-specific 300 or 400 level course;
- Completion of all prerequisites;
- Approval of Academic Advisor.

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 fee of $10 will be charged for each transcript request.
- A transcript is not issued to or for a student who is in debt to Lackawanna College.

Formation and Cancellation of Sections

The formation and cancellation of class sections depend largely on enrollment. The Administration reserves the right to cancel a course or section, to change the time of meeting, to subdivide a section or to combine one or more sections as circumstances may require. In the event this occurs, students will be notified as soon as possible and informed of all enrollment options.

Student Course Load

A full-time student is defined as one taking 12 or more credit hours per semester. No student shall carry a credit-hour load in excess of 18 in any one semester unless approved by the Vice President for Academic Affairs and the Advising Center Advisor. Permission forms to take

in excess of 18 credits are available in the Registrar's Office, Student Affairs Office, on the Portal.

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

1. The student has successfully completed fifteen (15) credit hours or more; and
2. The student has attained a minimum cumulative GPA of 3.0; and
3. The student has written approval of the Vice President for Academic Affairs and an advisor from the Advising Center; and
4. The student needs Capstone or a lab.

Change of Grade Policy

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

Change of Major

Any student entering Lackawanna College unsure of his/her career direction will be enrolled in the Professional Studies concentration. This program offers the College's required core curriculum along with a number of electives that afford the student flexibility in selecting courses of interest. Students may complete the Professional Studies degree or change into another college program. However, students should decide on a major by the end of the first semester of enrollment. Any delay beyond that point may result in completed coursework not meeting the requirements of the chosen curriculum, thus extending the time needed for completion of graduation requirements.

Any student desiring to change majors should meet with his/her academic advisor or an advisor from the Advising Center 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.

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

Withdrawal from Course or College

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

In order to officially withdraw from a course or from the College, a student must obtain the proper withdrawal form from the Student Affairs Office. This form must be completed, signed

by the persons specified and filed with the Registrar's Office before the last day to withdraw without academic penalty as indicated on the calendar. The Athletic Department **MUST** sign for any athlete who wishes to withdraw from a course or courses and the Chair of Academic Development **MUST** sign for those students withdrawing from developmental courses.

Refund of tuition for properly filed withdrawal forms will be based on the refund policy (the refund policy is maintained on the portal under the Bursar's office information page: [Financial](#) > [Bursar's Office](#) > [Home](#))

Residence Requirements

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

Transfer of Credit to Lackawanna College

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

Lackawanna College's transfer policy requires that all transfer credits completed before initial enrollment be submitted no later than the official start date of the student's second semester. Previous coursework will be evaluated by the Registrar in direct relation to the student's declared major.

Only credit for courses with grades of "C-" or better may be accepted in transfer regardless of method of delivery. * Transfer of coursework from other institutions is granted as credit only.

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

Credits earned at institutions that have been accredited by the following organizations are eligible for transfer evaluation:

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

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

Credit earned at foreign institutions must be evaluated by a professional transcript evaluation service before transfer credit will be reviewed.

AP and CLEP exams will be reviewed for possible transfer credit once the Registrar's office receives an official score report directly from College Board.

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

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

Lackawanna College Credit Hour Policy

Guidelines for Instructional Time Equivalencies Across Formats/Assignment of Credit Hours in accordance with its accreditation by the Middles States Commission on Higher Education and other discipline-based national accrediting associations, Lackawanna College also complies with and endorses the requirements of the Pennsylvania Department of Education on what constitutes a semester credit hour of instruction as set forth in Chapter 31.21 on curricula as amended. The standard states that "a semester hour represents a unit of curricular material that can normally be taught in a minimum of 14 hours of classroom instruction, plus outside preparation or the equivalent as determined by the faculty." Thus, a 3-credit course represents the equivalent of 42 hours of classroom instruction or its equivalent, not including final examination or homework as normally interpreted. The following guidelines are intended to assure compliance with standards across the various course delivery formats offered by the institution, a consistency in when and how the equivalency is applied across formats, and the maximum opportunity for faculty to exercise academic freedom in meeting the extant standard while achieving the goals, objectives, and outcomes of the specific course.

Semester Format

Ordinarily, courses offered within a traditional semester format (14 weeks plus one week final examinations over 2 semesters) will meet the 14-hours-of-classroom-instruction-per-one-semester-credit-hour (i.e. 42 hours for a 3-credit course, 56 hours for a 4-credit course, etc.). However, if a class or classes in a course must be cancelled due, for example, to the closing of the College for inclement weather or the illness or other appropriate unavailability of the faculty member, then additional structured instructional activity (or activities) would be required to meet the equivalency standard. Wherever possible, this contingency should be explained in the syllabus and documented accordingly.

Courses held outside of the regular semester (during intersession and summer) meet the same credit hour guidelines.

Online and Hybrid Courses

Online and hybrid courses adhere to the credit hour policy through the policies and procedures established and required by the FALCONS model as described extensively in the FALCONS Manual. The philosophy of the online design includes active and interactive teaching and learning with continually evolving connections between teacher and students and among students; and dynamic, relevant, revealing assessments intended to ensure student retention and success. Indeed, according to PDE requirements, online courses must demonstrate that they include "activities that are the equivalent of classroom instruction." This means that the instruction occurring within the online environment must mirror the faculty/student relationship established in the traditional classroom, including the credit hour equivalent. For example, for a class worth three credits, at least 45 hours of 'classroom equivalent instruction' is required.

According to the Pennsylvania Code Chapter 31, §§ 31.21, activities that are considered the equivalent of classroom instruction:

- Are directly related to the objectives of the course;
- Are directly measurable for grading purposes; and
- Have the direct supervision or oversight of faculty member teaching the course

The equivalent should NOT be:

Homework assignments
'Time spent' – a calculation of the time a student spends accomplishing a task.

Research on best practices is the foundation of Lackawanna College's FALCONS model (Appendix B, p. 25), which guides the design, function, and evaluation of the courses within the School of Distance Education.

Instructional-Related Learning Activities

An array of instructional-related or student engagement activities can be utilized to achieve the equivalent of the 14-hours-of-classroom-instruction-per-one-semester-credit-hour, not including a final examination. Choosing a particular "learning outside the classroom" activity or combination of activities is the responsibility of the faculty in terms of achieving the stated goals, objectives and outcomes of the course, enhancing cooperative and collaborative learning in an instructor-mediated environment, demonstrating an awareness of the various learning styles and experiences of the students, and in the determining of equivalency to a semester-credit-hour. The following examples are some of the options that may be considered for utilization:

- Discussion Board structured to provide guided or instructor-mediated threaded discussions with specified timeframes and expectations for participation;

- Chat rooms for class or group projects that provide opportunities for collaborative learning that have specific expectations for participation and feedback;
- Case studies and problem-solving scenarios relative to course goals and objectives utilizing higher-order analytical skills with instructor and class-designed feedback;
- Blogs, journals, or logs in which students share the most relevant aspects with instructor and classmates;
- Web Quest activities in which students find Internet sites that address specific course objectives and are shared with class and instruction mediation;
- Library research in which instructor directs students to locate certain information or resources either online or in situ, relate them to course objectives and present them to the class in a designated manner;
- Lecture materials – written transcripts or audio recordings – from which students are expected to develop questions, comments, or observations shared with class and instructor through discussion board postings or participation in chat rooms;
- Instructional CDs
- Field trips or tours in which students may participate as an individual or group in analyzing an activity (concert, museum, art exhibit, religious service, political debate, etc.) and prepare a paper or presentation to share with instructor and class:
- Final group projects which represent a culmination of learning objectives and students collaborative via e-mail, chat-rooms, discussion boards, and "face to face" contract to research, analyze, synthesize and prepare projects with the instructor receiving periodic updates and providing feedback. Instructors should establish and control the learning-based interactions (when, where, and why), including frequency, duration, evaluation and assessment techniques. These guidelines recognize the need for the faculty to actively manage the learning space, both in and outside the traditional classroom.

Out of Class Requirements

In addition to the in-class, "face-to-face" requirements, students are also expected to spend TWICE the amount of time on outside of class learning activities, as follows:

Credits Awarded	In Class Requirement	Out of Class Expectation
One	15 hours (14 instructional hours, plus one hour of examination)	30 hours
Three	45 hours (42 instructional hours, plus 3 hours of examination)	90 hours
Four	60 hours (56 instructional hours, plus 4 hours of examination)	120 hours

Other Information

The Pennsylvania Department of Education has developed certain parameters to assist in developing curricular content that is equivalent to classroom-based instruction. According to Pennsylvania Department of Education clarification: equivalent content should:

- Be related directly to the objectives of the course/program;
- Be measurable for grading purposes;
- Have the direct oversight or supervision of the faculty member teaching the course;
- Be equivalent (in some form) of an activity conducted in the classroom.

The Pennsylvania Department of Education states that equivalent content may not be homework assignments or focused on "time spent" (the amount of time the student spends accomplishing the task).

All academic activities such as labs, internships, externships and clinicals require the same minimum amount of hours as stated above.

Internship Hour Guidelines

Lackawanna College offers internships for specific majors. The program is designed to provide student interns the opportunity for meaningful career-related experience in their majors. Student interns are expected to practice and expand upon their knowledge and skills learned in the classroom in a hands-on work environment. Internships should provide a better understanding of their major while facilitating the transition from the classroom to the career environment.

All internships require a minimum of 40 hours per credit. Three semester hours of credit requires a minimum of 120 hours on site.

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

Transfer of Credit Subsequent to Matriculation at Lackawanna College

In order to assure transferability, any degree seeking Lackawanna College student who elects to take coursework at an outside institution with the intention of transferring it back to Lackawanna College must obtain written approval from the Registrar. Forms requesting permission to transfer credit from outside institutions to Lackawanna College are available at the Registrar's Office. Course descriptions must be submitted with request, and a minimum of 5 working days will be required for review and approval.

Lackawanna College Act 120 Program Transfer Policy

Lackawanna College Act 120 program graduates are eligible for 21 transfer credits applicable to the Criminal Justice curriculum. 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 remains in constant contact with representatives from all area colleges and universities and keeps up-to-date information concerning transferability.

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

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

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

On average, more than half of each year's graduating class immediately enrolls at four-year institutions. Students have recently transferred to: Delaware State University, Penn State University, Rowan University, Rutgers University, Temple University, the University of Connecticut, the University of Maryland, the University of Virginia, the University of Miami, New Mexico State University, Western Illinois University, Howard University, Morgan State University, Texas State University, Virginia State University, the University of Tennessee and the University of Buffalo.

Expressway Accelerated Degree Program

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

Expressway Program. Additional information may be found by calling 1-866-262-6363 or on the Misericordia University website, misericordia.edu/expressway.

Ordered to Active Military Service
Enrollment Status Adjustment Policy

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

The following procedure will be observed:

1. The student notifies the Registrar's Office of his/her "Order to Active Military Service."
2. The student is required to produce a copy of his/her official military orders directing him or her to report for active duty, which will be copied and retained in the student's academic file. (A fax copy is not acceptable.)
3. The Registrar's Office will supply the student with the "*Ordered To Active Military Service*" form, and recommend that he or she see his/her advisor, the Vice President for Academic Affairs, 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. 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 Vice President for Academic Affairs of the College. The results of said appeal will be conveyed by the Vice President for Academic Affairs office to pertinent administrative departments (Registrar, Financial Aid, Bursar).
    b. If the semester is close to completion, the student may confer with his/her instructors and the Vice President for Academic Affairs 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 Bursar will administer the student's tuition in accordance with the option chosen. Should the student elect option A, B or D, any applicable tuition will be billed to the student, a deferred payment may be available. Where applicable, Residence and Meal Plan charges will be pro-rated from the date the student takes leave of the college.

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 Vice President for Academic Affairs and the Vice President for Student Affairs by form and notify the President by email.
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 Vice President for Student Affairs.

Online Student Credit Limit Policy

In congruence with the College's mission, students may take advantage of the online course delivery method in order to overcome obstacles to their learning such as distance, time, transportation and family or work responsibilities.

Lackawanna College currently offers an assortment of online courses in each academic Division, and students may complete a select degree programs entirely online.

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

Students who do not qualify or are not using PHEAA may earn their credits in any medium in any semester without restriction by the Financial Aid Office.

Students, advisors, Student Success and Financial Aid will collaborate to review and discuss the student's state aid status and registration options before proceeding. In this way, no student will violate accreditation or grant restrictions in fulfilling their degree requirements.

TUITION AND FEES

A paper application fee of $35 is required with the filing of a formal application for admission. It covers processing expenses, is not refundable and is not credited against any subsequent College bills. There is no charge for online applications.

Commitment Fee

Upon formal acceptance to Lackawanna College, a student is required to remit a non-refundable commitment fee of $100 for commuters and $375 for residents to complete his/her admissions file.

Tuition

Lackawanna College provides a flat-rate tuition schedule for full-time students, allowing them to take from 12 to 18 credits. Students will be charged the flat rate tuition plus a per-credit rate for exceeding 18 credits (or 19 if a Capstone waiver is granted). Part-time students pay on a per-credit-hour basis.

Payment Information Policy

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

The College offers an interest-free, five installment payment plan for the Fall and Spring semesters. Payments start approximately two months prior to the start of the semester and are five equal installments of any balance due after the total approved financial aid awarded or credited to the student account is deducted from the total charges for tuition, fees, room and board, etc. for each semester.

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

- Log-on the portal using your log-in credentials.
- Go to the Financial tab.
- Click on Bursar's Office-Student Accounts Folder on the left side.
- Under the payment plan section, click on "please click here" link.
- Click on "Sign up for the Payment Plan" on the next screen and follow the on screen instructions.

The first payment is due and payable during July for the fall semester and during December for the spring semester (Contact the Student Accounts Office or visit the student portal for exact dates). A $25.00 late payment fee will also be assessed each month a payment is late under the payment plan. If timely payments are not made, the College reserves the right to refuse to agree

to a payment plan with the student for subsequent semesters. All installments must be completed and the account paid in full prior to the end of the semester.

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

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

All questions concerning tuition costs, student invoices, payments, and payment dates should be directed to the Student Accounts Office at 570-961-7834.

STUDENT HOUSING PAYMENT POLICY

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

Other Fees*

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

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

Technology Fee (5 or more credits per semester)	$305.00
Technology Fee (Less than 5 credits, all sessions)	$50.00
Communications Fee (Scranton Communication Technology courses only)	$75 per course
Stop Payment Fee	$50.00
Return Check Fee	$25.00
Hospitality Majors	$150.00 per semester
Culinary Majors/Baking Majors	$250.00 per semester
Physical Therapist Assistant Majors	$150.00 per semester
School of PNG	$150.00 per semester
Sonography Majors	$150.00 per semester
Surgical Technology Majors	$150.00 per semester
Graduation Fee, One Time	$150.00 charged upon application for graduation

* All fees are subject to change without prior notice.

**Lab fees for part-time students only.

Family Tuition Discount

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

- Applicants for the discount must be members of the same family living in the same household and attending Lackawanna College concurrently.
- All family members involved must be matriculated full-time students attending the same term or semester.
- Students must apply for this discount at the time of registration for each semester. Forms are available in the Financial Aid Office.
- The adjustment will be based on credit hours earned and will be determined by the Financial Aid Office. All family members involved must remain in full-time attendance for the entire semester.

- The College (Financial Aid Office) reserves the right to specify which individual shall pay full tuition and which shall receive the discount(s).

Refunds*

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

- If a student withdraws prior to the first week of classes, only the application fee and commitment fees will be retained. All other payments of tuition will be refunded.
- Until the end of the second week of scheduled classes: 100%
- Until the end of the third week of scheduled classes: 75%
- Until the end of the fourth week of scheduled classes: 50%
- After the fourth week of scheduled classes: No refund
- If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed.

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

The effective date of withdrawal is the date that written notice of withdrawal is received by the Registrar's Office. Withdrawal forms are available from center coordinators and the Student Affairs office.

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, Supplemental Educational Opportunity Grants, Subsidized and PLUS Loans.

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

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

STUDENT FINANCIAL AID

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

Procedures for Applying

To apply for all federal, state, and campus-based financial aid programs, a student must first complete the Free Application for Federal Student Aid (FAFSA). When this information is processed, financial aid offers are developed after first determining the expected family contribution (EFC). The types of aid offered will vary with the individual student's need and may consist of a combination of grant, loan, work-study and scholarship assistance. The deadline for submitting applications is May 1. Applications received after May 1 will be processed as funds are available.

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

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

Federal Campus Based Aid Programs

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

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

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

Federal Direct Loan Program

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

Parents Loan for Undergraduate Students (PLUS)

Pennsylvania Higher Education Assistance Agency

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

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

Private Scholarships and Funding

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

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

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

VA Benefits under the G.I. Bill or other Veterans' Administration programs may be available. Eligible students should visit the Financial Aid Office to complete paperwork for educational benefits. Currently complies with the requirements of 38 USC 3679(e).

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

Training offered by the Police Academy include Basic Municipal Police Training under Act 120, annual Police In-Service Training under Act 180, Lethal Weapons Security Certification under Act 185, and Continuing Law Enforcement Education in all areas of police training supervision and wellness. Additionally, completion of Police Academy Training under Act 120 will provide 21 credits toward an associate or bachelor's degree in Criminal Justice at Lackawanna College.

Since its founding in 1977, the Lackawanna College Police Academy has graduated over 200 classes in the Act 120 Basic Training Program. Through its locations in Scranton and Hazleton, the Police Academy has graduated more than 4,000 individuals and has provided continuing training to tens of thousands of police officers throughout the Commonwealth. The Police Academy offers both full- and part-time programs, running on average two full-time and one part-time class each year in Scranton and two full-time and one part-time class each year in Hazleton.

Candidates apply to the Police Academy on an individual basis or are sponsored by a police department. The Academy is a para-military organization, just as police departments are, and it adheres to a strict code of conduct that is highly structured 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, letters of reference, reading test, physical agility test and an interview with the Director of Operations. The application process is competitive and does not adhere to open enrollment.

