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## Lackawanna College Policies

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Welcome to Lackawanna College

Dear Student,

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

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

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

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

Sincerely,

Mark Volk
President
About the Student Handbook

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

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

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

Abbey Judge  
Phone: (570) 955-1516  
judgea@lackawanna.edu

Gopu Kiron  
Phone: (570) 504-7929  
kirong@lackawanna.edu

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

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

Core Values
Lackawanna’s core values include a commitment to:

- Remaining an affordable open-enrollment college which offers both 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; and
- Delivering high-quality degree and non-degree programs that prepare students to succeed in the workforce.

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

1. **Critical Thinking:** Critical thinking is the ability to apply recognized principles of logic, from across the curricula, to the analysis of judgments, values, or extended presentations. The critical thinker is able to subject personal work as well as publicized 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. Finally, this individual is able to develop and practice critical reading skills necessary for success by interpreting, evaluating, and applying what one reads to real-life situations.
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. These capacities include the ability to listen carefully, to read with confidence, and to comprehend the material. Communication skills will be delivered through a variety of media, including, but not limited to, websites, social networks, email, presentation, and written word.
3. **Diversity Awareness/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 enable one to live and work harmoniously with diverse populations.

4. **Ethics:** Respect for and acceptance of others’ social and ethical beliefs are demonstrated by attitudes of openness, empathy, and good will toward all lifestyles and philosophies that do not infringe upon another person’s freedom. Individuals will establish clear ethical directives for themselves and demonstrate a level of maturity and respect in thought, work, and action. Individuals will also be able to make informed decisions on moral questions, particularly those involving plagiarism, cheating, or lying. Finally, individuals will be able to recognize racism, discrimination, sexism, and other forms of intolerance as elements which negatively challenge open-mindedness, empathy, and mutual respect.

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. Individuals are encouraged to commit to community involvement and establish leadership skills through this process.

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 life, and family life daily.

8. **Science/Technology Skills:** Science and 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 to determine what information is needed and to locate, evaluate, organize, and properly credit the information 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.

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**Department Directory**

Students can access the full Lackawanna College directory, including key offices and faculty contacts, on the College’s [website](#) and [Portal](#).
Lackawanna College Satellite Centers

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

ENVIRONMENTAL EDUCATION CENTER
93 MacKenzie Road
Covington Township, PA 18444
(570) 842-1506
lceec@lackawanna.edu

HAZLETON CENTER
2 East Broad Street
Hazleton, PA 18201
(570) 459-1573
hazleton@lackawanna.edu

LAKE REGION CENTER
8 Silk Mill Drive
Hawley, PA 18428
(570) 226-4625
lakeregion@lackawanna.edu

SCHOOL OF PETROLEUM & NATURAL GAS
2390 State Route 848
New Milford, PA 18834
(570) 465-2344
newmilford@lackawanna.edu

SUNBURY CENTER
1145 North 4th Street
Sunbury, PA 17801
(570) 892-0193
sunbury@lackwanna.edu

TOWANDA CENTER
1024 South Main Street
Towanda, PA 18848
(570) 265-3449
towanda@lackwanna.edu
Schedules and Calendars
# Academic Calendars

## Fall 2019

<table>
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<th>Date</th>
<th>Event</th>
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<tr>
<td>Aug. 24, 2019</td>
<td>Falcon Fest and Welcome Weekend</td>
</tr>
<tr>
<td>Aug. 26</td>
<td>Fall semester begins</td>
</tr>
<tr>
<td>Aug. 30</td>
<td>End of drop/add</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Labor Day. College closed</td>
</tr>
<tr>
<td>Sept. 4-13</td>
<td>First advising period</td>
</tr>
<tr>
<td>Sept. 30</td>
<td>Last day to withdraw without academic penalty from Online I subterm</td>
</tr>
<tr>
<td>Oct. 14</td>
<td>Columbus Day. College closed</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>Online I subterm ends</td>
</tr>
<tr>
<td>Oct. 17</td>
<td>Online II subterm begins</td>
</tr>
<tr>
<td>Oct. 24-Nov. 8</td>
<td>Academic Advising and Online Registration</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>Last day to withdraw without academic penalty</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Veteran’s Day. College closed</td>
</tr>
<tr>
<td>Nov. 18</td>
<td>Last day to withdraw without academic penalty from Online II subterm</td>
</tr>
<tr>
<td>Nov. 27-Dec. 1</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Classes resume</td>
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<tr>
<td>Dec. 2-6</td>
<td>Finals Week</td>
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## Winter 2020

<table>
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<th>Date</th>
<th>Event</th>
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<td>Jan. 2, 2020</td>
<td>Winter Session begins</td>
</tr>
<tr>
<td>Jan. 7</td>
<td>Last day to withdraw without academic penalty</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Winter Session ends</td>
</tr>
</tbody>
</table>

## Spring 2020

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Jan. 17-19, 2020</td>
<td>Falcon Fest and Welcome Weekend</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Martin Luther King Jr. Day. College closed.</td>
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<tr>
<td>Jan. 21</td>
<td>Spring semester begins</td>
</tr>
<tr>
<td>Jan. 27</td>
<td>End of drop/add</td>
</tr>
<tr>
<td>Jan. 29-Feb. 7</td>
<td>First advising period</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>President’s Day observed. College closed</td>
</tr>
<tr>
<td>Feb. 24</td>
<td>Last day to withdraw without academic penalty from Online I subterm</td>
</tr>
<tr>
<td>March 9-13</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 13</td>
<td>Online I subterm ends</td>
</tr>
<tr>
<td>March 16</td>
<td>Online II subterm begins</td>
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<tr>
<td>March 24-April 8</td>
<td>Advising and online registration</td>
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<tr>
<td>April 6</td>
<td>Last day to withdraw without academic penalty</td>
</tr>
<tr>
<td>April 10-13</td>
<td>Holiday. College closed</td>
</tr>
<tr>
<td>April 17</td>
<td>Last day to withdraw without academic penalty from Online II subterm</td>
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<tr>
<td>May 4-8</td>
<td>Finals Week</td>
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<td>May 18</td>
<td>Graduation</td>
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**Summer I 2020**