Lackawanna College Police Academy proudly employs more than 70 instructors who are active law enforcement from the local, state, county and federal level; Chiefs of Police, and

practicing attorneys. The Academy is committed to providing extensive training to its Cadets above and beyond that mandated by the Commonwealth, and includes in this training requirements of community service by assisting local agencies, law enforcement and civic organizations in a variety of functions. Annually, Cadets provide collectively more than 5,000 hours of community service to the areas surrounding Scranton and Hazleton. The Academy's graduates have become successful across the country with local, state and federal agencies, and as police supervisors and Chiefs.

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 training includes instruction in the areas of police science, law, procedure, behavioral science, cultural awareness, mental health response, firearms, self-defense, use of force, critical decision making, physical fitness, emergency vehicle operations, emergency medical response and a variety of other specializations.

Lethal Weapons Training: 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.

Act 180 Mandatory In-service Training: 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 or bachelor's degree. They receive institutional credits for the instruction they have already undergone which helps them meet the requirements for their degrees.

CONTINUING EDUCATION DEPARTMENT

The Continuing Education Department of Lackawanna College is located in the second floor of the College's Tobin Hall, at the corner of Vine Street and Madison Avenue, Scranton, PA 18509. Continuing Education addresses those needs of the community that do not fall under the traditional college degree-program structure. The Continuing Education Department includes the College's non-matriculating courses and a variety of training programs for both personal and professional development. Individuals may choose courses that fill a personal need, develop basic skills, or allow them to advance in their careers or start a new one. Continuing Education offerings include credit and non-credit courses, certificate programs, specialized job training and seminars.

Continuing Education courses are offered at the main campus in Scranton and at five Satellite Centers, located in Hawley, Hazleton, Towanda, Sunbury, and Lackawanna College's Environmental Education Center in Covington Twp. To meet a variety of scheduling needs, courses are offered days, evenings, over lunch hours and on weekends. Arrangements can also be made for customized on-site training. Programs vary by location, and are identified below.

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

SCRANTON (MAIN CAMPUS):

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

Information Management Technician Certificate

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

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

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

Information Management Technician with Medical Billing and Coding Certification

This program is designed to prepare students to re-enter the workforce with a broad range of knowledge in both the Medical field as well as the Business community.

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

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

In addition, the students will spend 19 weeks (475 hour) in a certification program learning Medical Terminology, Anatomy and Physiology, Insurance, Billing and Coding, and ICD 10 2016 and CPT 2016. This additional programming will provide students with comprehensive training that allows them to work in a medical environment such as hospitals, nursing homes and doctor's offices.

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

Administrative Support Technician

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

Customer Service with Microsoft Certifications

This 12-week certificate program is designed to prepare the student for a variety of entry level customer service positions. Students will gain knowledge in all areas of customer service, including Business Communications and organization skills. Upon completion of this certification program, students will be prepared to seek employment in a myriad of customer-centric areas, such as Call Centers, Credit Card Companies, Insurance Agencies, Financial

Institutions, Retail Establishments, etc. In addition, the Microsoft Word and Excel certifications will demonstrate that each graduate meets globally-recognized performance standards. This program is 360 hours (30 hours per week for 12 weeks).

Microsoft Office Specialist Certification Program

This 5-month certificate program is designed to give the student a strong knowledge of Microsoft Office including Word, Excel, Access, PowerPoint and Outlook. Microsoft Office Specialist (MOS) certifications focus on demonstrating skills in using the Microsoft Office 2016 System and candidates who pass a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn a MOS certification. In addition, each student will receive instruction in Business Communications, Accounting 1, and Customer Service Skills. Upon successful completion of this program, the student will have the necessary skills to obtain MOS Certification. This course is 500 hours (25 hours per week for 20 weeks). Open entry policy enables students to enroll in this program at the start of any one of the applications, allowing for a more efficient rotation and completion.

Medical Billing & Coding Certification Program

This 19-week 475-hour certification program will provide students comprehensive training in key topics necessary to work in a medical environment such as hospitals, nursing homes and doctor's offices. In addition, students will be prepared to take the Certified Coding Associate (CCA) which is an entry-level exam. Course components include: Medical Terminology, Anatomy and Physiology, Insurance, Billing and Coding, ICD 10 2016 & CPT 2016.

Hospitality Certification Program

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

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

GED to Credential Program

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

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

- GED to Job Ready (Business/Accounting)
- GED to MOS (Microsoft Office Specialist)
- GED to Hospitality

Summer Youth Camps

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

ENVIRONMENTAL EDUCATION CENTER:

- Public Programming
- Beekeeping Certificate Program
- Conservation and Natural Resource Officer Certification
- Conservation and Natural Resources Certificate Program

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

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

Beekeeping Certificate Program

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

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

Conservation and Natural Resource Officer Certification Program

The Conservation and Natural Resource Officer (CNRO) Program is a one-year, dual certificate program that combines the Lackawanna College Police Academy with a 16-credit, undergraduate level, environmental semester at the Lackawanna College Environmental Education Center in Covington Twp.

The CNRO field biology curriculum focuses on the conservation and interpretation of our natural environment. It will cover the basic principles of conservation through specific courses designed to develop the student's knowledge of Northeast United States flora and fauna and the recreational use of renewable and non-renewable resources. Students will experience both classroom and hands-on field training throughout in Park Management & Environmental Interpretation, Wildlife Management, Dendrology & Wildflowers, Field Ornithology, and Freshwater Ecosystems.

The CNRO program will prepare students for entry-level Natural Resource Ranger and Interpreter positions in the state, county, and municipal park systems. Students can also transfer their field biology courses into a two- or four-year environmental studies program. Lackawanna College Police Academy's, 785.5-hour MPOETC Act 120 Police Academy training additionally qualifies students for Law Enforcement Ranger positions and positions within municipal police departments. Upon graduation, students will receive a Police Academy certificate, a CNRO Certificate, and a transcript showing completion of their undergraduate coursework.

Conservation and Natural Resources Certificate Program

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

field training throughout in Park Management & Environmental Interpretation, Wildlife Management, Dendrology & Wildflowers, Field Ornithology, and Freshwater Ecosystems.

HAZLETON CENTER:

- Customer Service with Microsoft Certifications
- ESL to Customer Service with Microsoft Certifications
- Microsoft Office Specialist Certification Program

Customer Service with Microsoft Certifications

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

ESL to Customer Service with Microsoft Certifications

This 22-week certificate program is designed to prepare the English language learner with a foundation in the language skills necessary to enter into a variety of business occupations as a customer service professional. The 90 hour (9 hours per week for 10 weeks) ESL course offers the student practical training for listening, speaking and writing in American English, and serves as a pre-requisite to the Customer Service certificate program. The course not only focuses on proper grammatical usage of the English language, but also on current face-to-face and Internet jargon.

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

Microsoft Office Specialist Certification Program

This 5-month certificate program is designed to give the student a strong knowledge of Microsoft Office including Word, Excel, Access, PowerPoint and Outlook. Microsoft Office Specialist (MOS) certifications focus on demonstrating skills in using the Microsoft Office 2016 System and candidates who pass a certification exam show that they can meet globally recognized performance standards. Candidates must pass one certification exam in order to earn a MOS certification. In addition, each student will receive instruction in Business

Communications, Accounting 1, and Customer Service Skills. Upon successful completion of this program, the student will have the necessary skills to obtain MOS Certification. This course is 500 hours (25 hours per week for 20 weeks). Open entry policy enables students to enroll in this program at the start of any one of the applications, allowing for a more efficient rotation and completion.

LAKE REGION (HAWLEY) CENTER:

- Administrative Support Technician
- Massage Therapy Program
- Real Estate Fundamentals and Practices

Administrative Support Technician

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

Massage Therapy Program

The Massage Therapy program is a 624-hour program per Pennsylvania state guidelines, with an additional 96-hour supervised hands-on clinical externship at *The Lodge at Woodloch* for a total of 720 hours or approximately 6 months. After successful completion of the program, students are eligible to take the MBLEx (Massage and Bodywork Licensing Exam) in order to obtain licensure from the Pennsylvania State Board of Massage Therapy. Students will receive instruction in massage therapy education which includes: massage and bodywork assessment and application (Swedish Massage, Hydrotherapy/Aromatherapy, Allied Modalities, Therapeutic & Medical Massage), professional ethics, anatomy & physiology, kinesiology, pathology, as well as business practices and much more. Students will also receive CPR certification through the American Heart Association.

Real Estate Fundamentals and Practices

This 60-hour program provides students with the required training needed to apply for the Pennsylvania State Real Estate Licensing Exam. The Real Estate Fundamentals course (30 hours) introduces the student to the language, principles, as well as the legal concepts that govern real estate ownership and its transfer in Pennsylvania. The Real Estates Practices course (30 hours) provides an introduction to the real estate business, and will focus on areas of

specialization, including: techniques, procedures, and ethics involved in a real estate transaction. This course is designed to provide a working knowledge of forms and documents.

SUNBURY CENTER:

- Administrative Support Technician
- Massage Therapy Program

Administrative Support Technician

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

Massage Therapy Program

The Massage Therapy program is a 624-hour program per Pennsylvania state guidelines, with an additional 96-hour supervised hands-on clinical externship at for a total of 720 hours or approximately 6 months. After successful completion of the program, students are eligible to take the MBLEx (Massage and Bodywork Licensing Exam) in order to obtain licensure from the Pennsylvania State Board of Massage Therapy. Students will receive instruction in massage therapy education which includes: massage and bodywork assessment and application (Swedish Massage, Hydrotherapy/Aromatherapy, Allied Modalities, Therapeutic & Medical Massage), professional ethics, anatomy & physiology, kinesiology, pathology, as well as business practices and much more. Students will also receive CPR certification through the American Heart Association.

TOWANDA CENTER:

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

Certified Phlebotomy Technician Program

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

organizational skills, and a thorough knowledge of lab specimen requirements and departmental policies.

This is a 17-week program, consisting of classes 2 days per week for a total of 200 classroom/lab hours. In addition, a clinical component is included at a pre-arranged location, and consists of a minimum of 100 Venipunctures and 5 Dermal punctures. This is the minimal requirement to sit for the ASPT National Certification Exam, which is given following successful completion of the course.

Certified Clinical Medical Assistant Program

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

This 30-week program consists of classes 3 days per week for a total of 376 classroom hours. In addition, each student will be required to complete 74 lab hours in school plus 160 externship hours in a clinical setting. After the successful completion of this course, the student will be eligible to sit for the NHA (National Healthcareer Association) National Certification Exam.

Medical Administrative Assistant

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

This 12-week program consists of classes 3 days per week for a total of 105 classroom hours and 15 in-school lab hours. In addition, there is an externship component consisting of a minimum of 70 hours in a clinical setting. After successful completion of this course, the student will be eligible to sit for the NHA (National Healthcareer Association) National Certification.

WORKFORCE DEVELOPMENT/CUSTOMIZED INDUSTRY TRAINING

Lackawanna College believes that education should not end once a student gains employment, but should be a life-long endeavor. We believe that employees are empowered by

workplace training and education and are committed to assisting regional employers in identifying programming that meets their unique needs.

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

- Leading Successful Organizational Change
- Building a High-Performance Culture
- Leadership Development
- Supervisory Skills Development
- Managing Time and Priorities
- Train the Trainer
- Excellence in Customer Service
- Building Successful Teams
- Polished Presentations
- Microsoft Office Applications
- Embracing Diversity
- Conflict Resolution
- Effective Communications Skills
- Supply Chain Management
- Project Management

ONLINE TRAINING AND CERTIFICATE PROGRAMS

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

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

- Accounting and Finance
- Allied Health
- Business and Leadership
- Career and Hospitality
- Criminal Justice and Legal
- Education and Personal Development
- Green and Renewable Energy
- Healthcare
- Industrial and Skilled Trades

- Multimedia and Graphic Design
- Programming and Web Applications
- Spanish in the Workplace
- Technology and Computer Programs

PERSONAL ENRICHMENT COURSES

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

ACADEMIC POLICIES AND PROCEDURES

Grading System

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

LETTER	GRADE POINT 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	
AW	0.0		Administrative Withdrawal
F#	0.0		Failure to Complete
I	0.0		Incomplete
W	NONE		Withdrawal
AU	NONE		Audit

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

Process to Formally Appeal a Course Grade

Students have the right to appeal their course grades. Please remember that the responsibility to judge student performance and assess student learning rests solely with the instructor. Rarely are instructor grades overturned.

For grades to be overturned, one of the two following criteria must be demonstrated:

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

   OR

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

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

1. The student must begin the appeal process by contacting his or her instructor. Understanding that students may be out of town at the time grades are posted, students may begin the appeal process via phone or email. The student has the right to review all of his or her assignment grades, as well as any other factors that were considered by the instructor in determining the course grade.
2. If the student is not satisfied after meeting with his or her instructor, he or she may appeal to the appropriate Division Chair or Program Director, for students in one of the College's specialty programs. The student should be prepared to demonstrate why a grade change is warranted, including documentation that the grade was reached in error or that irrelevant factors were considered.
3. If the student is not satisfied after meeting with the appropriate Division Chair or Program Director, he or she may appeal to the Academic Dean. The student should again be prepared to demonstrate why a grade change is warranted, including documentation that the grade was reached in error or that irrelevant factors were considered.
4. If the student remains unsatisfied, the final step of the appeal process is the Chief Academic Officer. The Chief Academic Officer will consider the student's case and will render a decision. All grading decisions made by the Chief Academic Officer are final.

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

HONORS

President's List

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

Dean's List

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

Graduation

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

The graduation ceremony takes place in May of each year at the conclusion of the spring semester. Students who complete requirements at the end of the previous summer or fall semester, in addition to those who have completed their requirements in the spring semester, are invited to take part in the annual Commencement ceremony. Students who meet degree requirements but do not apply for graduation will not be listed in the graduation roster nor will completion of degree be indicated on the student transcript. Students who are short of curriculum requirements by more than three (3) credits or owe the College any outstanding balance will not be allowed to participate in commencement.

Requirements for an Associate Degree

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

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

Requirements for a Second Associate Degree

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

Requirements for a Baccalaureate Degree

A student must earn a minimum of 120 credits for a bachelor's degree, including no less than 40 general education credits. The remaining credits will be specific to each major/degree. At least one half of the credits required for a major must be earned at Lackawanna College. For

graduation, the cumulative GPA must be at least 2.00. An application for graduation must be completed in their Contemporary Issues/Senior Seminar class.

Requirements for a Second Baccalaureate Degree

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

Graduation Honors

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

Honors:

Summa cum laude (with highest honors)
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).

Honor Society

Lackawanna College hosts a local chapter of an internationally recognized honor society. Students who meet the minimum credit hour and GPA requirements established by the College and the society may become members of Phi Theta Kappa, the international honor society for college students in associate degree programs. Phi Theta Kappa members are entitled to access the society's vast scholarship and employment network and to participate in local, regional and national workshops and convocations.

CLASSROOM POLICIES

Attendance

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

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

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

After week 10, students will no longer be dropped from courses for lack of attendance and will instead receive the course grade earned, assuming zeros on all missed assignments, projects, tests, quizzes, participation, etc. These norms will apply for standard fifteen-week Fall and Spring semester schedules. Separate scales will be devised for Intersession and Summer sessions. It is recommended that any student who accumulates absences as defined above meet with his/her instructor and, if necessary, officially withdraw from class. Students are encouraged to attend class since attendance is vital to successful academic achievement. If a student fails to attend a class by the end of the drop/add period, they will be removed from the class as "never attended" and not allowed back into class under any circumstances. No students will be added to online class after the 1st day of school. Unless the Academic Affairs Office has been informed otherwise, all classes listed for a particular day will meet at their scheduled times.

If illness or other compelling reasons prevent an instructor from conducting classes on a certain day, and if the College has been unable to secure qualified substitutes for such classes, an official "class cancellation" notice will be posted at the door of the classroom(s) where these classes are held. In the absence of such a notice, student may presume that classes will be conducted as usual. In the event that a faculty member is late for class, students are expected to wait patiently in the classroom for their arrival. Should the Academic Affairs Office be aware of an anticipated late arrival, that information will be posted.

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

Online Class Attendance Policy

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

Attendance is defined by participating in an academic activity within the online classroom, which includes posting in a graded discussion forum or submitting a written

assignment. Postings are not related to the aforementioned activities will not count for attendance purposed.

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

- You are required to engage in discussions at least TWICE on FOUR days throughout the week for a total of EIGHT posts in all.
- You should respond to the DQs posted AND respond to your classmates.
- Responses MUST be substantive. See the document titled Good Discussions in Handouts and Links on the portal.
- Responses that do not move the conversation forward by providing information to which others can respond and build upon will NOT be counted toward your weekly score.
- Students who miss one week of discussion will be DROPPED from the course.
- Students who do not log on to the course within the drop/add period for the course will be DROPPED from the course.

Amnesty Policy

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

Lackawanna College's Amnesty Policy allows students, with demonstrated academic progress and respect for college policy, the opportunity to have the penalty grade hours attempted, hours earned and quality points excluded from their Cumulative Quality Point Index (CQPI). Prior to application for amnesty the following requirements must be met:

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

Note: Amnesty can be granted one time for only one semester.

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

If a course is repeated, the AW will remain. Amnesty will only be granted for any courses that are not repeated.

Policy for Students with Disabilities

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

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

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

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

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

Students requesting accommodation must begin by submitting documentation to the Admissions Office. Such documentation consists of a report supplied by a certified or licensed professional on the basis of an examination conducted within the last four years. The diagnostic report should include a diagnosis of your current disability, as well as supporting information, such as the date of the diagnosis, how the diagnosis was reached, and the credentials and signature of the professional; information on how your disability affects your academic performance; and specific recommendations for accommodations, as well as an explanation as to why each accommodation is recommended. If the disability is physical, including hearing or vision impairment, or if it has any other medical implications, including psychiatric, the student should so indicate on the College Health Form.

A student seeking accommodations must meet with the Director of Disability Services, Academic Development, Suite 110, Angeli Hall, at the beginning of each semester. Students are responsible for securing appropriate documentation and completing necessary paperwork in order to inform their instructor(s) if accommodations are required. A school plan such as an individualized education plan (IEP) is insufficient documentation. Accommodations cannot be made for students who do not provide the necessary documentation. The final determination for providing appropriate and reasonable accommodations rests with the institution. Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses.

All services are arranged individually on an as-needed basis. The services may vary from course to course and semester to semester. Therefore, students may not automatically be granted each accommodation requested. Students should schedule an appointment well in advance of the need for services. For more information, or to schedule an appointment, please call 570-961-7878.

Academic Development Policy

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

Students are placed in Academic Development courses based on in-house assessment testing, transcripts, and other available information. Students who do not possess prerequisite skills shall be required to successfully complete developmental courses in reading, writing and mathematics. 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. They may not be used in any of the College's curricula.

1. Students testing into all three developmental courses cannot take online courses in their first semester. If a student would like to request an exception to this policy for specific reasons, he or she may appeal the policy to the Academic Development Division Chair, who will gather information on the student's situation and make a determination if a policy exception is warranted.
2. A student can only take a developmental or bridge level course if he or she tests or places into it. If a student wishes to take a dev or bridge course without placing into it for a

specific educational reason, he or she may appeal this policy to the Academic Development Division Chair.

College 101 (Freshman Experience)

All newly enrolled students will register for Lackawanna College's First Year Experience course, College 101. This course is an introduction to the College, designed to help students deepen their commitment to learning by engaging in the use of available resources; by connecting with a solid support network of peers, faculty, and staff to establish mental, physical, emotional, and academic success; and by becoming active members of the campus community.

College 101 has been proven to increase student satisfaction with their learning environment and increase levels of academic performance. College 101 aims to assist students in developing a greater understanding of themselves and their curriculum in relation to their personal life and career choices. Lessons include an introduction to research and evaluating sources, money management, time management, study skills and learning styles, public speaking, basic writing, decision making, and choosing and attending classes. Currently, full-time students are required to complete this course including dual enrollment, ACT 120 students and transfer students who transfer in fewer than 12 credits. Please see your advisor for more details.

Capstone/COL201

The Capstone/COL201 course is the culmination of the Lackawanna College learning experience. Students will assemble an electronic portfolio and final reflection, demonstrating how their education has been applied to illustrate their value as a professional. The Capstone/COL201 course will further prepare all students for success in post-college employment and future education.

Note: College 201 is a mandatory course for all Students. Students may not withdraw from College 201. Failure to complete the course will result in an F grade.

Online Learning

Lackawanna College is at the forefront of learning innovation with more than 30 accredited online courses from a variety of disciplines – and more added each semester. Virtual campus at Lackawanna College caters to a diverse assortment of learning styles in a flexible and convenient way.

Online courses maintain the same academic rigor of traditional classroom courses, differing only in location and delivery. Students must complete papers, projects, tests, and quizzes, and participate in discussion continually throughout the course.

However, the online community uses an innovative interactive model called FALCONS, For Achieving Learner Centered Online Success, exclusive to Lackawanna College. This model focuses on student-faculty interaction, student-student interaction, and student-content interaction through diverse assessments, discussions, media-enhanced presentations, and library

and content-specific resources. The result is a learning environment as diverse, rich, and engaging as the best traditional classroom.

Additionally, Lackawanna College guarantees consistent communication with professors through online office hours and quick response times for questions and assignments. Plus, a comprehensive student manual and orientation video guides students through navigating the online courses with ease.

Online courses are convenient, and can accommodate any schedule, enabling students to earn credits toward their degree regardless of obstacles due to travel, work, family, or lifestyle. You decide when and where your learning takes place. And with a robust assortment of support, your path is paved for success.

For more information, registration, or a guided tour of the online classroom please contact your Academic Advisor or refer to the Portal.

Academic Probation

The following criteria will be used in determining Academic Probation:

Freshmen with 1-11 credits attempted having a CGPA with minimum progress of 1.75 will be placed on Academic probation;

Freshmen with 12-31 credits attempted having a CGPA of less than 1.85 will be placed on Academic Probation;

Upperclassmen with 32 credits or more attempted having a CGPA of less than 2.00 will be placed on Academic Probation.

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

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

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

Academic Suspension

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

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

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

Academic Dismissal

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

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

Failure to Withdraw

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

Audit Policy

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

A change to Audit for a course being taken for credit can be made only by a student who has a passing grade at the time of the change, has made application in writing for the instructor's approval and has received final endorsement by the appropriate Department Chairperson. Permission to audit a class is based on seat availability. LC students (and alumni) can audit free of charge, but anyone else is charged $250.

Repeated Courses

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

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

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

Incomplete Work

The grade of Incomplete (I) is given to a student who, for a reason judged acceptable by the instructor, has not completed all his/her coursework by the end of the semester. The student must petition for an Incomplete by filling out a Petition for Incomplete Grade form available at the Registrar's Office or on the portal. The policy for Incompletes is as follows:

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

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

Credit by Examination

The College wishes to recognize knowledge attained through professional experience or self-study. Matriculated students who feel that they have mastery of the content of a course (as outlined in the course syllabus) may apply for Credit by Examination. The student must seek initial approval from the appropriate Division Chairperson and pay a $35 processing fee. If this approval is secured, final permission must be granted by the Vice President for Academic Affairs before the Credit by Examination form can be obtained from the Registrar's Office. Students should not presume that all Credit by Examination applications will be approved. Only those courses which lend themselves to completion by examination will be considered for such credit.

Upon the student's completion of the application form, the Division Chairperson will make arrangements for a faculty member to administer a comprehensive examination to the applicant. A letter grade is assigned for this examination and included in the computation of the

student's Cumulative Quality Point Index. The charge for this service is the cost of one credit, including fees. The Business Office should be contacted for applicable charges.

Credit for Experiential Learning

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

1. The student completes and submits a form to the Registrar requesting evaluation for Credit for Experiential Learning. Forms are available at the Registrar's Office. The request should indicate the course(s) for which the student is requesting consideration and should be accompanied by a portfolio of supporting documentation with clear emphasis on demonstrated learning and proficiency as well as experience. Documentation may include but is not limited to Certificates of Training, Continuing Education Units, etc. Letters of recommendation, job performance evaluations, etc., may also be submitted but will be considered supplemental to the evaluation process. Additionally, a written narrative must be prepared, numbering from three to five pages, which details the student's knowledge, expertise, and experience with regard to the area of the requested credit.
2. The student must submit a $35 processing fee (payable to Lackawanna College). This fee is in addition to the normal cost for Credit for Experiential Learning, which is the price of one credit for each three-credit course, should credit be awarded and is due upon approval. Upon receipt of the written application, the Academic Dean and the student's Division Chair will review the file and make a determination. Faculty consultants may be called in to offer their expertise. The evaluation for Credit for Experiential Learning is at times a lengthy process and supporting documentation must be sufficient to verify eligibility for credit; therefore, students should not anticipate approval of every Credit for Experiential Learning request. Students will be notified by mail of the committee's decision.

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

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

Advanced Academic Achievement Program

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:

MIL 101 - Concepts of Leadership I
MIL 102 - Concepts of Leadership II
MIL 201 - Dynamics of Leadership I

MIL 202 - Dynamics of Leadership II

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

Leave of Absence Policy

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

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

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

STUDENT SUPPORT SERVICES

Academic Advising Program

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

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

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

Tutoring Center

Feeling stressed and confused? Not sure where to go for assistance? Through a supportive, interactive learning experience Lackawanna College Tutorial Services assists students in becoming independent learners who can then go on to achieve their

personal goals. Professional, individual, group and tutoring services are free of charge to currently registered students!

Writing Center

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

Academic Success Coach

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

Seeley Memorial Library

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

The library offers numerous services, including print and electronic collections and reference and circulating materials. Additionally, the library houses seating and study space, a quiet study room, a computer lab, and staff offices.

The Seeley Memorial Library provides access to a variety of electronic databases, which include online access to journals, newspaper and magazine articles, encyclopedias, over 31,000 eBooks and more. Through Access Pennsylvania, the LCLS card also grants borrowing privileges to the Weinberg Memorial Library at the University of Scranton and the Marywood University Library; including Interlibrary Loan service throughout the state of Pennsylvania.

Student Life

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

The primary mission of Student Life at Lackawanna is to offer to members of the college community a variety of events, programs and activities that complement the curriculum, enhance the overall quality of life within the College, and expose as many people as possible to a variety of social and cultural programs. Under the guidance of the Director of Student Life, many clubs and organizations provide an assortment of activities in which any student may participate. These include the Student Government Association; a ski club and chess club. Membership in the Phi Beta Lambda and Phi Theta Kappa honor societies is also an option for qualified students

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

Student Conduct and Community Standards

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

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

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

Student Success Center

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

Career Development Office

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

Student Wellness Program

The Student Wellness Program promotes the overall wellness and personal effectiveness of students, so as to enhance their personal and academic functioning while ensuring campus and community safety. We aim to assist students in enhancing their social, emotional, physical, intellectual, and spiritual development to reach their academic goals and assist them in making the most of their educational experience at Lackawanna College. Through prevention and education about mental health, alcohol, drugs, sexual misconduct, and healthy lifestyle choices, students acquire the skills, attitudes, and resources necessary to both succeed in the college environment and better the communities in which they live. The Student Wellness Program offers support, assessment, and referral services to all students of Lackawanna College. The Student Wellness Program provides a confidential atmosphere and an objective perspective for the students. Emergency and crisis consultation are also available through the Student Wellness Program. Situations of a serious nature are referred to community agencies or local hospitals with the support and assistance from the Student Wellness Program.

ATHLETIC PROGRAMS

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

Under the guidance of the Athletic Director, Lackawanna College conducts a full and active athletic program in both men's and women's sports. The College participates in intercollegiate competition in football, men's and women's basketball, men's baseball, women's softball, men's and women's cross country, women's volleyball, women's tennis, men's and women's soccer, and men's wrestling, men's ice hockey and esports.

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

Lackawanna College's teams have met with great success regionally and nationally over the years. The College's teams, both women's and men's, consistently follow their regular seasons with participation in regional, district and national playoffs and also in major tournaments. Remarkable success has also been the hallmark of the football team, which under the direction of head coach Mark Duda, has taken part in eleven national bowl games. The baseball, women's basketball and wrestling teams have all competed at their respective national championships in the 2018/2019 academic year.

At Lackawanna College, athletic competition is viewed as an important component of the school's educational mission. Though teams have been successful on the playing fields and courts and many of the players have attained personal awards and honors, sports accomplishments are only part of the story. More important, through Lackawanna's athletic programs, many individuals who might never have considered attending college have earned their degrees by capitalizing on their skills in 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, Pittsburgh, Tennessee, Albany, St. John's, Long Island University, Syracuse, New Mexico State, Penn State, Rutgers, Temple, Tennessee Martin, Western Carolina, West Virginia, Wofford, Bloomsburg, Misericordia University, East Stroudsburg, Hofstra, James Madison, King's, Rider, Rhode Island, Mansfield, Monmouth, Marywood, Tuskegee Institute, Virginia State and West Chester.

ACADEMIC PROGRAMS

Curriculum Mission Statement

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

The overall College Curriculum Mission Statement is as follows:

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

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

College Goals

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

1. **Critical Thinking**: Critical thinking is the ability to apply recognized principles of logic to the analysis of judgments, values or extended presentations. The critical thinker is able

to subject personal work as well as published statements to rational analysis. This individual is also able to apply logical principles in ways that solve problems effectively through information-seeking and objective evaluation.

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

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

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

The following courses fulfill our Core Curriculum Requirements:

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 to Statistics and Data Analysis	3 credits
Computer Information Systems elective or Core Curriculum Elective	3 credits
Humanities elective:	3 credits

Literature, Philosophy, or Fine Arts; or Business

Communications (ENG115) (for Business majors)

Social Science elective:	3 credits

(Intro to Psychology, World History, Economics, or

To Sociology)

Natural Science or Laboratory Science elective:	3 credits
Diversity/Global Studies elective:	3 credits

(Cultural Anthropology, Foreign Language, American

Minority Groups, Multiculturalism, or Sport in American Society)

Philosophy or Ethics elective:	3 credits

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

ASSOCIATE AND BACHELOR DEGREE PROGRAMS

I: Business/CIS Division

       Accounting (Associate of Applied Science degree)
       Business Administration: (Associate of Science degree and Bachelor of Science degree)
       PNG – Business Administration (Associate of Science degree)
       Business Studies (Associate of Science degree)
       Culinary Arts (Associate of Science degree)
       Hospitality Management (Associate of Science degree)
       Baking & Pastry (Associate of Science)
       Restaurant & Food Service Management (Bachelor of Science degree)
       Sport Management (Associate of Science degree)
       Sustainable Agriculture (Associate of Science degree)

II: Humanities Division
       Communication Arts (Associate of Arts degree)
       Professional Studies (Associate of Science Degree)
       Professional Studies/Writing Track (Bachelors of Art degree)

III: Social Sciences Division
      Criminal Justice (Associate of Science degree and Bachelor of Science degree)
      Human Services (Associate of Science degree and Bachelor of Science degree)
      Education (Associate of Science degree)
      Early Childhood Education Professional (Associate of Science degree)
      Psychology (Associate of Science degree)

IV: Business and Computer Information Systems
      Computer Information Systems (Associate of Science Degree)

V: Allied Health Division
      Cardiac Sonography Technology (Associate of Science degree)
      Diagnostic Medical Technology (Associate of Science degree)
      Environmental Science (Associate of Science degree)
      Occupational Therapy Assistant (Associate of Science degree)
      Physical Therapist Assistant (Associate of Science degree)
      Pre-Allied Health (Associate of Science degree)
      Surgical Technology (Associate of Applied Science degree)
      Vascular Technology (Associate of Science degree)
      RN-to-BSN (Bachelor of Science degree)

VI. Petroleum and Natural Gas Division
      Petroleum and Natural Gas Technology (Associate of Science degree)
      Petroleum and Natural Industrial Mechanics (Associate of Science degree)
      Petroleum and Natural Gas Measurement (Associate of Science degree)

I. Business Division

ACCOUNTING
Associate of Applied Science Degree

Our program is designed to acquaint you with the basics needed to perform financial analysis and planning related to budgeting in a corporate or non-profit business environment. The curriculum is focused on real-life application throughout all of the accounting and finance courses. In addition, business electives in the program allow you to tailor your degree toward an area of accounting that interests you most!

The foundation provided by this degree prepares students for entry-level accounting positions or to easily move into a four-year institution's curriculum focused on accounting, business, or management.
- Demonstrate mastery of basic accounting principles, practices, and procedures relating to various types of business entities.

- Use computer programs and packages that facilitate data entry, calculation, and posting of accounts, as well as the preparation of tax returns.
- Apply the principles of cost accounting to industrial situations.
- Demonstrate mastery of financial principles relating to corporate finance.
- Define fundamental business principles through the study of law, management, economics, and statistics.

First Semester
Principles of Accounting I
College Writing *
Introduction to Computer Applications
  OR Computer Apps II
Macroeconomics
Principles of Management
Freshman Experience

Second Semester
Principles of Accounting II
Computerized Spreadsheets
Diversity/Global Studies Elective
Mathematical Reasoning*
  OR College Algebra *
Business Communications*

Third Semester
Federal Taxation
Managerial Accounting
Introductory Stat & Data Analysis
Science Elective*
Ethics Elective*

Fourth Semester
Business Internship
Effective Speaking
Introduction to Finance
Social Science Elective
Elective
Capstone Seminar

* Developmental courses may be required as prerequisites

BUSINESS ADMINISTRATION
Associate of Science Degree

A business administration degree provides a strong foundation for almost any career because components of the curriculum can be found in every facet of the working world. You will learn how to be a knowledgeable consumer while exploring the many aspects of the local and international economy. This degree will prepare you for the corporate world as it strengthens your personal understanding of how business affects everything we do.

Students contemplating a four-year degree frequently enroll in this curriculum. Furthermore, students who complete this degree at Lackawanna College can transfer directly into our Business Bachelor degree program upon graduation.

- Analyze business promotion through textbook study, field trips, guest speakers, and projects.
- Identify all aspects of the employment process, including interviewing, hiring, evaluation, termination, and severance plans.
- Recognize the global perspective on business principles and practices.
- Master management theories and techniques and apply them to today's business environment.

- Learn best methods of assimilating information and transforming it into verbal and statistical reports essential for managers.
- Master E-Commerce concepts and skills.

First Semester
Introduction to Computer Applications OR Computer Apps. II
College Writing *
Principles of Management
College Algebra*
Macroeconomics
Freshman Experience

Second Semester
Social Science Elective
Business Communications OR
   Introduction to Literature
Management Information Systems OR
   Computerized Spreadsheets
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
Science Elective*

Fourth Semester
Ethics Elective*
International Business
Principles of Accounting II
Business Law
Elective
Capstone Seminar

* Developmental courses may be required as prerequisites

BUSINESS ADMINISTRATION
Bachelor of Science Degree

The Bachelor of Science in Business curriculum has been designed for students desiring to acquire a diverse background in operating, managing, or marketing a business in most any industry. The program is particularly recommended for students preparing for a career that involves leadership, ethical decision-making, and change management.

Many of the courses will require students to participate in service learning activities and community partnerships in order to demonstrate mastery of the material. In addition, a variety of business electives will allow students to shape their degree in a manner that most closely aligns with their plans after graduation.

- Prepare for a career in business leadership by applying fundamental management theories and techniques through project-based coursework and internship opportunities.
- Identify and utilize the financial reporting and tracking systems most commonly employed by companies today.
- Comprehend and interpret financial data as these apply to a firm's profitability, productivity, and strategic planning.
- Analyze business promotion through advertising, marketing, customer service, and core goals of consumer industries.
- Identify all aspects of the employment process, including interviewing, hiring, determination of benefit packages, retention, evaluation, and termination.

- Recognize the global perspective on business principles and practices by investigating multi-national and foreign companies and markets.
- Be attuned to the global economy, demonstrate sensitivity to diverse cultures, and master techniques that are shown to help a domestic company expand internationally.
- Use technology to sharpen skills through study of data, management information systems, macro-economics, and statistics.
- Apply principled modeling to identify and address occupational and community concerns in a socially responsible manner.
- Implement effective change management through intrapersonal skills and applications of competitive analysis strategies.

First Semester
CIS 105/CIS 115 Computer Applications I/II
OR
Core Curriculum Elective
ENG 105 College Writing
BUS 105 Introduction to Business
MAT 120 College Algebra
MGT 105 Principles of Management
COL 101 Freshman Experience (1 cr.)