<table>
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<th>Event</th>
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</thead>
<tbody>
<tr>
<td>June 1, 2020</td>
<td>Summer Session I begins</td>
</tr>
<tr>
<td>June 12</td>
<td>Last day to withdraw without academic penalty</td>
</tr>
<tr>
<td>July 2</td>
<td>Summer Session I ends</td>
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**Summer II 2020**

<table>
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<th>Event</th>
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</thead>
<tbody>
<tr>
<td>July 6, 2020</td>
<td>Summer Session II begins</td>
</tr>
<tr>
<td>July 17</td>
<td>Last day to withdraw without academic penalty</td>
</tr>
<tr>
<td>Aug. 7</td>
<td>Summer Session II ends</td>
</tr>
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Residence Hall Dates and Breaks
2019-20 Academic Year

Summer Session II

Check-in: July 8, 2019 from 9 a.m. to 3 p.m.
Closing: August 9, 2019 by 11 p.m. or 24 hours after last final.

Fall 2019 Football Check-In & Orientation

Freshman Football team residents: July 28, 2019 from 10 a.m. to 4 p.m. Football camp is by invitation only.
Balance of Football team: July 31, 2019 from 9 a.m. to 3 p.m. Football camp is by invitation only.
Football Residence Hall Orientation: August 1, 2019. 10 a.m. to Noon.

Fall 2019 Sports Check-In & Orientation

Men's and Women's Soccer resident check-in: August 6, 2019 from 9 a.m. to 3 p.m.
Cross Country and Volleyball resident check-in: August 12, 2019 from 9 a.m. to 3 p.m. By invitation only.
Fall Student-Athlete resident orientation: August 13, 2019 at 2 p.m.

Fall 2019 Residents Check-In & Orientation

New student check-in: Friday, August 23, 2019 from 9 a.m. to 2 p.m.
Returning student check-in: Saturday, August 24, 2019 from 10 a.m. to 2 p.m.
Falcon Fest: Saturday, August 24, 2019 from 10 a.m. to 2 p.m.
Resident Student Orientation: Sunday, August 25, 2019 from 2 to 4 p.m.

Thanksgiving Break
Residence halls close at 11 p.m. on November 26, 2019 and reopen at noon on December 1, 2019.

Winter Break / End of Fall 2019
Residence halls close at 11 p.m. on December 6, 2019 or 24 hours after last final.

Winter Session 2020
Residence halls open on Thursday, January 2, 2019 from 8 a.m. to 4 p.m. (for students registered for the intersession only).

Spring 2020 Resident Check-In & Orientation

Spring 2020 New Resident check-in: Friday, Jan. 17, 2020, 9 a.m. to 2 p.m.
Falcon Fest: Saturday, Jan. 18, 10 a.m. to 2 p.m.
Returning Resident Student check-in: Sunday, Jan. 19 from 10 a.m. to 2 p.m.
**Resident Student Orientation:** Sunday, Jan. 19 from 2 to 4 p.m.

**Spring Break 2020**
Residence halls close at 11 p.m. on March 6, 2020 and reopen on at noon on March 15, 2020.

**End of Spring 2020**
Residence halls close at 11 p.m. on May 8, 2020 or 24 hours after the last final.

**Summer Session I 2020**
**Check-in:** June 1, 2020 from 8 a.m. to 3 p.m.
**Closing:** July 3, 2020 by 11 p.m. or 24 hours after last final.
Compressed Schedules

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

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<tr>
<td>8 - 8:50 a.m.</td>
<td>9:30 - 10:10 a.m.</td>
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<tr>
<td>2nd Period</td>
<td>2nd Period</td>
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<tr>
<td>9 - 9:50 a.m.</td>
<td>10:20 - 11 a.m.</td>
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<tr>
<td>3rd Period</td>
<td>3rd Period</td>
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<tr>
<td>10 - 10:50 a.m.</td>
<td>11:10 - 11:50 a.m.</td>
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<td>4th Period</td>
<td>4th Period</td>
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<td>11 - 11:50 a.m.</td>
<td>Noon - 12:40 p.m.</td>
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<td>5th Period</td>
<td>5th Period</td>
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<td>Noon - 12:50 p.m.</td>
<td>12:50 - 1:30 p.m.</td>
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<td>6th Period</td>
<td>6th Period</td>
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<td>1 - 2:15 p.m.</td>
<td>1:40 - 2:30 p.m.</td>
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<td>7th Period</td>
<td>7th Period</td>
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<tr>
<td>2:30 - 3:45 p.m.</td>
<td>2:40 - 3:30 p.m.</td>
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<td>8th Period</td>
<td>8th Period</td>
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<tr>
<td>4 - 5:15 p.m.</td>
<td>3:40 - 4:30 p.m.</td>
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<tr>
<th>TUESDAY, THURSDAY</th>
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<tbody>
<tr>
<td><strong>Regular Schedule</strong></td>
<td><strong>Compressed Schedule</strong></td>
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<tr>
<td>1st Period</td>
<td>1st Period</td>
<td></td>
</tr>
<tr>
<td>8 - 9:15 a.m.</td>
<td>9:50 - 10:40 a.m.</td>
<td></td>
</tr>
<tr>
<td>2nd Period</td>
<td>2nd Period</td>
<td></td>
</tr>
<tr>
<td>9:30 - 10:45 a.m.</td>
<td>10:50 - 11:40 a.m.</td>
<td></td>
</tr>
<tr>
<td>3rd Period</td>
<td>3rd Period</td>
<td></td>
</tr>
<tr>
<td>11 a.m. - 12:15 p.m.</td>
<td>Noon - 12:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>BREAK</td>
<td>BREAK</td>
<td></td>
</tr>
<tr>
<td>12:15 - 1 p.m.</td>
<td>CANCELLED</td>
<td></td>
</tr>
<tr>
<td>4th Period</td>
<td>4th Period</td>
<td></td>
</tr>
<tr>
<td>1 - 2:15 P.M.</td>
<td>1 - 1:50 p.m.</td>
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</tr>
<tr>
<td>5th Period</td>
<td>5th Period</td>
<td></td>
</tr>
<tr>
<td>2:30 - 3:45 p.m.</td>
<td>2 - 2:50 p.m.</td>
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</tr>
<tr>
<td>6th Period</td>
<td>6th Period</td>
<td></td>
</tr>
<tr>
<td>4 - 5:15 p.m.</td>
<td>3 - 3:50 p.m.</td>
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</tbody>
</table>

Depending on the timing of inclement weather, the College may open at noon. Morning classes would be cancelled, offices would open at noon, and scheduled classes would be held starting at noon.