Second Semester
CIS 210 Computerized Spreadsheets
ENG 115 Business Communications
MAT 135 Intro to Stat/Data Analysis
MKT 105 Principles of Marketing
Social Science Elective

Third Semester
ACC 105 Principles of Accounting I
ECO 105 Macroeconomics
COM 125 Effective Speaking
MGT 205 Human Resources Management
Science Elective

Fourth Semester
ACC 110 Principles of Accounting II
MGT 235 International Business
MGT 240 Business Law
MGT 260 Entrepreneurship I
PHL 105 Introduction to Philosophy

Fifth Semester
ACC 220 Managerial Accounting
MGT 305 Labor Relations
MKT 230 Salesmanship & Sales Mgmt
Business Elective (300 level and up)
Free Elective

Sixth Semester
BUS 310 Organizational Behavior
BUS 335 Business Statistics
MGT 310 Small Business Management
MGT 360 Entrepreneurship II
Free Elective

Seventh Semester
ACC 310 Fraud Examination
BUS 320 eCommerce: Digital Mkt/Mgmt
BUS 410 Organizational Leadership
PHL 205 Business Ethics
Elective (300 level and up)

Eighth Semester
BUS 400 Business Internship
MGT 330 Global Management
Business Elective (300 level and up)
Business Elective (300 level and up) Free
Free Elective (300 level and up)
BUS 401 Contemporary Issues in Business

PNG BUSINESS ADMINISTRATION

Associate of Science Degree

The Petroleum & Natural Gas Business Administration degree provides students with a broad background in business concepts as they relate to the oil & gas industry. Students will be exposed to oil & gas drilling, production, handling, processing, and safety concepts while studying core business disciplines. The program is recommended for students preparing for an administrative, accounting, marketing, or financial position with an oil & gas company.

- Prepare for a career in the oil & gas industry by applying fundamental management, marketing, and human resource theories.
- Identify the key concepts associated with oil & natural gas drilling, production, handling, and processing.
- Demonstrate basic accounting principles, practices, and procedures relating to the oil & gas industry.
- Use technology to sharpen skills through study of management information systems/computerized spreadsheets, macro-economics, and statistics.
- Provide the student with the knowledge, skills, and resources to work safely in the oil & gas industry.
- Explain the terms associated with the oil and natural gas industry's upstream and midstream technology.

First Semester
Introduction to Computer Applications
OR Computer Apps. II
College Writing *
Introduction to Petroleum/NG Technology
College Algebra* or Math for Petroleum NG
Physical Sci. for Petroleum/NG
Freshman Experience

Second Semester
PNG Handling & Processing
Business Communications*
Principles of Management
Computerized Spreadsheets
Intro Stat & Data Analysis

Third Semester
Principles of Accounting I
Social Science Elective
Human Resource Management
Effective Speaking
Macroeconomics

Fourth Semester
Industrial Safety/OSHA Regs.
Principles of Marketing
Principles of Accounting II
Business Law
Ethics, Leadership & Regulations
Capstone Seminar

* Developmental courses may be required as prerequisites

BUSINESS STUDIES
Associate of Science Degree

Lackawanna's Business Studies degree gives students the same strong foundation provided by our Business Administration degree with the added benefit of more general electives to guide the exact direction of your future.

The Business Studies degree is designed to provide you with a general knowledge of business theories, with enough flexibility to tailor your degree toward specific areas of interest. Courses provide the basic skills to prepare you for employment in a corporation or the government, or to transfer to a four-year school. With its elective options, the program can comfortably accommodate all of your needs and interests within an overall business framework.

- Apply various concepts and norms of ethical behavior and their application in particular cases and in students' personal experience.
- Use computer skills, particularly as they relate to business and accounting applications.
- Demonstrate an understanding of today's multicultural world through studies in American and global history.

First Semester
College Writing *
Math of Finance, Math Reasoning
  OR College Algebra*
Introduction to Business
Intro to Computer Applications
  OR Computer Applications II
American National Government
  OR Intro to Public Administration
Freshman Seminar

Second Semester
Macroeconomics
Business Communications OR
Introduction to Literature
Introduction to Accounting Basics++
Principles of Management
Elective

Third Semester
Principles of Accounting I
Effective Speaking
Ethics Elective*
Principles of Marketing
Elective

Fourth Semester
Salesmanship & Sales Mgmt.
Diversity/Global Studies Elective
Social Science Elective
Science Elective*
Elective
Capstone Seminar

* Developmental courses may be required as prerequisites
++Students must successfully complete ACC101 before enrolling in ACC105

CULINARY ARTS
Associate of Science Degree

The Culinary Arts degree program at Lackawanna College will give students hands-on training in new state of the art kitchen 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.

- Prepare for a career in the culinary industry by developing a working knowledge of the professional kitchen.
- To demonstrate mastery of the classical knife skills and cooking techniques.

- To successful execute the proficiencies needed for success as a culinary business person: human resource management, excellent customer service relations, strategic branding and business management and food and beverage financial management.
- Demonstrate the knowledge and ability to be in compliance with food service sanitation and service standards as dictated by the Pennsylvania Department of Agriculture.
- Employ beverage knowledge both alcoholic and non-alcoholic in construction of menus and recipes in a professional foodservice establishment.
- To emerge as an agent of change in the culinary industry armed with a working knowledge of sustainability, equipped to enhance and nourish the social, environmental and economic forces within the culinary field.

First Semester (16 Credits)
CUL 115 Culinary Foundations
CUL 140 Meat & Seafood Identification
CUL 145 Culinary Knowledge
CUL 150 Culinary Math
HSP 105 Intro to Gastronomy & Hospitality
HSP 125 Food & Safety Sanitation
COL 101 Freshman Experience (1 cr.)
CUL 100 Culinary Extern Prep 1 (0 cr.)

Second Semester (16.5 Credits)
CUL 130 Culinary/Hosp. Strategic Management
CUL 205 Advanced Culinary Foundations (6 cr.)
CUL 227 Ala carte Kitchen AM
CUL 228 Ala Carte Kitchen PM
SCI 110 Food and Nutrition
CUL 105 Culinary Extern Prep II (0 cr.)

Summer
CUL 200 Culinary Externship

Third Semester (18 Credits)
CIS 130 Hospitality Computer Applications
COM 125 Effective Speaking
CUL 255 Contemporary American Kitchen
CUL 260 Cuisines of the World
ENG 105 College Writing
PHL 135 Hospitality/Food Ethics

Fourth Semester (19 Credits)
CUL 238 Beverage Service Management
CUL 242 Contemporary Restaurant Cuisine
CUL 245 Baking & Pastry Skills
CUL 248 Advanced Baking & Pastry
CUL 250 Professional Table Service
CUL 265 Garde Manger & Banquets
CUL 270 Culinary Practical exam (0 cr.)
COL 201 Capstone Seminary (1 cr.)

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

HOSPITALITY MANAGEMENT
Associate of Science Degree

The Hotel 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.

- Prepare for a managerial position in the hospitality industry including hotels, restaurants, resorts and private clubs by applying fundamental management theories and skills specific to the hospitality field.
- Develop a basic culinary skill set that will enable students to manage employees in both the front and back of the house.
- To effectively execute the proficiencies needed for success as a hospitality executive: human resource management, marketing, excellent customer service relations, strategic branding and business management and food and beverage financial management.
- To use and apply technology in the hospitality industry both to facilitate better business practices and to enhance the guest's overall experience.
- To apply knowledge of lodging, food and beverage (both alcoholic and non-alcoholic) in a professional setting in order to best create a desirable guest experience aimed to elevate firm and to provide unparalleled guest satisfaction.
- To emerge as an agent of change in the hospitality industry armed with a working knowledge of sustainability, equipped to enhance and nourish the social, environmental and economic forces within the hospitality and tourism fields.

First Semester
ENG 105 College Writing*
HSP 135 Foundations of Tourism
HSP 105 Intro to Gastronomy & Hospitality
HSP 110 Sustainable Hospitality
CUL 150 Culinary Math
COL 101 Freshman Experience (1 cr.)

Second Semester
CUL 115 Culinary Foundations
HSP 125 Food & Safety Sanitation
CUL 130 Culinary/Hosp. Strategic Mgmt.
CIS 130 Hospitality Computer Applications
HSP 140 Introduction to Hotel Operations
HSP 150 Hotel Media & Business Comm.

Third Semester
HSP 205 Catering, Conferencing & Mtgs
HSP 210 Food & Beverage Management
HSP 115 Front Office Operations
ECO 105 Macroeconomics
SCI110 Food and Nutrition
COM 125 Effective Speaking

Fourth Semester
MKT 105 Principles of Marketing
HSP 225 Hospitality/Tourism Law
Social Science Elective
CUL 238 Beverage Service Management
CUL 240 Wine Studies
PHL 135 Hospitality/Food Ethics OR
BUS 205 Business Ethics
COL 201 Capstone Seminar (1 cr.)

RESTAURANT & FOODSERVICE MANAGEMENT
Bachelor of Science Degree

The Restaurant & Foodservice Management bachelor's degree is dedicated to the study of management and leadership in the food and restaurant business. Students will explore operational principles that lead to increased revenues and profitability including staffing, purchasing, marketing, and financial practices specific to the foodservice business.

The Foodservice and Restaurant Management degree is designed to prepare students for a wide variety of careers including restaurant or catering manager, food purchaser, executive chef, corporate foodservice manager and food business entrepreneur.

Objectives:

- Prepare for a career in foodservice leadership through a focused study of the contemporary foodservice business.
- Integrate cutting-edge industry technologies into the functions of food and beverage operations.
- Learn to apply financial formulas and ratios specific to the restaurant industry to foster sustainable revenues and profits, and assist with capital planning.
- Identify all aspects of the employment process.
- Manage and foster the employee and customer experience through focused study on human behavior and best practices in management and leadership.
- Apply the contemporary theories, skills, and values of the professional foodservice business to national and global food service settings.

RESTAURANT & FOODSERVICE MANAGEMENT
Baking and Pastry Concentration
Associate of Science Degree

First Semester (18 credits)
BAK 105 Baking Industry Knowledge
BAK 110 Baking & Pastry Foundations
CUL 150 Culinary Math
ENG 105 College Writing
HSP 105 Intro to Gastronomy & Hospitality
HSP 125 Food & Safety Sanitation

Second Semester (18 credits)
BAK 115 Introduction to Cakes
BAK 120 Intro to Hot/Cold Desserts
BAK 125 Basic & Artisan Breads
BAK 130 Plated Desserts
CUL 130 Culinary/Hosp. Strategic Mgmt.
SCI 110 Food and Nutrition
BAK 100 Bak. & Pastry Extern Prep (0 cr.)

Summer (3 credits)
BAK 200 Baking & Pastry Externship

Third Semester (18 credits)
BAK 205 Confectionary & Cake Designs
BAK 210 Contemporary Chocolate Tech
BAK 220 Advanced Baking Principles
COM 125 Effective Speaking
CUL 115 Culinary Foundations
HSP 210 Food & Beverage Management

Fourth Semester (19 credits)
BAK 225 Sugar Artistry
BAK 230 Platter and Prod Desserts
CIS 130 Hospitality Computer App
CUL 238 Beverage Service Management
CUL 250 Professional Table Service
PHL 135 Hospitality/Food Ethics
COL 201 Capstone Seminar (1 cr.)

RESTAURANT & FOODSERVICE MANAGEMENT
Culinary Arts Concentration
Bachelor of Science Degree

First Semester (18 Credits)

Second Semester (18 Credits)

CUL 115 Culinary Foundations
CUL 140 Meat & Seafood Identification
CUL 145 Culinary Knowledge
CUL150 Culinary Math
HSP 105 Intro to Gastronomy & Hospitality
HSP 125 Food & Safety Sanitation
CUL 100 Culinary Extern Prep I (0 cr.)

ENG 105 College Writing
CUL 205 Adv Culinary Found (6 cr.)
CUL 227 Ala Carte Kitchen AM
CUL 228 Ala Carte Kitchen PM
SCI 110 Food and Nutrition
CUL 105 Culinary Extern Prep II (0 cr.)

Summer (3 credits)
CUL 200 Culinary Externship

Third Semester (18 Credits)
CIS 130 Hospitality Computer Applications
COM 125 Effective Speaking
CUL 255 Contemporary American Kitchen
CUL 260 Cuisines of the World
CUL 130 Culinary/Hosp. Strategic Mgmt.
PHL 135 Hospitality/Food Ethics
CUL 270 Culinary Practical Exam (0 cr.)

Fourth Semester (18 Credits)
CUL 238 Beverage Service Management
CUL 242 Contemporary Restaurant Cuisine
CUL 245 Baking & Pastry Skills
CUL 248 Advanced Baking & Pastry
CUL 250 Professional Table Service
CUL 265 Garde Manger & Banquets

Fifth Semester (18 Credits)
ACC 105 Principles of Accounting I
HSP 110 Sustainable Hospitality
HSP 225 Hospitality/Tourism Law
MAT 120 College Algebra
MKT 105 Principles of Marketing
RFM 310 Managing Service in HSP Industry

Sixth Semester (18 Credits)
ACC 220 Managerial Accounting
CIS 210 Computerized Spreadsheets
RFM 305 Hospitality Strategic Mkt
RFM 315 Hospitality Revenue Mgmt
RFM 320 Front of the House Mgmt
RFM 325 Modern Applied Food Studies

Seventh Semester (18 Credits)
ACC 230 Quickbooks
BUS 310 Organizational Behavior
ECO 105 Macroeconomics
MAT 135 Intro to Stat/Data Analysis
RFM 415 Global Hospitality Management
RFM 460 Hospitality Entrepreneurship

Eighth Semester (13 Credits)
BUS 410 Organizational Leadership
Core Elective (300 level and up)
Business Elective (300 level and up)
RFM 410 Restaurant Chain Management
OR
RFM 435 Managed Foodservice Oper
RFM 401 Adv Foodserv Mgmt Capstone 1cr

Core Elective (300 level and up): PHL 305, PHL 310, SSC 310, SSC 320, SSC 330
Business Elective (300 level and up): ACC 310, ACC 320, ACC 325, ACC 405, ACC 410, BUS 320, BUS 325, MGT 310, MGT 320

SPORT MANAGEMENT
Associate of Science degree

The Sport Management degree program 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.

- Prepare for a career in sport management by practicing fundamental management theories and techniques that illustrate their application.
- Identify the financial reporting and tracking systems most commonly utilized in the sports/entertainment industry today.
- Analyze sport promotion, advertising, and marketing though textbook study, field trips, and team projects.
- Create a positive model for improving and maintaining the quality and safety of all athletes.
- Recognize the historical, cultural, and sociological factors underlying the evolution of organized sports in the United States and other parts of the world.
- Apply general sport management principles and techniques in real-world settings through simulations and projects related to event planning, promotion, staffing, scheduling, and hosting.

First Semester
Introduction to Computer Applications
  OR Computer Apps II
College Writing *
Principles of Management
Macroeconomics
College Algebra*
Freshman Experience

Second Semester
Intro to Psychology*
Intro to Literature OR Business Comm.
Principles of Marketing
Introduction to Sport Management
Science Elective*

Third Semester
Principles of Accounting I
Sport Marketing
Sport in American Society
Effective Speaking
Social Science Elective

Fourth Semester
Principles of Accounting II
Ethics Elective*
Coaching Mgmt Principles (SPRING)
Sport Fac./Event Mgmt (SPRING)
Elective
Capstone Seminar

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

SUSTAINABLE AGRICULTURE
Associate of Science Degree
(Lake Region Only)

Lackawanna College's Sustainable Agriculture degree takes an educational approach to a specialty field that is growing quickly as efforts are sought across the country to maintain farm lands through economically viable ways.

Our society needs skilled persons to develop and promote sustainable ways to support local food production, and the Sustainable Agriculture curriculum content and expectations align with the priorities set forth by the United States Department of Agriculture.

Students will take a variety of hands-on courses, including Organic Crop Production, Sustainable Livestock Management, and Plant Propagation. Graduates are prepared for work as skilled farm laborers, managers, or entrepreneurs, and work with farm bureaus and other agencies.

Sustainable Agriculture is based on the principles of environmental health, economic profitability, and social and economic equality.

Graduates may also be prepared to pursue additional courses in turf management, forestry, or other agricultural certification or degree programs.

For more information, contact the Lake Region Center at (570) 226-4625.

Objectives:

The Sustainable Agriculture program's objectives are consistent with curriculum content and expectations as set forth by the U.S. Department of Agriculture. Program goals include:

- Students and graduates will demonstrate professional and ethical behavior in all academic and externships and/or field studies
- Students and graduates will apply conceptual knowledge to practice sustainable agriculture
- The program will enhance the practice of sustainable agriculture in our communities by partnering with agriculture community leaders

First Semester	Second Semester
College Writing*	Basic Farm Maintenance
College Algebra* OR	General Chemistry I
Pre-Calculus	General Chemistry I Lab
General Biology	Biological Pest Management
General Biology Lab	Plant Science OR
Sustainable Agriculture	Sustainable Livestock Management
Freshman Experience	Introduction to Computer Apps.

Third Semester	Fourth Semester
Principles of Marketing	Farm Business Management
Agriculture Mechanization	Effective Speaking
Organic Crop Production	Environmental Ethics

Farms Structure OR	Diversity/Global Studies Elective
Green House Design	Soil Science
Plant Propagation	Capstone Seminar

* Developmental courses may be required as prerequisites

CYBER SECURITY
Associate of Science Degree

The Lackawanna College Cyber Security program is an exclusively online degree completion program for college-ready students who want to enter this exciting and cutting-edge field.

With the emergence of information technology in our modern world, the threat of cyber security attacks has become a growing concern.

Lackawanna College has devised a holistic cyber security curriculum which ensures our graduates will obtain the necessary skills to combat cyber threats and meet workforce demand.

Our program was carefully constructed for future Center of Academic Excellence (CAE) program compliance. The Department of Homeland Security (DHS) and the National Security Agency (NSA) jointly sponsor the CAE and designate specific colleges and universities as CAE members based on their close alignment to cyber security related knowledge units (KUs).

- The Cyber Security associate degree program can be considered a computer science degree with an emphasis on security.
- Through a diverse curriculum, students will learn how cyber security is implemented in career-related skills like operating systems, networking, programming, and databases.
- To reduce text book and software licenses costs, students will leverage free open source software and its associated documentation.
- Internships will offer students the hands-on experience they need to succeed in both the classroom and job market.
- Graduates from the Cyber Security associate degree program are ready to obtain an entry-level information technology job and/or transfer their credits for continuing education. Because this program covers the main computer science components, it exposes the student to various career opportunities including network architecture, software development, and database or system administration.
- The Bureau of Labor Statistics reports that employment for Information Security Analysts is expected to grow 28% from 2016 to 2026.
- The median annual wage for Information Security Analysts was $95,510 in May 2017.

| **First Semester (16 credits)** | **Second Semester (15 credits)** |
| CYB 105 Introduction to Cyber Security | CYB 120 Networking Fundamentals |

CYB 110 Linux Fundamentals
COM 125 Effective Speaking
ENG 105 College Writing
Social Science Elective
COL 101 Freshman Experience (1 cr.)

CYB 125 Database & Scripting Basics
MAT 120 College Algebra
PHL 105 Introduction to Philosophy
Humanities Elective OR
Free Elective

Summer (3 credits)
CYB 200 Cyber Security Internship

Third Semester (17 credits)
CYB 210 Linux OS Admin
CYB 215 Intro to Cryptography
CYB 220 Network Design & Protocols (4 cr.)
MAT 220 Pre-Calculus (4 cr.)
Science Elective

Fourth Semester (15 Credits)
CYB 205 Cyber Security Design Principles
CYB 225 Database Administration (4 cr.)
CYB 230 Web App. Development (4 cr.)
Free Elective
COL 201 Capstone Seminar (1 cr.)

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

Humanities Elective: ART 105, COM 105, COM 150, COM 205, COM 208, COM 210, COM 220, COM 228, COM 230, COM 245, ENG 110, ENG 215, ENG 220, ENG 225, ENG 230, ENG 235, ENG 240, HIS 105, HIS 110, HIS 118, HIS 130, HIS 138, HIS 140, HIS 145, HIS 155, HIS 305, HIS 310, PHL 105, PHL 115, PHL 120, PHL 125, PHL 205, SPN 101

 Science Elective: BIO 105, BIO 110, BIO 115, ESC 105, ESC 115, ESC 125, ESC 130, ESC 135, ESC 145, ESC 155, PHY 105

II.   Humanities Division

PROFESSIONAL STUDIES
Associate of 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.

Objectives:

- Demonstrate analytical and creative reasoning skills in a broad range of studies
- Provide students with a program that allows for interdisciplinary studies
- Demonstrate quantitative and/or analytical problem-solving skills
- Effectively communicate ideas through written expression
- Integrate multi-disciplinary course offerings as a plan to develop themselves as a whole
- Demonstrate the ability to provide works on subjects relating to human existence: social, political, philosophical, technological, and cultural through selected areas of study

First Semester	Second Semester
College Writing*	Introduction to Computer Applications or
Effective Speaking	Computer Applications II
College Algebra*	Fine Arts Survey
U. S. History I	Introduction to Literature
Introduction to Psychology*	Introduction to Sociology OR
College 101: Freshman Experience (1 cr)	Introduction to Cultural Anthropology
	Elective

Third Semester	Fourth Semester
Literature elective	Science Elective*
Introduction to Philosophy*	Ethics Elective*
Economics Elective	Social Problems
Diversity/Global Studies Elective	Humanities Elective
Elective	Social Science Elective
	Capstone (1 cr)

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

PROFESSIONAL STUDIES (WRITING TRACK)
Bachelor of Arts Degree

The Professional Studies English Writing Track degree shapes today's writers. Students will build their degree from a strong Professional Studies foundation while developing their writing technique through intensive creative and professional writing courses.

Objectives:

- Demonstrate analytical and creative reasoning skills in a broad range of studies.
- Be provided with a program that is writing intensive.
- Demonstrate quantitative and/or analytical problem-solving skills.
- Effectively communicate ideas through written expression.
- Integrate multi-disciplinary course offerings as a plan to develop themselves as a whole.
- Demonstrate the ability to provide works on subjects relating to human existence: social, political, philosophical, technological, and cultural studies through theories of written communication, while creating works for both creative and professional purposes.
- Explore writing and literature through the cultural lens of today's writing platforms.
- Explore the basics of publishing, such as query letters, proposals, and cover letters.
- Be engaged with the local writing community through community reading series and workshops.

First Semester (16 Credits)	Second Semester (15 Credits)
ENG 105 College Writing*	ART 105 Fine Arts Survey
MAT 120 College Algebra*	ENG 110 Introduction to Literature
History Elective	Free Elective

Social Science Elective
COM 125 Effective Speaking
COL 101 Freshman Experience (1 cr.)

CIS 105 Introduction to Computer App
CIS 115 Computer Applications II
Free Elective

Third Semester (15 Credits)
Literature Elective (200 level)
PHL105 Introduction to Philosophy
Business Elective
Diversity/Global Studies Elective)
Free Elective (200 level)

Fourth Semester (15 Credits)
Philosophy Elective
Science Elective
Free Elective (200 level)
Humanities Elective (200 level)
Social Science Elective (200 level)

Fifth Semester (16 Credits)
ENG 305 Introduction to Creative Writing
WRT 305 Writing Workshop (4 cr.)
Humanities Elective (200+ level)
Social Science Elective (200+ level)
Literature Elective (300 level)

Sixth Semester (15 Credits)
WRT 315 Seminar in Writing/Revision
Concentration Course
Social Science Elective (200+ level)
Literature Elective (300 level)
Free Elective (200+ level)

Seventh Semester (15 Credits)
WRT 440 Research Writing & Methodologies
Concentration Course
Concentration Course
Workshop Selection
Free Elective (200+ level)

Eighth Semester (16 Credits)
Concentration Course
Concentration Course
Diversity/GS Elective (300-400 level)
Diversity/GS Elective (300-400 level)
WRT 441 Senior Seminar in Creative Writing (4 cr.)

Concentration Courses: ENG 325, ENG 335, COM 210, ENG 345, COM 310, ENG 340, ENG 315, EDU 215, COM 208
Workshop Selections: WRT 410, WRT 420, WRT 430
Humanities Elective: Any non-required 200 level COM (communications), ENG (literature), HIS (history), or PHL (philosophy) listing

COMMUNICATION ARTS
Associate of Arts Degree

The Communication Arts major is designed to introduce students to all aspects of the media and examine the growing interrelationships among 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 media forms and techniques. Upon graduating, students are prepared for an entry level career in the media field or to continue their studies at a four-year university.

Communication Arts majors are required to assume leadership roles in communication arts and technology projects and college video productions.

Objectives:

- Experience the balances of philosophy and applied skills in many fields of media communication
- Work as technically proficient, artists, and professionals who combine history, theory, aesthetics, analysis, and social vision in video production
- Understand the planning, scripting, shooting, and editing a media production
- Demonstrate an understanding of the technical aspects of the video camera, lighting for video, audio recording, videotape recording and editing
- Demonstrate a basic level of skill in using the video camera, various kinds of microphones, a lighting kit and editing systems
- Demonstrate a knowledge, understanding and skill in the use of television studio production and audio production elements
- Develop production of multimedia projects using various computer software programs
- Become socially and politically active through partnerships with local cultural groups, non-profit entities, and community media and technology organizations
- Be involved with collaborative projects involving their classmates and the college community
- Experience the balances of philosophy and applied skills in many fields of media communication
- Be prepared effective communicators in varied professional, public fields
- Be skilled, effective, communicators who understand the effects and responsibilities of media
- Research, and analyze the social, legal, political, historical, and economic factors that influence the media and the media's influence on society
- Have a solid foundation to enter the diverse areas of communication workforce or to pursue baccalaureate studies in any field relating to communication arts

First Semester	Second Semester
College Writing*	Introduction to Literature
Video Production I	Diversity/Global Studies Elective
Video Editing***	Math of Finance OR Mathematical Introduction to
Computer Applications OR	Reasoning OR College Algebra
Computer Applications II	Introduction to Film Studies
Introduction to Mass Media	Intro to Inter. Communications
Freshman Experience (1 cr.)	

* Video Production and Video Editing must be taken in the same semester.

Third Semester	Fourth Semester
New Media Journalism	Social Science elective
Video Journalism	Studio Production
Media Scriptwriting	Public Relations
Effective Speaking	Science Elective*
Media Ethics	Internship/Media Project (3 credits)

Capstone (1 cr)

III. Social Science Division

CRIMINAL JUSTICE
Associate of 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 completing the Criminal Justice will be prepared for various police or security employment opportunities the community as they will:

- Explore the ethical, emotional and physical aspects of a career in law enforcement
- Recognize the laws, both criminal and civil that law enforcement officials deal with on a daily basis
- Understand the defined requirements constituting the commission of a criminal act
- Realize the importance of police investigatory practices along with explanations and rationale of the laws and recommendations to appropriately and legally deal with the requirements of the laws
- Understand basic individual rights under the United States and Pennsylvania constitutions; the maintenance of public order, arrest, confessions, search and seizure, and pretrial identification; the duties, rights, and liabilities of a law enforcement professional and rights guaranteed by the Fourth, Fifth and Sixth amendments to the United States Constitution, along with the corresponding Amendments to the Pennsylvania Constitution
- Understand modern policing including organization, function, operational strategies, and culture of the police; uniform patrol functions; criminal investigations; forensics; less than lethal weapons; terrorism; DNA profiling; and modern forensics.

First Semester
College Writing *
College Algebra*
Intro to Criminal Justice**
Intro to Psychology*
Intro to Sociology
College 101: Freshman Experience (1 cr)

Second Semester
Humanities Elective or Intro to Literature
Intro to Philosophy
PA Criminal Law
Introduction to Search & Seizure
Intro to Computer Apps.
Or Core Curriculum Elective

Third Semester
Juvenile Delinquency
The Correctional Community
Police Operations

Fourth Semester
Criminology
Social Problems
Effective Speaking

Forensic Science*   Preliminary Law Enforcement
Drugs & Behavior   Diversity/Global Studies Elective
                                                Capstone Seminar (1 cr)

* Developmental courses may be required as prerequisites

CRIMINAL JUSTICE
Bachelor of Science Degree

Students enrolled in the Criminal Justice bachelor of science degree will be able to take advantage of the same unparalleled academic and extracurricular services that are hallmarks of the College history in Northeastern Pennsylvania.

Objectives:

- Prepare for a career in the criminal justice field by applying fundamental management theories and techniques through project-based coursework.
- Examine the interface between victims and various components of the criminal justice system.
- Survey the theories, principles, concepts, and techniques of crisis intervention.
- Examine various aspects of terrorism including historical roots, motivations, and response.
- Analyze the private security field.
- Complete more than 200 internship hours designed to provide experiential work and practical education.

First Semester
CJS 105 Introduction to Criminal Justice
PSY 105 Introduction to Psychology
SSC 105 Introduction to Sociology
ENG 105 College Writing
MAT 120 College Algebra
COL 101 Freshman Experience (1 cr.)

Second Semester
CJS 120 PA Criminal Law
CJS 125 Introduction to Search & Seizure
PHL 105 Introduction to Philosophy
CIS 105/CIS 115 Comp. Applications I/II
                          OR
Core Curriculum Elective
ENG 110 Introduction to Literature OR
Humanities Elective

Third Semester
CJS 110 The Correctional Community
CJS 130 Juvenile Delinquency
CJS 205 Police Operations
CHM 110 Forensic Science
PSY 245 Drugs and Behavior

Fourth Semester
SSC 210 Social Problems
COM 125 Effective Speaking
CJS 215 Prelim Law Enforcement
Diversity/Global Studies Elective
CJS 230 Criminology

Fifth Semester
CJS 310 Victims in the Justice System
CJS 320 Crisis Intervention

Sixth Semester
CJS 300 Criminal Justice Internship I
CJS 330 Terrorism

C.J. Elective (300 level and up) CJS 340 Private Security & Loss Prevention
PHL 310 Ethics & Morality in CJ CJS Elective (300 level and up)
Free Elective Free Elective (300 level and up)

Seventh Semester	**Eighth Semester**
CJS 410 Drug Abuse & Crime Control	CJS 400 Criminal Justice Internship II
CJS 420 Organized Crime	CJS 415 Legal Research and Writing
CJS 430 Management of CJ Agencies	CJS 445 Expert and Scientific Evidence
CJS 440 Legal Issues in Criminal Justice	SSC 340 Cult. Diversity in Criminal Justice
Free Elective (300 level and up)	CJS Elective (300 level and up)
	CJS 401 Contemporary Issues in CJ (1 cr.)

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

HUMAN SERVICES
Associate of 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.

Objectives:

- To acquaint students with the human services profession in general and with the particular agencies, programs, and careers included within this designation.
- To introduce students to the stages of intellectual, emotional and social development an individual experiences as he/she moves through childhood, adolescence, adulthood, and old age.
- To familiarize students with recognized exceptionalities in individual development and with group pathologies (racial discrimination, gender bias, etc.) that can affect an entire society.
- To review the principles and practices that allow married couples to succeed as partners, parents, productive workers, and neighbors.
- To show students how and why certain counseling theories and techniques lead to interventions that markedly improve the psycho-social lives of individuals and families.
- To explain thoroughly how controlled substances of various types alter mood and behavior in those who abuse them and adversely impact society as a whole.

First Semester	**Second Semester**
Introduction to Human Services	Social Psychology
Introduction to Psychology	Effective Speaking
Intro to Sociology	Psychology of Adjustment
College Algebra*	Race & Ethnic Relations
College Writing*	Intro to Computer Applications or
College 101: Freshman Experience (1 cr)	Core Curriculum Elective

Third Semester
Introduction to Philosophy
Adulthood and Aging
Statistics for the Behavioral Science
Sociology of the Family
Drugs and Behavior

Fourth Semester
Developmental Psychology
Abnormal Psychology
Humanities Elective or Intro. to Literature
Forensic Science
Elective
Capstone (1 cr)

*Developmental courses may be required as prerequisites.

HUMAN SERVICES
Bachelor of Science Degree

Students enrolled in the Human Services Bachelor of Science degree will be able to take advantage of the same unparalleled academic and extracurricular services that are hallmarks of the College's history in northeastern Pennsylvania.

Objectives:

- To acquaint students with the human services profession in general and with the particular agencies, programs, and careers included within this designation.
- To introduce students to the stages of intellectual, emotional, and social development an individual experience as he/she moves through childhood, adolescence, adulthood, and old age.
- To familiarize students with recognized exceptionalities in individual development and with group pathologies (racial discrimination, gender bias, etc.) that can affect an entire society.
- To review the principles and practices that allow married couples to succeed as partners, parents, productive workers, and neighbors.
- To show students how and why certain counseling theories and techniques lead to interventions that markedly improve the psycho-social lives of individuals and families.
- Complete more than 200 internship hours designed to provide experiential work and practical education.
- To explain thoroughly how controlled substances of various types alter mood and behavior in those who abuse them and adversely impact society as a whole.

First Semester
HSV 125 Introduction to Human Services
PSY 105 Introduction to Psychology
SSC 105 Introduction to Sociology
ENG 105 College Writing
MAT 120 College Algebra
COL 101 Freshman Experience (1 cr.)

Second Semester
PSY 250 Social Psychology
COM 125 Effective Speaking
PSY 210 The Psychology of Adjustment
SSC 260 Race & Ethnic Relations
CIS 105/CIS 115 Comp. Applications I/II
OR
Core Curriculum Elective

Third Semester
SSC 110 Sociology of the Family

Fourth Semester
ENG 110 Introduction to Literature OR

PSY 245 Drugs and Behavior
PSY 215 Adulthood and Aging
PHL 105 Introduction to Philosophy
PSY 140 Statistics for Behavioral Science

Humanities Elective
PSY 205 Developmental Psychology
PSY 212 Abnormal Psychology
CHM 110 Forensic Science
Free Elective

Fifth Semester
HSV 310 Helping Skills
HSV 320 Exploring Research
PHL 305 Human Service Ethics
SSC 310 Human & Economic Geography
Free Elective

Sixth Semester
HSV 330 Working with Individuals
HSV 350 Human Service Seminar I
PSY 305 Judgement and Decision Making
H.S. Elective (300 level and up)
Free Elective (300 level and up)

Seventh Semester
HSV 410 Substance Abuse
HSV 420 American Social Policy
H.S. Elective (300 level and up)
SSC 330 Political Sociology
Free Elective (300 level and up)

Eighth Semester
HSV 430 Working with Groups
HSV 440 Case Management
HSV 450 Human Service Seminar II
SSC 320 Mind, Self, and Society
H.S. Elective (300 level and up)
HSV 401 Contemporary Issues in HS (1 cr.)

EARLY CHILDHOOD EDUCATION PROFESSIONAL
Associate of 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.

Objectives:

- Explain the history, foundational theory, governance, and persistent issues in education, as well as the responsibilities and behaviors of a well-organized and responsible educator
- Define, analyze, differentiate, and create effective assessments that align with objectives appropriate for children from Birth to Grade Four, considering student strengths and weaknesses
- Self-assess and reflect on teaching effectiveness in light of student's learning styles, development, and ability levels and use that reflection to contribute to current debates in early learning curricular and assessment reform
- Identify and apply knowledge of all developmental domains as well as the implications of that development for effective teaching and learning

- Demonstrate application of models, theories, and laws of inclusive education in curriculum and lesson planning and identify and demonstrate application of assistive technology and other strategies to implement IFSP goals
- Explain and demonstrate how educational theory informs best practice through the creation and application of developmentally appropriate, standards-based learning environments and materials
- Differentiate, discuss, and create classroom management plans with consideration of teacher behavior in time management and organization in space, methods, and materials adaptations; and expectations for student behavior with age-appropriate, educationally-focused accountability
- Describe and evaluate the process and progress of children's literacy acquisition, including the role of literature in cross-curricular activities
- Establish and implement respectful, collaborative relationships among family, school, peers, community, and media, while identifying laws that govern the release if student information
- Carry out play-based lessons and assessments
- Demonstrate knowledge, skills, ethics, and experience sufficient to be "work ready" as well as "transfer ready"
- Participate in level I and II field observation to analyze and apply program level objectives

First Semester
Introduction to Computer Applications
OR
Computer Applications II
Intro to Prof of Education
College Writing
Methods & Materials
Effective Speaking
College 101: Freshman Experience (1 cr)

Second Semester
Introduction to Literature
Development I
Child, Family & Community
Assessment I
Intro to Psychology*

Third Semester
Education Elective (HIS118, ESC110)
U.S. History I or II
ECE Elective: ECE 206 or ECE 207
Math for the Early Years
Laboratory Science Elective
College Algebra
PA Certification Preparation (0 cr.)