This notification will be announced as all other delays. Currently, these delays are provided to local television and radio stations. In addition, this information is sent via the WENS text system, the College’s Snow Phone, and the College’s website.
Please call the College’s Snow Phone at (570) 504-7935 to receive the most up-to-date class cancellations and compressed schedule information.

### Final Exam Schedule

Final exams for the Fall 2019 semester will be held December 2 - 6, 2019. Final exams for the Spring 2020 semester will be held May 4 - 8, 2020. Please refer to the following table for exam scheduling.

<table>
<thead>
<tr>
<th>MONDAY CLASS MEETS AT</th>
<th>MONDAY FINAL EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
<td>8-10 a.m.</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>10:10 a.m. - 12:10 p.m.</td>
</tr>
<tr>
<td>Noon</td>
<td>12:20 - 2:20 p.m.</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>2:30 - 4:30 p.m.</td>
</tr>
<tr>
<td>6 p.m.</td>
<td>6 - 8 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY CLASS MEETS AT</th>
<th>TUESDAY FINAL EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
<td>8-10 a.m.</td>
</tr>
<tr>
<td>11 a.m.</td>
<td>10:10 a.m. - 12:10 p.m.</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>12:20 - 2:20 p.m.</td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td>5:30 - 7:30 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEDNESDAY CLASS MEETS AT</th>
<th>WEDNESDAY FINAL EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.</td>
<td>8-10 a.m.</td>
</tr>
<tr>
<td>11 a.m.</td>
<td>10:10 a.m. - 12:10 p.m.</td>
</tr>
<tr>
<td>1 p.m.</td>
<td>12:20 - 2:20 p.m.</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>2:30 - 4:30 p.m.</td>
</tr>
<tr>
<td>6 p.m.</td>
<td>6 - 8 p.m.</td>
</tr>
</tbody>
</table>
### Final Exam Compressed Schedule

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

**Closing**

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

**Compressed Schedule**

If the College is forced to announce a compressed schedule for any morning during exam week, the following adjustments will be made. Unless otherwise announced, evening final exams will run at the regularly scheduled time.

<table>
<thead>
<tr>
<th>If your regular class time is:</th>
<th>Compressed Schedule Final Exam will be:</th>
</tr>
</thead>
</table>
| **MONDAY**
  8 a.m.
  10 a.m.
  Noon
  2:30 p.m. | 9:30 - 11:30 a.m.
  11:40 a.m. - 1:40 p.m.
  1:50 - 3:50 p.m.
  4 - 6 p.m. |
| **TUESDAY**
  8 a.m.
  11 a.m.
  2:30 p.m. | 9:50 - 11:50 a.m.
  Noon - 2 p.m.
  2:10 - 4:10 p.m. |
| **WEDNESDAY**
  9 a.m.
  11 a.m. | 9:30 - 11:30 a.m.
  11:40 a.m. - 1:40 p.m. |
Class Cancellations

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

Television: WBRE 28, WYOU 22, WNEP 16

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

Dining Commons Hours of Operation

The Dining Commons is located in the Culinary Center at 409 Adams Ave., Scranton, and is open during the following hours:

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>7:30 - 10 a.m.</td>
<td>11 a.m. - 1:30 p.m.</td>
<td>5 - 7:30 p.m.</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>Brunch Noon - 1:30 p.m.</td>
<td>Dinner 4 - 6 p.m.</td>
<td></td>
</tr>
<tr>
<td>Holidays when residents are on campus</td>
<td>Brunch Noon - 1:30 p.m. *</td>
<td>Dinner 4 - 6 p.m. *</td>
<td></td>
</tr>
</tbody>
</table>

*Dining Commons Compressed Schedule

In the event of a compressed schedule, the Dining Commons will open at 8:30 a.m.
If the College is closed due to weather conditions, the weekend schedule will be followed.

**Dining Commons Holiday Schedule**

The Dining Commons will be closed on the following days:

- November 27 - 29, 2019 in observance of Thanksgiving
- December 9, 2019 - January 2, 2020 in observance of Winter Holiday
- April 10-13, 2020 in observance of the spring recess
- May 8, 2020 at the end of the Spring semester
Student Information
Administrative Information

Change of Major
Any student desiring to change majors should meet with their academic advisor or an advisor in the Advising Center to complete a Change of Major form and review the requirements of the new curriculum to ensure that the appropriate courses are scheduled. Please note that a change in major may delay timely completion of graduation requirements. If the student has transfer credits from another college, reevaluation of these credits by the Registrar’s Office is necessary and could result in an adjustment in the number of credits accepted for transfer.

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

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

Again, it is required that students consult their academic advisor or the Advising Center and the Office of Financial Aid before dropping a class.

Failure to Withdraw
If a student stops attending a course, for which they are registered after the published census date (end of drop/add), without having officially withdrawn from the course, the student will be assigned an AW (penalty-grade failure) for the class. The student will be directed to officially withdraw from the class, by the published date (last day to academically withdraw). If the student does not officially withdraw from the course, the AW will remain on official transcripts. 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.

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 Office of Student Affairs. This form must be completed, signed by the persons specified, and filed with the Registrar's Office before the last day to withdraw without academic penalty.
as indicated on the calendar. The Athletics department must sign for any athlete who wishes to withdraw from a course or courses, and the Chair of the Academic Development division must sign for those students withdrawing from developmental courses.

Refund of tuition for properly filed withdrawal forms will be based on the Refund Policy, which can also be accessed on the Bursar’s Office page of the Portal.