Fourth Semester
Language, Literacy & Play
Early Intervention in ECE
Field Studies
Diversity/Global Studies Elective
Applied Ethics
Capstone Seminar (1 cr)

EDUCATION
Associate of Science Degree
(Lake Region and Towanda Center Only)

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.

Objectives:

- Explain the history, foundational theory, governance, and persistent issues in education, as well as the responsibilities and behaviors of a well-organized and responsible educator
- Define, analyze, differentiate, and create effective assessments that align with objectives; develop methods to evaluate and communicate student strengths and weaknesses; self-assess and reflect for teaching effectiveness; and contribute to current debates in curricular and assessment reform
- Identify and apply knowledge of social, emotional, and physical human development for effective teaching and learning
- Demonstrate application of models, theories, and laws of inclusive education in curriculum and lesson planning; and identify and demonstrate application of assistive technology and NETS standards to enhance teaching and learning
- Explain and demonstrate how educational theory informs practice through the creation and application of developmentally appropriate learning environment and materials
- Differentiate, discuss, and create a classroom management plan with consideration of time management and organization; space, method, and materials adaptations; parent-teacher-school-peer-community connections; student motivation; behavior patterns; and personal philosophy
- Describe and evaluate the process and progress of children's reading acquisition, including the role literature in cognitive, social, and emotional development
- Establish and implement respectful collaborative relationships among family, school, peers, community, and media through the design of an individualized outreach program; identify the importance of maintaining these connections; and collect supportive resources for appropriate future referrals
- Participate in level I and II field observation to analyze and apply program level objectives

First Semester
Introduction to Computer Applications
OR
Computer Applications II
Intro to the Profession of Education
College Writing*
Methods and Materials
Effective Speaking
College 101: Freshman Experience

Second Semester
Intro to Literature
Child, Family & Community
Introduction to Psychology*
Objectives, Assessment, Curriculum
Development II

Third Semester
Applied Ethics
U.S. History I or II
College Algebra

Fourth Semester
Language, Literacy & Play
Inclusive Ed & Technology
Classroom Management

Elective	Field Studies
Laboratory Science Elective	Elective
Certification Preparation (0 cr.)	Capstone (1 cr)

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

PSYCHOLOGY
Associate of Science Degree
(Towanda Only)

The psychology major is designed to be a transfer program. Students who earn advanced degrees in psychology can enter the fields of clinical psychology, health psychology, organizational/industrial psychology, forensic psychology, or sport psychology, to name a few.

For students whose interests may lie in business, law, education, politics, or in any profession dealing with people, a degree in psychology can serve to enhance their research skills, critical –thinking and problem-solving skills, interpersonal skills, and written and oral communication skills.

Acceptance into the Psychology major is based on a selective admissions process. All applicants must follow the standard admissions procedures for the program and meet specific program qualifications to be considered for acceptance.

Please note that due to the rigorous academic demands, not all applicants will be accepted into the Psychology program. All applicants will be interviewed by members of the Social Science division before an acceptance decision is made. If accepted, students must obtain a 3.0 GPA in PSY 105, Introduction to Psychology.

The American Psychological Association has established guidelines for the undergraduate psychology major. The objectives for this program have been adapted from these guidelines.

Objectives:

- demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- explain the various research methods used by psychologists and evaluate the validity of conclusions drawn from research
- enhance their abilities to use critical and creative thinking and skeptical inquiry to evaluate issues related to behavior and mental processes
- apply psychological principles to personal and social issues
- demonstrate competency in using computers to conduct analyses of research data
- examine the sociocultural and international contexts that influence individual differences

- develop insight into their own and others' behavior and mental processes and apply effective strategies for self-maintenance and self-improvement

First Semester
Biological Science
Introduction to Psychology*
College algebra
College Writing
Effective Speaking
Freshman Experience

Second Semester
U.S. History I OR
U.S. History II
Drugs and Behavior
Intro to Computer Applications OR
Computer Applications II
Stat for the Behav. Science* (SPRING)
Psychology of Adjustment

Third Semester
Research/Behav. Sciences *(FALL)
Cross Cultural Psychology (FALL)
Introduction to Literature
Ethics Elective
Learning & Cognition (FALL)

Fourth Semester
Diversity/Global Studies Elective
Developmental Psychology
Physiological Psychology (SPRING)
Forensic Science
Survey of American Literature
Capstone Seminar

*Developmental courses may be required as prerequisites.

IV. Business & Computer Information Systems Division

COMPUTER INFORMATION SYSTEMS
Associate of 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.

Objectives:

- Acquaint the student with selected programming languages and applications packages, as well as the syntax and practical uses of such languages and packages.
- Acquaint the student with computer program design using both object-oriented and top-down structured methodology.
- Provide students with the mathematical background needed to work in a computer-programming environment or transfer to bachelor's degree studies in a similar major.

- Provide the student with foundation knowledge of the principles used in the field of Management Information Systems regarding computer systems, telecommunications, electronic commerce, security, privacy, and ethical considerations.

First Semester
Principles of Accounting I
College Writing*
Pre-Calculus*
Computer Applications II
Diversity/Global Studies Elective
College 101: Freshman Experience (1 cr)

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

Fourth Semester
Ethics Elective*
Database Management Systems
Java Programming
Natural Science Elective*
Elective
Capstone (1 cr)

V. Allied Health and Natural Science Division

CARDIAC SONOGRAPHY TECHNOLOGY
Associate of Science Degree

Sonography (also known as ultrasound) is the use of sound waves to generate an image for the assessment and diagnosis of various medical conditions.

Cardiac Sonographers use special equipment to direct nonionizing, high frequency sound waves into areas of a patient's body to visualize the heart and surrounding area. The equipment collects reflected echoes and forms an image that may be videotaped, transmitted or photographed for interpretation and diagnosis by a physician. Unlike most diagnostic imaging methods, sonography does not involve radiation, so harmful side effects and complications from repeated use are rarer for both the patient and the sonographer.

Cardiac Sonographers use ultrasound technology to examine the heart's chambers, valves, and vessels. Images that are produced by using ultrasound are then reviewed by a physician for interpretation and diagnosis of heart abnormalities. In addition, Cardiac Sonographers may also choose to specialize in vascular technology. Lackawanna College offers a separate Vascular Technology Degree Program.

Job opportunities and salaries in the healthcare specialty of Echocardiography have been rising steadily over the last few years and the US Department of Labor predicts another 17.5% increase in the need for Echocardiographers by the year 2026. Cardiac Sonographers are ranked in the Top 10 Best Paid positions for associate degree careers. Furthermore, skilled Echo Technologists enjoy a rewarding career that balances high-tech expertise with compassionate care of the individual. By 2017, median annual income for U.S. Diagnostic Cardiac

Sonographers rose to $67,080. In 2017, Echocardiography salary range was from $49,520 to $77,520.

Most Cardiac Sonographers are employed by hospitals and primary clinics, with the remainder working in the offices of physicians or in medical and diagnostic laboratories, including diagnostic imaging centers. Also on the rise, is contract and traveling Cardiac Sonographers.

Lackawanna College's Cardiac Sonography Program combines classroom instruction with practical clinical externships at regional free standing and hospital-based sonography laboratories. Both career-specific and academic core courses are included. The Cardiac Sonography Program is accredited by the Committee on Accreditation of Allied Health Education Programs. Students successfully completing the program are eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations and, thereafter, pursue an exciting career.

Lackawanna College's Cardiac Sonography Degree Program classes are given days, nights and on weekends (based on the availability of the instructors). Clinical externships, however, must take place during the daytime. The Cardiac Sonography Program's is accredited by the Committee on Accreditation of Allied Health Education Programs.

Objectives:

- Demonstrates knowledge, understanding and proficiency in the use of quantitative principles applied to Doppler Echocardiography including pulse wave and continuous wave Doppler and Color imaging
- Able to correlate regional wall motion abnormalities with coronary territory
- Identify complications associated with ischemic heart disease
- Provides an appropriate assessment of cardiovascular hemodynamics and flow patterns
- Demonstrates proficiency in recognizing, identifying, and appropriately documenting abnormal echocardiography, patterns of disease, pathology and pathophysiology for ischemic heart disease
- Able to evaluate diastolic function using left ventricular inflow, pulmonary venous flow, tissue and/or color Doppler, IVRT
- Obtains adequate images in 2D parasternal, shortaxis, apical, subcostal and suprasternal views as per protocol
- Demonstrates knowledge, understanding and proficiency of M-Mode and 2D Echo calculations
- Demonstrates knowledge, understanding and proficiency in evaluation of ventricular function
- Able to identify and evaluate cardiomyopathy such as: dilated cardiomyopathy, non-compaction, hypertrophic cardiomyopathy
- Able to evaluate and identify complications of cardiomyopathy
- Able to identify homodynamic consequences
- Able to differentiate between constrictive and restrictive physiology
- Able to identify pericardial effusion from pleural effuse

- Able to evaluate hemodynamic consequences of pericardial effusion and/or cardiac tamponade
- Able to identify complications of pulmonary hypertension
- Demonstrates knowledge, understanding and proficiency in the use of quantitative principles applied to Doppler Echocardiography including pulse wave and continuous wave Doppler and Color imaging
- Able to correlate regional wall motion abnormalities with coronary territory
- Identify complications associated with ischemic heart disease
- Provides an appropriate assessment of cardiovascular hemodynamics and flow patterns
- Demonstrates proficiency in recognizing, identifying, and appropriately documenting abnormal echocardiography, patterns of disease, pathology and pathophysiology for ischemic heart disease
- Able to evaluate diastolic function using left ventricular inflow, pulmonary venous flow, tissue and/or color Doppler, IVRT
- Able to assess and quantify ventricular and atrial size and systolic function
- Demonstrates proficiency in recognizing, identifying, and appropriately documenting abnormal echocardiography, patterns of disease, pathology and pathophysiology for cardiac thrombi, neoplasm or mass
- Able to identify primary vs. secondary cardiac tumors
- Demonstrates knowledge, understanding and proficiency of M-Mode and 2D Echo calculations
- Demonstrates knowledge, understanding and proficiency in evaluation of ventricular function
- Able to identify and evaluate cardiomyopathy such as: dilated cardiomyopathy, non-compaction, hypertrophic cardiomyopathy
- Able to evaluate and identify complications of cardiomyopathy
- Able to identify homodynamic consequences
- Able to differentiate between constrictive and restrictive physiology
- Able to identify pericardial effusion from pleural effusion
- Able to evaluate hemodynamic consequences of pericardial effusion and/or cardiac tamponade
- Able to identify complications of pulmonary hypertension
- Able to evaluate hemodynamic consequences of pericardial effusion and/or cardiac tamponade
- Able to identify complications of pulmonary hypertension

First Semester (15 Credits)
College Algebra (3)
College Writing (3)
Comp. Apps/II (3)
Anatomy & Physiology (3)
Intro. to Patient Care (2)
Intro to Physics (3)
Medical Terminology (1)

Second 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 (8 Credits)
Cardiac Intro to Vascular (3)
Pharmacology Skills/Therapeutic Techniques (2)
Medical Ethics (3)

Third Semester (15 Credits)
Cardio Pathophysiology II (3)
Skills Lab II (2)
Introduction to Psychology (3)
Ultrasound Physics II (3)
Cardio Clinical II (3)
Intro to Peds (1)

Fourth Semester (15 Credits)
Cardio Clinical III (15)

*MAT 120 (College Algebra) must be completed by the end of pre-semester.
HTH 140 (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).

DIAGNOSTIC MEDICAL SONOGRAPHY
Associate of 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.

Objectives:

- Perform complete non-invasive abdominal, gynecological, obstetrical, small parts, carotid artery, and venous testing protocols.
- Apply the appropriate diagnostic criteria to each of the above listed testing protocols; Identify normal sonographic anatomy through the proper application of diagnostic testing.
- Modify the scanning protocol based on the sonographic findings and the differential diagnosis.
- Modify the scanning technique based on the patient body habitus and visual artifacts.
- Demonstrate appropriate scanning planes and patient positioning to obtain optimum images.
- Provide a complete and accurate assessment of all testing findings in a preliminary impression.
- Describe and/or demonstrate appropriate procedures for assuring the accurate and timely interpretation of studies.
- Develop a working knowledge of Ultrasound Careers and their related requirements.
- Students successfully completing the Ultrasound Program will be eligible to sit for the American Registry of Diagnostic Medical Sonography examination, and thereafter pursue an exciting career in Ultrasound technology.

First Spring Semester (Pre-Ultrasound)
Intro to Psychology
Intro to Physics (3 cr)
Intro to Computer Apps OR
    Computers Apps II
Intro to Patient Care
College Algebra*
Anatomy & Physiology
Medical Terminology

Summer Session
College Writing

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

Summer Semester
Medical Ethics
Intro to Vascular Technology

Fall Semester
Clinical III

*MAT 120 (College Algebra) must be completed by the end of pre-semester and HTH 140 (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).

OCCUPATIONAL THERAPY ASSISTANT PROGRAM
Associate of Science Degree

The Occupational Therapy Assistant Program at Lackawanna College is a two-year Associate of Science degree program. Students will study the nature of occupation, the history of occupational therapy, the OT Practice Framework: Domain and Process (3rd edition), occupational therapy's theoretical foundations, conditions and challenges that interfere with individuals' and populations' ability to engage in desired occupations and intervention strategies for helping clients overcome these obstacles. While enrolled in the Occupational Therapy Assistant Program, students learn to embrace diversity, adapt to a variety of environments and contexts, engage in the supervisory relationship and develop leadership/professional skills required for playing a vital role in a multi-faceted, ever-changing healthcare and social services environment.

Upon completion of this program, including its 16-week full-time fieldwork experience at the culmination of coursework, students will be prepared to assist occupational therapists in the evaluation of clients, follow an intervention plan and professionally report a client's performance during treatment sessions. Occupational therapy assistant students who successfully complete the program will be eligible to take the national certification exam. Upon successful completion of the exam, students will be considered generalist, entry-level occupational therapy assistants prepared to provide occupational therapy services in a variety of settings with a variety of populations including those with developmental, physical, and/or psychosocial limitations that

interfere with occupational performance. Occupational therapy assistants require the direction and supervision of an occupational therapist and are expected to collaborate with their supervising occupational therapists as they continue to develop service competencies with treatment techniques.

Objectives:

- Deliver client centered practice utilizing evidence based research to support clinical decisions under the direction and supervision of occupational therapist.
- Demonstrate the distinctive nature of occupational therapy and the impact occupation has on health, well-being and quality of life.
- Demonstrate leadership and professional identity through commitment to lifelong learning, service competency, and advocacy for the profession.
- Demonstrate mastery of the knowledge, skills, and attitudes required to pass the NBCOT certification exam.

Spring Semester (16 Credits)
ENG 105 College Writing (3)
BIO 120/121 General Biology I (3)
BIO 121 General Biology I Lab (1)
PSY 105 Intro to Psychology (3)
OTA 105 Intro to Occup. Therapy (3)
OTA 110 Occup. Challenges/Conditions (3)

Summer (8 Credits)
BIO 205 Anatomy & Physiology I (4)
BIO 235 Anatomy & Physiology II (4)

Fall Semester (16 Credits)
PHL 110 Medical Ethics (3)
PSY 212 Abnormal Psychology (3)
OTA 120 OT Foundations and Theory (3)
OTA 125 Occupations Across Lifespan I (3)
OTA 130 Eval/Inter/Comm: Pediatrics (4)

Intersession (1 Credit)
OTA 135 Level I Fieldwork 1: Pediatrics (1)

Spring Semester (13 Credits)
OTA 205 Leadership and Prof. Dev. (2)
OTA 225 Occups. Across Lifespan II (3)
OTA 230 Eval/Inter/Comm Phys. Disab. (4)
OTA 240 Eval/Inter/Comm Psychosoc. (4)

Summer (8 Credits)
OTA 235 Level I Fieldwork 2 (1)
OTA 245 Level I Fieldwork 3 (1)
MAT 120 College Algebra (3)
COM 125 Effective Speaking (3)

Fall Semester (12 Credits)
OTA 265 Level II Fieldwork 2 (6)
OTA 255 Level II Fieldwork 1 (6)

Notice of ACOTE Accreditation Status:

The occupational therapy assistant program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified

Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

PHYSICAL THERAPIST ASSISTANT PROGRAM
Associate of Science Degree

The Mission of the Physical Therapist Assistant program at Lackawanna College is to facilitate the preparation of individuals regardless of their socio-economic status, past achievements, gender, national origin, age, race, color or creed, as entry level, associate in science degree earning, physical therapist assistants. These individuals will be compassionate and caring lifelong learners who will provide evidence based ethical treatment to assist the physical therapist in the rehabilitation of all individuals in their care. The program will strive to provide students with a diverse educational setting allowing for academic excellence, and to become socially, culturally, and professionally well rounded clinicians and individuals who give back to the community.

The program is a two-year program that combines both traditional classroom-based education and 720 hours of clinical field experiences in preparation for the student to enter this profession as an entry level skilled PTA. There is a rolling selective admissions process for this program. The student will graduate with an Associate in Science Degree and be eligible to sit for the national licensure exam. A student considering entering the field of PTA should have a demonstrated aptitude for the sciences, interact well with others, have an interest in working with individuals who are physically challenged, ill or injured; and enjoy a physically active job.