**Schedule Changes**
Students may adjust schedules up to the end of the first week of class. An Advising Center advisor or center personnel must sign drop/add forms. If a student’s credit load is being increased or decreased by a schedule adjustment, a financial aid advisor must also sign the drop/add form. Be aware that dropping classes will slow down progression toward completion of a chosen program of study.

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

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

- There is a $10 fee per transcript copy.
- This request may be faxed or emailed.
- The fee may be paid by credit card (please include your card type, card number, and expiration date with your request).
- All transcripts must include the student’s signature.
- A transcript will not be issued to or for a student or former student who is in debt to Lackawanna College.

**Transfer of Credit to Lackawanna College**
Before a student can be considered for transfer evaluation, they must apply to the College as a matriculating student and submit the application fee. The student must then request that official transcripts be forwarded to the Office of Admissions 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, unless prior written
approval has been obtained to repeat and replace a course in transfer (see Repeated Coursework).

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

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

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

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

**Transfer of Credit Subsequent to Matriculation**

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 requests, and a minimum of five (5) working days will be required for review
and approval.

**Withdrawal From Course or College**

Student withdrawals without academic penalty will be accepted up to and including the final date to
withdraw as indicated on the academic calendar.
In order to officially withdraw from a course or from the College, a student must obtain the proper withdrawal form from the Office of Student Affairs. This form must be completed, signed by the persons specified, and filed with the Registrar’s Office before the last day to withdraw without academic penalty as indicated on the calendar. The Athletics department must sign for any athlete who wishes to withdraw from a course or courses, and the Chair of the Academic Development division must sign for those students withdrawing from developmental courses.

Refund of tuition for properly filed withdrawal forms will be based on the Refund Policy, which can also be accessed on the Bursar’s Office page of the Portal.

Academic Information

**Academic Student Complaints**

**CONCERNS WITH POLICY, REGULATION, AND/OR PROCEDURE**

If a student has concerns with policy, regulation, and or procedure, the student should meet with a staff member. If not satisfied, the student should then meet with a staff member’s supervisor. If still not satisfied, the student meets with the supervisor’s department head. If still not satisfied, the student meets with the Vice President for Academic Affairs/Chief Academic Officer.

**CONCERNS ABOUT TEACHING FACULTY OR ACADEMICS**

If a student has concerns about teaching faculty or academics, the student should meet with the faculty member, if feasible. If not satisfied, the student should then meet with the division chairperson or appropriate program director (if students are enrolled in one of the College’s specialty programs). If still not satisfied, the student meets with the Academic Dean or their designee. If not satisfied, the student may meet with Vice President for Academic Affairs/Chief Academic Officer. Finally, if still not satisfied, the student meets with the Executive Vice President whose decision is considered definitive.

**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 they will be academically dismissed from the College. See the Academic Dismissal Policy for details.
Academic Dismissal
A student on Academic Probation whose Cumulative Grade Point Average falls below a 1.50 or who is academically suspended for a second time will be academically dismissed from the College. Academic Dismissal is permanent unless, with good cause, the student may reapply to the College after one calendar year and be accepted under special consideration by the 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.

College 101 (Freshman Experience)
College 101 is a course for first-year students at Lackawanna College intended to maximize the benefits of a college education by developing supportive relationships with faculty, staff, and classmates and enabling students to understand and use the skills to help them realize their full potential. College 101 serves as a motivational introduction to the College and to the skills essential for your journey toward personal, academic, and career success. Thirteen competencies, including intellectual inquiry, critical and creative thinking, communication, personal reflection and research skills, among others, will be explored to help you to define short and long-term goals and to engage in strategies to attain those goals. This course is highly interactive and will guide engagement through self-evaluation, application of specific techniques, discussions, field experiences, and traditional classroom exercises including lectures, discussions, individual research, film and video tapes, written exercises, creative projects, and introduction to and use of a variety of campus resources. 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.

Graduation, Honors, and Alumni
All students meeting graduation requirements, including approved student credential portfolio, for December or May graduation must complete an application for graduation through their Capstone - College 201 class.

All potential graduates are required to register for the Capstone class and complete all class requirements. The College is not responsible for those students who fail to apply by the deadline since graduation orders must be placed well in advance. Students who meet requirements but do not apply for graduation will not be listed on the graduation roster nor will completion of degree be indicated on the student transcript. No diploma will be ordered for students who do not apply for graduation. Students who are short of curriculum requirements by more than three (3) credits or owe the college any outstanding balance will not participate in commencement.
GRADUATION HONORS
The graduation program and the associate degree or certificate diploma will indicate scholastic honors as follows:

- **Summa cum laude** (with highest honors): 3.90 – 4.00 Cumulative Quality Point Index.
- **Magna cum laude** (with high honors): 3.80 – 3.89 Cumulative Quality Point Index.
- **Cum laude** (with honors): 3.70 - 3.79 Cumulative Quality Point Index.

PRESIDENT’S LIST
A matriculated student qualifies for the President’s List if they achieve a Cumulative Quality Point Index (CQPI) of 3.5 or better for at least 24 earned Lackawanna College credits. In the most recently completed semester, the student must have earned at least 12 credits.

DEAN’S LIST
A student qualifies for the Dean’s List if they achieve a CQPI of 3.2 for the semester, and the student has completed at least nine (9) credits during the semester.

ALUMNI ASSOCIATION
Upon graduating, you will be inducted into the Lackawanna College Alumni Association. To learn more about the Alumni Association and how to get involved as a student, contact the Office of Advancement by calling (570) 961-7841 or email alumni@lackawanna.edu.

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

1. The instructor failed to follow the grading policies and procedures outlined in the course syllabus.
   OR
2. The instructor considered irrelevant or capricious factors in determining course grade.

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

1. The student must begin the appeal process by contacting their instructor and completing the Formal Grade Appeal Form located on the Portal. Understanding that students may be out of town at the time grades are posted, students may begin the appeal process via phone or email. The student has the right to review all of their assignment grades, as well as any other factors that were considered by the instructor in determining the course grade.
2. If the student is not satisfied after meeting with their instructor, they may appeal to the appropriate division chair or program director. The student should be prepared to demonstrate why a grade change is warranted, including documentation that the grade was reached in error or that irrelevant factors were considered.