Objectives:

- Apply knowledge of basic and evidence based PT sciences to the application and appropriate modification of selected PT procedures.
- Interact with patients, the patient's family members or care givers, colleagues, and the public in a manner that reflects appreciation of the worth of an individual, appropriate response to cultural differences, and an understanding of the psychological and social effects of illness and injury.
- Demonstrate appropriate and effective written, oral and non-verbal communication with patients, the patient's family or caregivers, colleagues, and the public.
- Recognize their own strengths and limitations, interpret for others their scope and function, and understand the need for continued lifelong education and growth.
- Always demonstrate a commitment to safe, ethical, and legal practice.
- Define basic concepts of healthcare and the mechanics of providing healthcare services.
- Will sit for the National Licensing Examination.
- Achieve status of Licensed PTA, and skill level of an entry level PTA.

Fall Semester (17/18 credits)
ENG 105 College Writing * (3cr)
MAT 120 College Algebra* (3cr.)
PTA 105 Introduction to PTA** (3cr.)

BIO 205 Anatomy and Physiology 1 (4cr)
HTH 100 Medical Terminology** (1cr)
PHL 110 Medical Ethics (3cr)
COL 101 College 101 (1cr if app)

Intersession Semester (3 credits)
CIS 105 Computer Apps I (3cr) OR
CIS 115 Computer Applications II (3cr)

Spring Semester (18 credits)
PTA 110   Functional Kinesiology** (3cr)
COM 125 Effective Speaking (3cr)
PTA 245 Anatomy & Physiology 2** (4cr)
PTA 130 Organization & Adm**(2cr)
PTA 125 Therapeutic Modalities**(3cr)
PTA 135 Ortho Rehab & Basic Skills** (3)

Summer Semester (3 credits)
PTA 200   Clinical I (3cr)

Fall Semester (16 credits)
PTA 210   Therapeutic Exercise** (4cr)
PTA 220   Method. & Evid. Base Pract** 3
PTA 225   Neurological Rehab and Advanced Skills** (3cr)
PSY 105   Introduction to Psychology (3cr)PTA 215 Health Care Issues and Special Topics** (3cr)

Spring Semester (12 credits)
PTA 230   Clinical II (5cr)
PTA 240   Clinical III (6cr)
COL 201   Capstone (1cr)

TOTAL Credits = 69/70 credits

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

** Program's "Technical Phase" classes. Any courses coded "PTA" cannot be taken outside of the LC PTA program.

Physical Therapist Assistant Accreditation Status:

The Physical Therapist Assistant Program at Lackawanna College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Va., 22314. Email: accreditation@apta.org;
website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 570-961-6100 ext. 1026 or email murraym@lackawanna.edu.

PRE-ALLIED HEALTH
Associate of Science Degree

The Pre-Allied Health Degree at Lackawanna College is designed to provide the necessary foundation for a future as an Allied Health professional. In this major student must maintain a 2.5 GPA and must not require developmental or bridge courses. Sciences courses include Biology, Chemistry, Microbiology and Anatomy and Physiology. Students entering this 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 or additional study at four-year institutions.

Objectives:

- Recognize the interdisciplinary nature of scientific inquiry and apply analytical thinking and analysis to explain various scientific phenomena as they develop skill in using the scientific method.

- Demonstrate a working knowledge of biology, basic chemistry, and anatomy and physiology sufficient for entry into higher-level science courses at a transfer institution.
- Develop the qualitative and quantitative skills, through the use of technology, necessary for a career in health sciences.
- Understand the diverse and dynamic nature of the human condition through the study of humanities, global studies, and math/science electives.
- Be able to communicate effectively, both orally and through the written word, and be able to work with others in a professional setting.
- Develop and demonstrate skills in biological and chemical laboratory practices.

First Semester	Second Semester
College Writing*	Pre-Calculus
General Biology I*	Anatomy & Physiology I*
General Biology I Lab	General Chemistry I*
Integrated Science*	General Chemistry I Lab*
College Algebra	Intro to Computer Applications or
College 101: Freshman Experience (1 cr)	Computer Applications II
Third Semester	**Fourth Semester**
Humanities Core	Bioethics
Intro Statistics & Data Analysis	Effective Speaking
General Biology II/BIO II Lab*	Diversity/Global Studies Elective
OR	Microbiology
Anatomy & Physiology II*	Science Elective
Intro to Psychology	Capstone (1 cr)
Elective	

* Developmental courses may be required as prerequisites.

SURGICAL TECHNOLOGY DEGREE PROGRAM
Associate of Applied Science Degree

The Surgical Technology degree program at Lackawanna College offers an updated curriculum effective Fall 2017. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting approved the updated curriculum in June of 2017. Upon successful completion of the surgical technology program, students will have earned sixty-nine (69) credits and will graduate will an Associate of Applied Science in Surgical Technology degree.

The surgical technology student will receive intense instruction in courses such as Introduction to Surgical Technology, Principles & Practice of Surgical Technology and Surgical Procedures. As each of the surgical specialties are completed, the student will receive instruction on the pathophysiology, or disease process, of the most commonly encountered disease processes related to the surgical procedures. This will help the student to understand why the procedures are being performed.

The surgical technology student is instructed on the principles of sterilization, infection control techniques, aseptic technique, proper handling of surgical instrumentation,

sharps management and safety, as well as proper handling of medications and solutions to name a few.

The revised and approved curriculum will offer the student instruction in science courses such as General Biology, Anatomy & Physiology and Microbiology. The didactic portion of this program prepares the students for the extensive hands-on clinical portion of the curriculum in which each surgical technology student is required to scrub a minimum of 120 surgical cases within numerous surgical specialties. Surgical specialties include general surgery, neurosurgery, obstetrics and gynecology, orthopedics, and cardiothoracic to name a few.

The surgical technology student works and learns under the direct supervision of the attending surgeon, circulating RN and surgical technology preceptor.

Through a balance of classroom instruction and clinical experience, the student will acquire applied skills in the field of surgical technology. The program mission as follows:

Lackawanna College's primary mission is to prepare competent, entry-level surgical technologists using the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the program, graduates will be able to:

- Sit for the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA)
- Provide quality patient care in a professional, caring and ethical manner
- Strictly abide by the principles of asepsis
- Apply appropriate surgical technology protocols and procedures in various situations within the surgical environment
- Incorporate technical skills and knowledge to prepare surgical instrumentation and equipment for the delivery of complicated surgical procedures
- Integrate knowledge from classroom learning and demonstrate the scope of practice and role of surgical technologist while practicing as a member of the surgical team
- Communicate clearly in the operating room environment to improve the overall outcome of the patients' surgical experience
- Demonstrate aptitude and commitment to learning through professional development which provides the community with caring, highly-skilled professionals in the field of surgical technology

Objectives:

- To give students an understanding for the need of surgical intervention
- To develop an understanding of the role of the surgical technologist as a member of the surgical team
- To instruct students in the responsibilities which the performance of this role entails
- To assist students in developing the knowledge of organizational structure of the hospitals, its departments and the operating room
- To develop a basic understanding of biological science as it relates to safe operating room procedure

- To facilitate the hands on, supervised experience in the operating room performing the duties of a surgical technologist

First Semester
Computer Applications I or II
General Biology I
General Biology Lab I
Medical Terminology
Pharmacology
Introduction to Surgical Technology
Principles & Practice of Surgical
Technology
Freshman Experience

Second Semester
Anatomy & Physiology I
College Writing
Surgical Procedures I

Microbiology

Third Semester
Anatomy & Physiology II
College Algebra
Clinical Practice I
Surgical Procedures II

Fourth Semester
Medical Ethics
Effective Speaking
Introduction to Psychology
Clinical Practice II
Registry Review
Capstone Seminar

VASCULAR TECHNOLOGY
Associate of 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.

Objectives:

- Perform complete non-invasive extracranial, cerebrovascular, extremity arterial, extremity venous, Venous Mapping, Renal Artery, Mesenteric Arterial, Mesenteric Arterial, Abdominal Venous, Aorto-Iliac, Dialysis Access, Intracranial Arterial Evaluation (TCD) testing protocol
- Apply the appropriate diagnostic criteria to each of the above listed testing protocols
- Provide a complete and accurate assessment of all testing findings in a preliminary impression
- Modify the scanning protocol based on the sonographic findings and the differential diagnosis
- Modify the scanning technique based on the patient body habitus and visual artifacts
- Describe and/or demonstrate appropriate procedures for assuring the accurate and timely interpretation of studies
- Describe various treatment options of abdominal vascular disease including pharmacology and interventional procedures
- Develop a working knowledge of Ultrasound Careers and their related requirements

Students successfully completing the Vascular Technology Program will be eligible to sit for the American registry of Diagnostic Sonography Vascular Technology examination, and thereafter pursue an exciting career in Ultrasound technology.

First Fall Semester (Pre-Vascular)
Intro to 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

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)
Ultrasound Physics I (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)

Second Spring Semester
Vascular Clinical III (15 cr)

*MAT 120 (College Algebra) must be completed by the end of pre-semester and HTH 140 (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 VCL 205 (Clinical III).

Nurse Aide Training Program

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

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

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

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

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

RN-TO-BSN PROGRAM
Bachelor of Science Degree

The Bachelor of Science in Nursing is often considered a requirement for RNs who wish to pursue increased professional responsibilities and career opportunities. Our RN to BSN Program is designed for busy registered nurses attempting to juggle career, family, and other responsibilities.

Consistent with The Institute of Medicine recommendations that 80% or more of practicing nurses have a baccalaureate degree in nursing by the year 2020, Lackawanna College has committed itself to help professional nurses earn their bachelor's degree. Program graduates may pursue administrative positions, specialty certifications, or continue their studies at the graduate level.

Lackawanna College RN-to-BSN online program can prepare a registered nurse with a diploma certificate or an associate degree in nursing taking the next career steps in the nursing field. The program is flexible and realistic for the busy working professional nurse requiring completion of 123 credits. All RN students are required to take all nursing and general education courses online.

RN-to-BSN Program Outcomes

The RN-to-BSN program outcomes at Lackawanna College adheres to the Essentials of Baccalaureate Education established by the American Association of Colleges of Nursing. By the end of the program, the student will be able to:

1.   Synthesize theories and concepts from the arts and humanities and the natural and social sciences in professional practice. (Essential I)

2.   Apply critical thinking, decision making, and clinical reasoning skills in providing quality nursing care to individuals, families, groups, and communities. (Essential II)

3.   Translate research findings to provide evidence-based practice of nursing. (Essential III)

4.   Manage information and technology to deliver quality patient care in a variety of settings. (Essential IV)

5.   Use leadership skills and knowledge of the healthcare, financial, and regulatory systems to advance high quality, safe, professional practice. (Essential V)

6.   Demonstrate effective inter-professional communication and collaboration to provide quality, patient-centered care. (Essential VI)

7.   Apply principles of prevention and health promotion in providing care to individuals, families, groups, and communities. (Essential VII)

8.   Integrate Benedictine and professional values and ethical, moral, and legal aspects of nursing into one's professional practice. (Essential VIII)

9.   Engage in a lifelong process of learning in the development of one's self, nursing practice, and the profession. (Essential I)

10. Demonstrate evolving competence in a professional role within a dynamic, multicultural, global society. (Essential IX)

SPRING SEMESTER   18 Credits

Pre-Term (9 credits, 7 weeks)
NUR 305	Issues and Transition	3 credits
NUR 310	Ethics in Professional Nursing	3 credits
PSY 305	Judgement and Decision Making	3 credits

Pre-Term (9 credits, 7 weeks)
NUR 325	Cultural Competence & Diversity	3 credits
NUR 335	Pharmacology	3 credits
MAT 135	Intro to Statistics and Data	3 credits

SUMMER SESSIONS   18 credits

First Session (9 credits, 5 weeks)
*NUR 315	Research & Evidence Based Practice	3 credits
NUR 320	Nursing Data a& Informatics	3 credits
ELECTIVE	Free Elective	3 credits
	(recommend: SSC 260 or SSC 310	

Second Session (9 credits, 4 weeks)
NUR 330	Advanced Health Assessment	3 credits
NUR 410	Nursing Mgmt. of Aging Population	3 credits
PSY 245	Drug & Behavior	3 credits

FALL SEMESTER   19 Credits

Pre-Term (9 credits, 7 weeks)
NUR 420	Health Policy & Politics	3 credits
NUR 415	Public Health	3 credits
ENG 340	Grant Proposal Writing	3 credits

Pre-Term (10 credits, 7 weeks)
NUR 425	Leadership & Management	3 credits

| **NUR 401 | Capstone Experience | 4 credits |
| SSC 210 | Social Problem | 3 credits |

* Students are required to MAT 135 before enrolling in NUR 315 Research & Evidence Based Practice

**. Students are required to take NUR 401 Capstone Experience in their final pre term session

RN TRANSFER CREDITS 41 CREDITS

Concepts of Nursing
Fundamentals of Nursing
Medical/Surgical I
Medical/Surgical II
Medical/Surgical III
Obstetrics
Pediatrics
Mental Health

*GENERAL EDUCATION – Associate Level: 27   credits

BIO 205	Anatomy & Physiology I	(4)
BIO 235	Anatomy & Physiology II	(4)
BIO 220	Microbiology	(4)
ENG 105	College Writing	(3)
COM 125	Effective Speaking	(3)
PSY 105	Introduction to Psychology	(3)
PSY 205	Developmental Psychology	(3)
SSC 105	Introduction to Sociology	(3)

*GENERAL EDUCATION – Bachelor Level: 18

MAT 135	Intro to Statistics and Data	(3)
SSC 210	Social Problems	(3)
PSY 245	Drugs and Behavior	(3)
PSY 305	Judgement and Decision Making	(3)
ENG 340	Grant Proposal Writing	(3)
Free Elective (recommend SSC 260 or SSC 310	(3)

*Contingent on Transfer Credit

Total Credits: 123

IV. PETROLEUM AND NATURAL GAS TECHNOLOGY DIVISION

PETROLEUM AND NATURAL GAS TECHNOLOGY
Associate of Science Degree

In the summer of 2009, Lackawanna College announced the development of a new degree program that began at the School of Petroleum & Natural Gas in the fall of that year. The degree program is in response to the recent emergence of potential employment through the exploration of resources in the Marcellus Shale Natural Gas Reserves located in Northeast Pennsylvania and the Southern Tier of New York State.

The Petroleum and Natural Gas Technology Associate's Degree program has been developed in cooperation with the petroleum and natural gas industry to prepare students for a career in the operations segment of the petroleum and natural gas industry. The program, which began in fall 2009, will prepare students to be operations technicians that will be responsible for the production and processing of natural gas once wells have been completed. Students will learn the full spectrum of natural gas discovery, drilling, production, processing equipment and principles, and marketing plus OSHA Safety requirements and computer skills necessary for technician level positions. Instruction will include hands-on teaching with gas field equipment and a summer internship which includes actual field experience with a gas producing company.

Objectives:

- Explain the fundamental principles of the technology in the oil and natural gas upstream, midstream and downstream sectors technically including development, economics, equipment, systems, instrumentation, operations, and the various associated scientific principles and processes.
- Ensure student's Industrial Safety and OSHA Regulations knowledge, skills, and resources to be able to work safely in the oil and natural gas industry while having an understanding of the overall aspects of safety, health, and environment.
- Demonstrate process understanding and operation of separators, heaters, dehydrators, the chokes, valves, controls, gauging, LACT units, FWKs, Tanks, orfice measurement, heat exchangers, scrubbers; hydrate properties petroleum reservoir-produced fluids behaviors and glycol/chemical pumps, including troubleshooting of liquid glycol dehydration systems.
- Describe the basic forces and overall processes in the inflow/outflow relationships, tubular flow dynamics, deliquification/artificial lift of fluids in oil and gas wells, reservoir flow mechanics and inflow performance, problem analysis.
- Experience an industry internship of 160 certified hours working in some aspect of the petroleum and natural Gas Upstream, Midstream or Downstream sectors with an approved company.
- Relate and analyze electronic, hydraulic, pneumatic process control systems and electronic instrumentation and controls including the physics describing these.
- Demonstrate knowledge of overall well completions, workover procedures, and well service including wellbore hydraulics, well stimulation including acid stimulation and hydraulic fracturing, practical cost benefit of workover/stimulation/repair, completion designs and workover equipment and procedures including sand cleanout, sand control

measures, squeeze cementing, casing failures and repairs, corroded or leaking tubular, remedial well work including swabbing; fishing and associated tools and recovery of stuck tubing.

- Demonstrate understanding and operations of instrumentation, measurement, and control systems including real gas laws, basic thermodynamic principles and energy relationships; measuring flow in closed pipe systems; oil and gas storage, metering and export, control and safety systems, pressure temperature and liquid-level measurements; safety shutdown valves and back pressure control   Standard measurement devices: orifice, turbine, rotary, diaphragm, ultrasonic and Coriolis meters operating and safety procedures at well heads and compression stations; moisture measuring and control devices; software and hardware associated with WIFI, IP and SCADA; PLC systems and calibration processes.
- Describe physics concepts including measurement, motion, and work/energy.
- Calculate motion-velocity.
- Demonstrate equation and problem solving and relate laws of chemistry and physics to petroleum and natural gas technology.
- Evaluate algebra, geometry and trigonometry with a focus on mastering mathematical operations that will be applied to calculation of real-world science and engineering concepts.
- Discuss leadership, ethics, & regulations within the petroleum and natural gas industry, including the effect of corporate leadership on the company's credibility and reputation, real world ethical issues facing the petroleum and natural gas industry, and the relationship of the industry to federal, state, and local governments, including regulatory agencies.
- Demonstrate mastery of technology in a select aspect of the Upstream, Midstream or Downstream sectors of the Petroleum and Natural Gas industry through a project to be determined by the student and instructor/advisor in an approved plan of study.
- Demonstrate knowledge of reciprocating gas compression technology including operation, maintenance, basic understanding of system designs and components, design of performance and capacity, calculations for efficiencies and volumes and midstream and transmission pipeline systems technology including natural gas pipeline design; maintenance and repair; pipeline or gather system design; pipeline materials and construction; general flow equations for steady-state flow of gas through pipes; incompressible fluid hydraulic flow, pipeline components; basic pipeline protection, integrity monitoring, leak detection methodologies; friction and pressure drop calculation, optimization process, and pigging.
- Explain and demonstrate understanding of drilling & completion technology including open hole, horizontal and cased hole completions, drill site procedures, drilling mud, hydraulics and casing designs for open hole and closed hole completions, pressure concepts and the causes of and solutions for kick, different types of equipment in the drilling process.

Fall Semester
CIS 105 Intro to Computer Apps OR CIS 115 Intro to Computer Apps II
PNG 105 Intro to PNG Technology

PHY 150 Phys. Science for PNG with Lab
MAT 150 Math for PNG
COL 101 Freshman Experience

Spring Semester
PNG 210 Electronics
PNG 125 Industrial Safety/OSHA Regs
PNG 135 PNG Oil & Nat. Gas Production
PNG 130 PNG Handling and Processing
ENG 115 Business Communications OR
ENG 105 College Writing

Summer
PNG 200 – PNG Internship

Year 2 Fall Semester

COM 125 Effective Speaking
PNG 245 Drilling/Completion Technology
PNG 215 Pneumatics Process Control Sys.
PNG 230 Compression & Pipelining
PNG 225 Instrument., Measure. & Control

Year 2 Spring Semester
PHL 150 Ethics, Leadership, & Regulations
PNG 220 PNG Well Comp., Workover/Serv
CIS 210 Computerized Spreadsheets
PNG Elective*
Social Science Elective*
COL 201 Capstone

NATURAL GAS INDUSTRIAL MECHANICS PROGRAM
Associate of Science Degree

The Natural Gas Industrial Mechanics associate degree program will prepare students to be operations technicians in the compression component of the natural gas industry. Students will learn concepts in oil & gas discovery, compression, natural gas engine mechanics, pipelining, processing equipment and principles, and marketing plus OSHA safety requirements and computer skills necessary for technician level positions. Instruction will include hands-on teaching with oil & gas field equipment and a summer internship with actual field experience with an oil & gas producing company.

Objectives:

- Explain the fundamental principles of the technology in the oil and natural gas upstream, midstream and downstream sectors technically including development, economics, equipment, systems, instrumentation, operations, and the various associated scientific principles and processes.
- Ensure student's Industrial Safety and OSHA Regulations knowledge, skills, and resources to be able to work safely in the oil and natural gas industry while having an understanding of the overall aspects of safety, health, and environment.
- Demonstrate process understanding and operation of separators, heaters, dehydrators, the chokes, valves, controls, gauging, LACT units, FWKs, Tanks, orfice measurement, heat exchangers, scrubbers; Hydrate properties petroleum reservoir-produced fluids behaviors and glycol/chemical pumps, including troubleshooting of liquid glycol dehydration systems.
- Describe the function, calculations and uses of a reciprocating gas compressor including the major parts of a reciprocating gas compressor, emergency shutdown, auxiliary equipment, suppression pulsations, compressor valves, volume efficiency, horsepower requirements, rod loads, cylinder clearance, valve maintenance, compressor inspection and safety precautions.
- Describe basic aspects of natural gas engines and their operations systems including: safety, hand tool and rotational motion, product information, operation, gas

engines, operation fuel systems, electronic system overview, maintenance and troubleshooting, system operation, system troubleshooting, internal components, ADEM III and GERP, lubrication and cooling system, gas ignition, intake and exhaust, intro to CAT Electronics System operating Testing and Adjusting.

- Experience an industry Internship with 160 certified hours working in some aspect of the Petroleum & Natural Gas Upstream, Midstream or Downstream sectors with an approved company.
- Relate and analyze electronic, hydraulic, pneumatic process control systems and electronic instrumentation and controls including the physics describing these.
- Demonstrate understanding and operations of instrumentation, measurement, and control systems including real gas laws, basic thermodynamic principles and energy relationships; measuring flow in closed pipe systems; oil and gas storage, metering and export, control and safety systems, pressure temperature and liquid-level measurements; safety shutdown valves and back pressure control   Standard measurement devices: orifice, turbine, rotary, diaphragm, ultrasonic and Coriolis meters operating and safety procedures at well heads and compression stations; moisture measuring and control devices; operate software and hardware associated with WIFI, IP and SCADA; operate PLC systems and calibration processes.
- Apply basic mechanics required for the compression process as it relates to compression cycle, PV diagrams, estimating compressor capacity, piston displacement, and estimating compressor horsepower requirements.
- Demonstrate in depth practice and understanding of compressor performance software.
- Apply principles of compressor evaluation, maintenance, systems to help prevent catastrophic failures, calibration of gas flow meter, and troubleshooting of reciprocating compressors.
- Describe natural gas engine components including trouble-shooting, basic disassembly procedures and tooling, electrical system failure testing, ADEM III control system, and valve wear.
- Describe physics concepts including measurement, motion, and work/energy.
- Calculate motion-velocity.
- Demonstrate equation and problem solving and Relate laws of chemistry and physics to petroleum and natural gas technology
- Evaluate algebra, geometry and trigonometry with a focus on mastering mathematical operations that will be applied to calculation of real-world science and engineering concepts.
- Discuss leadership, ethics, & regulations within the petroleum and natural gas industry, including the effect of corporate leadership on the company's credibility and reputation, real world ethical issues facing the petroleum and natural gas industry, and the relationship of the industry to federal, state, and local governments, including regulatory agencies.
- Demonstrate mastery of technology in a select aspect of the Upstream, Midstream or Downstream sectors of the petroleum and natural gas industry through a project to be determined by the student and instructor/advisor in an approved plan of study.

Fall Semester   PNG 140 NG Compression Tech with Lab

PHY 150 Phys. Science for PNG with Lab
MAT 150 Math for PNG OR
MAT 120 College Algebra
PNG 125 Industrial Safety/OSHA Regs
COL 101 Freshman Experience

Spring Semester
PNG 105 Intro to PNG Technology
PNG 150 Engine Mechanics with Lab
PNG 210 Electronics
PNG 215 Pneumatics Process Cont. System
ENG 115 Business Communications OR
ENG 105 College Writing

Summer

PNG 200 – PNG Internship

Year 2 Fall Semester
COM 125 Effective Speaking
PNG 225 Instrumentation, Measure. & Cntrl
PNG 265 Pipelining for Industry Mechanics
PHL 150 Ethics, Leadership, & Regulations
PNG 250 Eng Mechanics II with Lab

Year 2 Spring Semester
PNG 260 PNG Comm Systems
PNG 270 Petrochemical Process. and Refin.
Social Science Elective*
PNG 240 NG Compression Tech II with Lab
COL 201 Capstone

PETROLEUM AND NATURAL GAS MEASUREMENT

Objectives:

- Explain the fundamental principles of the technology in the oil and natural gas upstream, midstream and downstream sectors technically including development, economics, equipment, systems, instrumentation, operations, and the various associated scientific principles and processes.
- Ensure student's Industrial Safety and OSHA Regulations knowledge, skills, and resources to be able to work safely in the oil and natural gas industry while having an understanding of the overall aspects of safety, health, and environment.
- Demonstrate process understanding and operation of separators, heaters, dehydrators, the chokes, valves, controls, gauging, LACT units, FWKs, Tanks, orfice measurement, heat exchangers, scrubbers; hydrate properties petroleum reservoir-produced fluids behaviors and glycol/chemical pumps, including troubleshooting of liquid glycol dehydration systems.
- Experience an industry internship of 160 certified hours working in some aspect of the petroleum & natural gas upstream, midstream or downstream sectors with an approved company.
- Relate and analyze electronic, hydraulic, pneumatic process control systems and electronic instrumentation and controls including the physics describing these.
- Demonstrate understanding and operations of instrumentation, measurement, and control systems including real gas laws, basic thermodynamic principles and energy relationships; measuring flow in closed pipe systems; oil and gas storage, metering and export, control and safety systems, pressure temperature and liquid-level measurements; safety shutdown valves and back pressure control; standard measurement devices: orifice, turbine, rotary, diaphragm, ultrasonic and Coriolis meters; operating and safety procedures at well heads and compression stations; moisture measuring and control devices; software and hardware associated with WIFI, IP and SCADA; PLC systems and calibration processes.

- Demonstrate knowledge of measured gas quality variables including gas sampling, gas chromatography, water vapor, and dew point measurements.
- Demonstrate orifice gas measurement including meter run sizing & design, maintenance, assembly, and disassembly.
- Describe ultrasonic, turbine, rotary, diaphragm, and coriolis meters.
- Explain principles and operation of natural gas odorization.
- Describe orifice meter calibration.
- Demonstrate advanced knowledge in natural gas metering segmented into low and high volume categories with metering equipment such as orifice, ultrasonic, turbine, rotary, diaphragm, and coriolis meters.
- Explain operation of Lease Automated Custody Transfer units (LACT units) for hydrocarbon liquids and associated other liquid measurement equipment.
- Describe physics concepts including measurement, motion, and work/energy.
- Calculate motion-velocity.
- Demonstrate equation and problem solving techniques and relate laws of chemistry and physics to petroleum and natural gas technology.
- Evaluate algebra, geometry and trigonometry with a focus on mastering mathematical operations that will be applied to calculation of real-world science and engineering concepts.
- Discuss leadership, ethics, & regulations within the petroleum and natural gas industry, including the effect of corporate leadership on the company's credibility and reputation, real world ethical issues facing the petroleum and natural gas industry, and the relationship of the industry to federal, state, and local governments, including regulatory agencies.
- Demonstrate mastery of technology in a select aspect of the Upstream, Midstream or Downstream sectors of the petroleum and natural gas industry through a project to be determined by the student and instructor/advisor in an approved plan of study.

Fall Semester
CIS 105 Intro to Computer Apps OR
CIS 115 Intro to Computer Apps II
PHY 150 Physical Science for PNG
MAT 150 Math for PNG
PNG 105 Intro to PNG Technology
COL 101 Freshman Experience

Spring Semester
PNG 210 Electronics
PNG 125 Industrial Safety/OSHA Regs.
PNG 135 PNG Oil & Natural Gas Prod.
ENG 105 College Writing OR
ENG 115 Business Communications

Summer

PNG 200 – PNG Internship
(160 hours internship/coop. study with industry)

Year 2 Fall Semester
CIS 210 Computerized Spreadsheets
PNG 215 Elect/Pneumatic Process Cont Sys
PNG 225 Instruments, Measurements, Control
PNG 230 Compression & Pipelining
PNG 235 Measurement & Testing I

Year 2 Spring Semester
PHL 150 Ethics, Leadership, & Regulations
COM 125 Effective Speaking
PNG 255 Measurement & Testing II
Social Science Elective
PNG Elective

COL 201 Capstone Seminar

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.

COURSE DESCRIPTIONS

Accounting (ACC)	Health Care (HTH)
Agriculture (AGR)	History (HIS)
Aviation (AVM)	Horticulture (HOR)
Biology (BIO)	Hospitality Management (HSP)
Business (BUS)	Human Services (HSV)
Cardiac Diagnostic Sonography (CDS)	Law (LAW)
Chemistry (CHM)	Management (MGT)
Communications (COM)	Marketing (MKT)
Computer Information Systems (CIS)	Mathematics (MAT)
Conservation & Natural Resource (CNR)	Media Technology (CTN)
First Year and Graduation Seminars (COL)	Occupational Therapy (OTA)
Criminal Justice (CJS)	Philosophy (PHL)
Culinary Arts (CUL)	Physical Science (PHY)
Developmental Education (DEV)	Physical Therapist Assistant (PTA)
Diagnostic Clinical (DCL)	Petroleum and Natural Gas (PNG)
Diagnostic Medical Sonography (DMS)	Psychology (PSY)
Early Childhood Education (ECE)	Public Administration (PAD)

Earth Science (ESC)

Ecological Sustainability (ECL)

Economics and Finance (ECO)

Education (EDU)

Emergency Medical Services(EMS)

English (ENG)

Fine Arts (ART)

Science (SCI)

Self-Development (LSK)

Spanish (SPN)

Social and Behavioral Sciences (SSC)

Surgical Technology (SGT)

Vascular Clinical (VCL)

Vascular Technology (VST)

ADMINISTRATION AND STAFF

President of the College	**Mark Volk**
Executive Assistant to the President/ Assistant Secretary of the Board of Trustees	**Mary Ann Oliveri**
Executive Vice President / Chief Innovation Officer	**Jill Murray, Ph.D.**
Vice President for Finance and Administration	**John Risboskin**
Vice President for Academic Affairs	**Erica Barone Pricci, Ph.D.**
Vice President for Advancement	**Brian Costanzo**
Vice President of Enrollment Management	**Thomas Eltringham**

Vice President for Student Affairs   **Suellen Musewicz**

Vice President for Human Resources   **Renee Mundy, SPHR, SHRM-SCP**

Academic Affairs

Erica Barone Pricci, Ph.D.
 Vice President for Academic Affairs/Chief Academic Officer

Suzanne Cercone, Ph.D.
 Academic Dean

Kelly A. Musti, PT, DPT, GCS
 Dean of Allied Health

Richard C. Marquardt, Jr.
 Founding Dean, The School of Petroleum and Natural Gas

Lori Walsh
  Assistant to the Academic Officers

Beverly O'Hora
  Employment Placement and Internship Coordinator

Karen Lipnichan
  Programs of Study Coordinator
Lynn B. DeSanto
  Chairperson, Mathematics/Science Division

Carolyn Chupko
  Chairperson, Business Division

Dr. Brian Fanelli
  Chairperson, Humanities Division

Nicole Bradigan
 Chairperson, Social Science Division

Adrienne Asbury
  Chairperson, Academic Development Division

Georgia Egan
  Director of Continuing Education

Stephanie McDaniels
  Director of the Sonography Programs

Meegan Murray
  Director of Physical Therapist Assistant Program

Mary Lou Purnell
  Director of Surgical Technology Program

Stephanie L. Decker
  Director of Culinary and Hospitality Programs

Jeannine McKnight
  Director of Petroleum and Natural Gas Programs

Mary Beth Roche
  Library Director

Student Affairs

Suellen Musewicz
  Vice President for Student Affairs

Barbara Nowogorski
  Director of Advising/Transfer Services/

Marsha Pigga
  Executive Director Student Wellness
  Program/Title IX Coordinator

Denise Duda
  Retention Coordinator

Daniel LaMagna
  Dean of Students

Student Success

Rebecca Cerra
Academic Success Coach

Denise Larson
Dean of Student Success and Retention

Barbara Nowogorski

Director of Advising

Nick Costanzo
Advisor

Denise Duda
Student Success and Tutoring Coordinator

Continuing Education

Vacant
  Director of Continuing Education

Diane Parlanti
Training Institute Director

Laurie Mielo
  Office Manager

Bridget Duggan
Youth and Special Programs Manager

Christine Verdetto
  Training Institute Coordinator

Student Services

John Risboskin
  Chief Financial Officer

Theresa Scopelliti
  Registrar

Matthew Peters
  Director of Financial Aid

Jeanne Hill
  Bursar

FULL-TIME FACULTY

Adrienne Asbury (2013)
 Instructor of English
 B.A., Penn State University
 M.S., Misericordia University

John Baldino (2017)
Instructor of Humanities
M.A., Excelsior College
Gene Berger
  Print and Media Librarian

Nicole Bradigan (2015)
 Instructor of Criminal Justice
 B.S., Misericordia University,

M.S., Shippensburg University.

Alicia Burns (2013)
 Instructor of Business
 B.S., Juniata College
 M.S., University of Scranton

Carolyn Chupko (2016)
 Instructor of Business
 B.S., M.S. Keystone College

Joseph Cice, Ph.D (2016)
 Instructor of Social Science
 B.S., University of Scranton,
 M.S., Holy Family University,
 Ph.D., Marywood University.

Karolyn DeMarco (2014)
 Instructor of Reading and Mathematics
 B.S., M.S., University of Scranton

Robert Eskra, Esq. (2016)
 Instructor of Criminal Justice
 J.D., Widener University

Brian Fanelli, Ph.D. (2013)
 Assistant Professor of English
 B.S., West Chester University,
 M.F.A. Wilkes University**.**
 Ph.D., SUNY Binghamton

Susan Gilroy-King (2017)
 Instructor of Humanities
 A.A.S., Luzerne County Community College
 B.A., Wilkes University
 M.A., University of Scranton

Annette (Shelley) Gower (2014)
 Instructor of Mathematics/Reading
 B.S., University of Scranton,
 Candidate M.S., Concordia

Stacey Hinkley (2017)
 Instructor in Academic Development
  B.S., M.S., Misericordia University

Jensen, Michael (2018)
  Instructor in Business
  B.A. Columbia International University
  M.B.A., University of Phoenix

Christine Kiehart (2009)
  Director, Disability Services
  B.S., Penn State University,
  M.S., Marywood University.

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

Richard Kokas (2017)
  Instructor in Business
  B.A., University of Scranton

Andrew Kurilla (2006)
  Instructor in Communications
 B.A., Pennsylvania State University,
 M.A., Marywood University.

Emelia Kurilla (2001)
  Associate Professor of Communications
  B.A., East Stroudsburg University;
  M.A., Marywood University.

Gail Laskowski (2006)
 Assistant Professor in Early Childhood
  Education
  B.A., Lebanon Valley College; M.S.,
  Marywood University; Ph.D.
  Candidate, Seton Hall University.

Kevin McDonough (2009)
  Assistant Professor in English

B.S. Kutztown University,
M.A. Wilkes University.

Timur Maskayev (2019)
Instructor of Humanities
B.A., Kings College
M.A., Temple 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.

Carlie Nicastro, Ph.D. (2009)
 Instructor in Education
 B.S., Marywood University,
 M.A.T., Marywood University
 Ph.D., Marywood University

Amylyn Ostroski (2019)
 Instructor of Social Sciences
 A.S., Luzerne County Community College
 B.A., Marywood University
 M.S., Capella University
 Ph.D., Capella University

Lawrence Pugliese (1995)
 Professor of Mathematics
 B.S., DeVry Institute of Technology;
 M.S.L., Vermont Law School.

Kelly Schneider, Esq. (2018)
 Instructor of Social Sciences
 B.A., University of Scranton
 J.D., Widener University

William Tarutis, Ph.D., (1997)
 Professor of Natural Science
 A.A.S , Luzerne County Community College,
 B.S., Wilkes University; M.S.,
 Ph.D., Pennsylvania State University.

Rebecca Tomlinson (2017)
 Instructor in Social Sciences
 B.A., Millersville University
 M.Ed., Bloomsburg University