3. If the student is not satisfied after meeting with the appropriate division chair or program director, they may appeal to the 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 to meet with the Vice President for Academic Affairs/Chief Academic Officer, who will consider the student’s case and render a decision. All grading decisions made by the Vice President for Academic Affairs/Chief Academic Officer are final.

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

**Student Dismissal From Class or Program**

An instructor has the right to dismiss a student from a class or program according to the following process. However, violation of the Student Code of Conduct could warrant an escalation of these warnings based on circumstances:

**STEP 1: VERBAL WARNING**

The instructor provides a verbal warning to the student. The warning shall identify the undesirable behavior and describe the acceptable behavior. Verbal warnings will be documented electronically in the College’s Disciplinary Warning System. The appropriate office (Dean of Students, Academic Dean, Dean of Allied Health, Center Director, and/or Designee) will receive an email copy of the warning. The student receives an email stating that they must contact their instructor immediately regarding their academic warning and that failure to do so could escalate the consequences of the warning.

**STEP 2: WRITTEN WARNING**

The instructor provides a written warning to the student via the College’s Disciplinary Warning System found on the portal, with reference to the previous verbal warning. A copy of the correspondence will be sent to the appropriate office (Academic Dean, Dean of Students, Dean of Allied Health, Center Director and/or Designee) and the student will be notified that they must contact one of the above offices to schedule an appointment. For academic integrity violations, the student will be required to meet with the Academic Dean, Dean of Allied Health, Center Director, or Designee before being allowed to return to class. For behavior violations, the student will be required to meet with the Dean of Students, Academic Dean, Dean of Allied Health, Center Director, or Designee before being allowed to return to class. The student will receive a letter signed by the Dean of Students, Academic Dean, Dean of Allied Health, Center Director, or Designee to return to the instructor after this meeting to verify that they did meet with the required office and have an action plan.
STEP 3: REQUEST FOR DISMISSAL
The instructor provides a written request for the student’s dismissal from class via the College’s Disciplinary Warning System found on the portal. A copy will be sent to the student and the appropriate office (Dean of Students, Academic Dean, Dean of Allied Health, Center Director, and/or Designee) and the student will be notified to contact one of the above offices to schedule a mandatory appointment. The appropriate office (Dean of Students, Academic Dean, Dean of Allied Health, Center Director or Designee) will respond within three (3) business days.

STEP 4: DISMISSAL
The appropriate office (Dean of Students, Academic Dean, Dean of Allied Health, Center Director, or Designee) will have a letter delivered to the student notifying the student of the dismissal from class within three (3) business days of notification. The dismissal will be effective the date the correspondence or announcement is issued. A student may have the right to appeal the dismissal from class or program. In the case when a student is dismissed without appeal, no further recourse is available. Students may waive this right when responsibility is taken or when they choose to accept dismissal. The dismissal letter will include instructions on the process to appeal the decision, if an appeal is applicable, and if an appeal is made, the student will be scheduled to appear before the College Appeal Board. The letter will advise the student of the potential effect that a dismissal may have on their financial aid. A copy of the letter will be sent to the instructor and the Vice President for Academic Affairs/Chief Academic Officer.

STEP 5: STUDENT APPEAL
Students executing their right to appeal the dismissal may appeal to the College Appeal Board, which is comprised of one officer from the Student Government Association or another student leader, Residence Life Director or designee, Faculty member or designee, Student Wellness Program staff or designee, Academic Dean or designee. The Dean of Students or Designee will serve as a chairperson of the Board, but will not participate in the decision. A Program Director may be requested to present all information related to the incident to the College Appeal Board if applicable. Please refer to the Student Dismissal from Class or Program Appeal Policy in the Academic Policy section of the Handbook.
Students that are registered in one of Lackawanna College’s specialty programs and/or athletics should refer to the program/athletic policy for more specific information regarding this process.

Please note that programs may have specific policies that require following a different dismissal process than listed above.

Athletics

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

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

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

Financial Aid

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

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

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

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

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

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

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

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)
SEOG grants are awarded to students who demonstrate exceptional financial need.

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

FEDERAL DIRECT STAFFORD LOAN PROGRAM
Students may apply for loans to assist them in meeting their educational costs. Students at the first level (0-29 credits earned) are eligible to borrow $3,500 subsidized and an additional $2,000 unsubsidized. Students at the second level (30-59 earned credits) are eligible to borrow $4,500 subsidized and an additional $2,000 unsubsidized. Students with 60 earned credits or more are eligible to borrow $5,500 subsidized and an additional $2,000 unsubsidized. For transfer students, earned credits include the number of credits accepted into Lackawanna College.

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

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

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

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

VETERANS’ BENEFITS
Veterans’ benefits may be available under the G.I. Bill or other Veterans’ Administration programs. Eligible students should visit the VA Certifying Official in the Registrar’s Office to complete paperwork for educational benefits. Visit the Veterans webpage for more information.

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

Student Lending Code of Conduct
To learn more about Lackawanna College’s Student Lending Code of Conduct, please see the College’s Financial Aid webpage.

Residence Life Information

Background Checks for Resident Students
In order to continue providing a safe living environment for all resident students, Lackawanna College has established a policy that requires a background check to be conducted on all resident student applicants. These background checks will provide the College with valuable information that will enable our administration to identify previous criminal convictions that were committed by prospective students. Certain convictions would restrict them from becoming part of our residential community. If the Criminal History Review reports that the applicant has a criminal history, the information will then be evaluated according to the Lackawanna College Residence Life Criminal History Standards.

If the applicant does not meet the standards, a declaration of “not eligible” will be made. The Residence Life Review Team will conduct this review. Composition of this team will include the Vice President for Student Affairs, the Dean of Students, the Director of Public Safety, or their designees. The Dean of Students will notify an applicant who does not meet the standards within seven (7) business days in a letter that their application has been rejected. The procedures for refund of the deposit and the appeal process will be explained in that letter. The information below will provide the framework for The Residence Life Criminal History Standards.

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

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

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

● Aggravated Assault
● Arson
● Kidnapping
● Manslaughter
● Murder
● Riot
● Sexual Assaults

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

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

Lackawanna College reserves the right to declare any applicant as “not eligible” based on a review of the applicant’s Criminal History. The Residence Life Review Team would then determine the best interest of the College community and/or the applicant. A student may appeal the finding of the Residence Life Review Team. This appeal process can be found in the Lackawanna College Residence Life Appeal Procedure, which is located in the Residence Life Handbook.
Resource Facilities

Bookstore
Lackawanna College has partnered with eCampus.com, an industry-leading provider of online course material solutions for colleges and universities, to provide bookstore services beginning in the 2018-19 academic year. Bypassing the traditional brick and mortar store with eCampus.com’s Virtual Bookstore solution will provide cost saving solutions to Lackawanna students as they take advantage of every purchasing option, including new, used, rental, eTextbook, and an expansive network of third-party Marketplace sellers. eCampus.com will also provide the College with on-campus branded iPad kiosks for students to place orders, check an order status, and access customer support. Financial aid can be used for books and supplies.

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

Room 210 in Angeli Hall is a dedicated student computer lab. All other computer labs are available when classes are not in session. For more information or lab hours, please visit the Information Technology page.

Falcons Fitness Center
The Falcon Fitness Center is located on the main floor of the Student Union. The Fitness Center is free to all current Lackawanna College students, faculty, and staff with their College ID. The Falcon Fitness Center offers a variety of cardio options including treadmills, elliptical cross trainers, stationary and recumbent bikes, stair climbers, and a Jacob's Ladder. There is also a large selection of strength equipment that includes Hammer Strength machines, free weights, kettlebells, and benches.

The Falcon Fitness Center is open Monday through Wednesday 12 p.m. to 9 p.m., Thursday through Saturday 12 to 10 p.m., and Sunday 12 p.m. to 5 p.m.

FALCON CO-ED INTRAMURAL SPORTS
Intramural sports give students a chance to compete, develop their sports skills, to have a diversion from stress, maintain physical fitness, and have fun. Students have the opportunity to participate in a variety of leagues, tournaments, and events. Some examples include volleyball, bench press competition, 3-vs-3 basketball, 5-vs-5 basketball, soccer, and wiffle ball.
Library Services

ALBRIGHT MEMORIAL LIBRARY
The Albright Memorial Library is located directly across from Angeli Hall, at 500 Vine Street. Lackawanna College’s Seeley Memorial Library and Albright Memorial Library (located across from Angeli Hall) have entered into a cooperative agreement to encourage greater student use of the Albright Library. By having this agreement, all academic materials, which were housed at Seeley Memorial Library, will be moved to the Albright. In order to use these resources, students will need to apply for a public library card, which can be completed online through the Lackawanna County Library System.

The Albright Memorial Library provides:
- Books for research
- Academic reserve
- Books for leisure reading
- Research help
- DVDs

Library Hours
Both Seeley and Albright Memorial library have day and evening hours. These hours can be found on both library web pages or by calling (570) 961-7831. The library is always open to accommodate the hours in which the College is open. Hours are subject to change during semester breaks and College holidays.

THE SEELEY RESOURCE CENTER
The Seeley Resource Center is located on the ground floor of Seeley Hall, 406 North Washington Avenue. The entrance is located along the cobblestone alley which runs along the right side of Seeley Hall. The mission of the Seeley Resource Center of Lackawanna College is to promote intellectual thought, and it is our goal for the development, promotion, and improvement of the library to provide all members of the Lackawanna College community with easy access to information and to collaborate with faculty in meeting the educational needs of our students.

The Seeley Resource Center provides:
- Computer Lab
- Databases
- Printing
- Research help
- Help with papers

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

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

Copiers and Printers
There are two printers located in the Seeley Memorial Library computer lab. The Seeley Resource Center is unique in that there is no charge for printing; however, it is important to please keep printing to a minimum to that which is actually required to keep this service at no cost. A self-service coin-operated photocopier is also available for student use at $0.10 per page.

Library Hours
Both the Seeley Resource Center and Albright Memorial library have day and evening hours. These hours can be found on both library web pages or by calling (570) 961-7831. The library is always open to accommodate the hours in which the College is open. Hours are subject to change during semester breaks and College holidays.

Tokens and Change
As a courtesy, the library provides tokens and/or change for use in city parking meters. The tokens are purchased at $0.25 or 5/$1 (limit is $3).

Rules of Conduct
- Electronic communication devices (cell phones, etc.) of any type must be turned to silent/vibrate. Cell phone usage: Only text messaging is permitted.
- No open beverage containers may be brought into the library.
- Snack foods are not permitted in the library without permission from the library staff. Garbage should be placed in appropriate containers.
- The use or action of profanity in the library is not permitted. NOTE: Actions that may be considered disruptive, offensive or harassing to others are not permitted.
- QUIET conversation only is allowed. Library staff will monitor the noise level.
- On request by the library staff, students must be able to produce a current Lackawanna College Student ID.
- Students should leave the library promptly when it closes in the evening.

Any student found to be in violation of any of these rules will be asked to leave the library by the library staff and/or the College’s Public Safety.
Recycling and Sustainability
Lackawanna College has made a commitment to improve and protect our natural environment and our community by striving to achieve a higher level of sustainability and ecological responsibility. Lackawanna College recycles office paper, shredded office paper, cardboard, aluminum cans and foil, tin and steel cans, plastic bottles, any colored glass bottles, magazines, newspapers, paperboard, and junk mail. Students should not recycle plastic bags, greasy cardboard, or broken glass. Lackawanna College uses a mixed recycling system meaning all clean and empty recyclables can be deposited together in the blue recycling bins that can be found in the halls of the buildings. If you have any questions regarding the recycling program, contact the Lackawanna College Environmental Education Center at (570) 842-1506.

Public Safety Information

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

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

Public Safety Uniform Crime Reports
All Public Safety Uniform Crime Reports are kept up-to-date on the Lackawanna College website. Please refer to the Clery Reports page of the site, which can be accessed in the footer of every Lackawanna College web page.

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

- First replacement: $30
- Second replacement: $40
- Third and subsequent replacements: $60
Failure to present a student ID when requested by a College official will result in disciplinary action up to and including dismissal. Please reference the Creating Safety Hazards policy on page 70 for more information.

Using another’s ID to obtain goods and services at the College or to provide false identification will result in immediate sanctioning up to and including dismissal, depending on the level of offense.

**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 on the [Lackawanna College website](#). Graduation rates are available in the Registrar’s Office, Office of Student Affairs, and other rates are available through the corresponding departments.

**Anonymous Reporting of Incidents on Campus (TIPS)**

In its ongoing effort to keep the College community safe, Lackawanna College allows students to anonymously report on-campus crime and other incidents through TIPS (Threat Assessment, Incident Management and Prevention Services). TIPS is a comprehensive, web-based risk management and prevention platform that notifies key personnel on campus of potential incidents.

More information on TIPS can be found on the following page of this handbook. [Students may access the TIPS platform on the Lackawanna College website, Portal, or directly through the Public Safety page](#).
**Frequently Asked Questions**

1. **What types of Incidents should be reported?**
   - Physical/Personal Security (Phys/Sec)
     - Abuse including physical, sexual, emotional, and/or psychological
     - Aggravated Assault
     - Arson
     - Bullying/Cyber-bullying
     - Burglary
     - Campus safety/security concerns
     - Criminal Homicide
     - Disorderly conduct
     - Domestic Violence
     - Hate Crime
     - Hazing (fraternity and sorority)
     - Hazardous campus housing conditions
     - Mistreatment
     - Robbery
     - Sexual Offense
     - Sexual Misconduct/Appropriate behavior
     - Stalking
     - Theft
     - Unsafe campus conditions
     - Unsafe work conditions
     - Vandalism
     - Weapon law violations
     - Workplace Violence
   - Employment (Employment)
     - Discrimination
     - Harassment
     - Racism
     - Sexual harassment
     - Violation of the 1974 Family Educational Rights & Privacy Act (FERPA)
     - Violation of Policy
   - Emergency/Terrorism (Emg/Terror)
     - Drug law violations
     - Liquor law violations
     - Student health concerns
     - Terrorism
     - Threat of violence
     - Weapons
     - Suspicious Picture/Note Taking
   - Ethical (Ethical)
     - Academic dishonesty and cheating
     - Admissions Irregularities
     - Environmental Violations
     - Ethical violations
     - Falsification of records and official documents
     - Financial concerns
     - Fraud
     - Improper Supplier or Contractor Activity
     - Misappropriation of funds
     - Misuse of authority

*Please contact 911 in an emergency*

2. **Once I submit an incident, what happens?**
   Incident Reports are securely transmitted to and stored on the TIPS platform (hosted by Awareity a trusted partner approved by your organization) and once the Incident Report is received, notifications are sent to appropriate personnel and threat assessment teams selected by your organization. Your Incident Report will only be viewed and accessible by personnel that your organization has approved for each incident type.

3. **Is my Incident Report Anonymous?**
   Yes, if you choose to not share your personal information when submitting an Incident Report.

4. **How secure is TIPS and my Incident Report?**
   All data transmitted between the Incident Report form and the TIPS platform is encrypted using Secure Socket Layer (SSL) technology. Incident reports can be securely submitted from anywhere Internet access is available.

5. **How do I know if someone has responded to my Incident Report?**
   If you would like feedback regarding the Incident Report you submit or if you would like to be available for follow up questions, you can provide your name and contact information. You may wish to create a pseudonym or alias e-mail account that does not identify your real name.
Student Services
Information
Academic and Career Services

Academic Advising

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 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. The academic advising services provided by our faculty and professional staff are some of the most powerful tools available to our students. More than 40 academic advisors are available on campus to make long-lasting connections with students to help them complete their coursework and get on the road to a career or the four-year institution of their choice.

Our advising program includes two (2) required meetings between advisors and their student advisees each semester, and their availability helps students make the right decisions to meet their education- and career-related goals. Academic advisors are equipped to help students with various educational needs including:

- Schedule adjustments
- Withdrawal from a course or from the College
- Change of major
- Leave of absence
- Request for excess of 18 credits (per semester)

Academic advisors help students coordinate their academic plans while at Lackawanna; however, students bear the ultimate responsibility for ensuring that they meet the requirements for their degrees.

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.

The Advising Center is open Monday through Thursday from 8 a.m. until 5 p.m. (Friday from 8 a.m. until 4 p.m.) during the semester with extended hours during the first week of each semester. The Advising Center may also be reached via email at advising@lackawanna.edu.

CHANGING ADVISORS

If a student wishes to change their academic advisor, the student must complete a Request for Advisor Change Form, available in the Office of Student Success. The student must have the approval and signature of the requested advisor before the form will be processed. Students in certain majors (such as any of the Allied Health programs, Communications, Education/Early Childhood Education, Culinary/Hospitality, and Computer Information Systems) will only be allowed to request an advisor
change for another advisor within the major. Student veterans may request a secondary advisor within their major, but the College’s designated Veterans Advisor will remain as the student’s primary advisor. Only active members of the College’s advising program will be considered as academic advisors, so students should check with the Advising Center before processing an advisor change form.

**Employment Placement Services**

The primary mission of the Employment Placement and Internship Coordinator is to assist students in determining their personal interests and aptitudes and then utilizing this information to develop specific career goals. A variety of resources are available to assist students in their career exploration and job searches, including labor market information, job search preparation, job lead information; assistance with preparation of employment documentation, such as résumés and cover letters; and utilization of student portfolios in securing employment. Full- and part-time employment opportunities are posted regularly to [www.collegecentral.com/lackawanna](http://www.collegecentral.com/lackawanna) and can be found on the Career Services Job Board located outside the Writing Center (Room 109) located in Angeli Hall. In addition, the Employment Placement Coordinator serves as liaison between the College and the business community to facilitate job placement opportunities for Lackawanna students and graduates and to organize on-campus employer recruitment of Lackawanna College students.

**Student Success**

The Student Success Center’s (SSC) 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 program options to promote student persistence and success. Our goal is to help students thrive at Lackawanna College and beyond. Staff from the SSC 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. For more information, please contact the Student Success Center located in Suite 105 in Angeli Hall at (570) 961-7836 or studentsuccess@lackawanna.edu.

**ACADEMIC SUCCESS COACH**

An Academic Success Coach will work with students individually or in a group setting to assist them in improving skills they need to reach their academic goals. Through their individual or group meetings, students are able to individualize their learning styles in order to be successful in the classroom. Whether there is difficulty with organization or a student needs a more individualized approach to studying, the Coach is here to assist in improving those skills. The Academic Success Coach provides assistance through workshops offered every Tuesday during the free period or as needed in classrooms and study halls. For more information, please contact our Academic Success Coach, Room 105 G in Angeli Hall, at (570) 961-6111 or academiccoach@lackawanna.edu.

**TUTORING ASSISTANCE**

Sometimes students need additional assistance in understanding academic concepts, which can lead to additional stress in the classroom. Students can access the Student Success Center for assistance.
Through a cooperative, 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, and group tutoring sessions are available free of charge to currently registered students. For more information, please contact our Student Success and Tutoring Coordinator in Room 105H in Angeli Hall, at (570) 961-7885 or tutoring@lackawanna.edu.

Student Grievance Procedure

I. PURPOSE AND SCOPE
A. The purpose of this procedure is to provide Lackawanna College students an opportunity to file Non-Academic grievances. Students are expected to attempt to resolve the matter informally prior to filing a formal grievance.
B. While the Student Grievance procedure may be used for complaints alleging discrimination, students are encouraged to use the Affirmative Action Complaint process for resolution prior to bringing a complaint of harassment under the Student Grievance Procedure.
C. The Student Grievance procedure should not be used for complaints alleging sexual harassment. Any student wishing to file a complaint of sexual harassment should consult with the College’s Title IX Coordinator and the Title IX Handbook.

II. DEFINITIONS
A. **Student**: an individual who is officially enrolled as a non-degree student, a degree-seeking student, or enrolled in a College-approved certificate program.
B. **Respondent**: the person designated to answer or respond to the complaint. Generally, the respondent would be the head of the department in which the violation allegedly occurred or the Vice President of Student Affairs.
C. **Time/Days**: all time periods referred to in this procedure refer to calendar days, excluding summer term and inter-semester recesses. If the designated time period ends on a Saturday, Sunday or designated College holiday, the time period will be extended to the following working day. The time periods designated in this procedure may be extended only where there is a good cause and notice of the extension is provided to all parties.
D. **“In Writing”**: should be understood to include email, except where written signature is required.

III. DEPARTMENT LEVEL RESOLUTION
A. **Informal Process**: Before filing a grievance under this Policy, a student should attempt to resolve the matter informally with the person alleged to have committed the violation, or with the head of the department in which the alleged violation occurred, or both of them. The student may contact the Office of Student Affairs for assistance with informal resolution. Attempts to resolve the matter informally should be completed within thirty (30) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved.
B. **Formal Process**: If the department fails to provide notice of resolution to the student within thirty (30) days of receiving the complaint, or if the response is unsatisfactory to the student, the student may file a formal student grievance within ten (10) days from when the response should have been received or within ten (10) days of receiving the unsatisfactory response.
IV. FORMAL RESOLUTION PROCEDURE

A. **Filing:** Student grievances can be filed by completing the Grievance Form published on the College’s portal or by contacting the Vice President of Student Affairs directly. Students electing the latter must put their grievance in writing prior to, or within, two (2) days of contact. Grievances must be signed, dated, and contain the student’s email address and telephone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, and description of the evidence supporting the grievance, whether informal procedures were taken to remedy the matter and relief requested. It is the responsibility of the student filing the grievance to update the Vice President of Student Affairs of any changes to contact information.

B. **Initial Review:** Upon receipt of a formal student grievance, the Vice President for Student Affairs shall promptly review and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts which, if true, would constitute a violation of law or College policy. **If the grievance is found to be incomplete,** the student will be notified in writing and will have ten (10) days from the written notice to complete the missing information. If the student fails to do so, the grievance will be dismissed. **If the grievance is dismissed,** the student will be provided with a written explanation of the basis for dismissal. The student will have ten (10) days from the written notice to request an appeal from the Vice President of Student Affairs. The request for appeal must be a signed, written document stating why the grievance should not be dismissed. The Vice President for Student Affairs will respond to the request for appeal within ten (10) days.

C. **Investigation:** If the grievance is not dismissed for reasons outlined above, a prompt investigation into the matter will begin. The Vice President of Student Affairs will send a copy of the written grievance to the head of the department involved, with a copy to the Human Resources Department. Each allegation will be investigated to determine whether or not it has merit.

D. **Resolution:** Upon conclusion of the investigation, the student will be provided with a written response summarizing the outcome. If the outcome of the grievance involves a recommendation for disciplinary action, the matter will be referred to the appropriate personnel.

E. **Request for Reconsideration:** The student may seek reconsideration of an adverse determination by filing a written request for review with the Executive Vice President of the College. This written request must be submitted within ten (10) days of receiving the written notice of determination and must be supported by evidence that the Student Grievance procedure was not followed, and the failure to follow procedure resulted in an adverse decision.

_Vice President of Student Affairs:_
Suellen Musewicz
Email: MusewiczS@lackawanna.edu
Telephone Number: (570) 961-7824

_Associate Vice President of Student Engagement:_
Anthony Campbell, Ph.D.
E-Mail: CampbellA@lackawanna.edu
To file a grievance, please use the form on the following pages.

**Lackawanna College Student Grievance Form**

**INSTRUCTIONS:** Please read the Student Grievance Procedure before completing this form. Be sure to observe the time limits specified in the procedure. You are also encouraged to attempt to resolve the matter at the local level if possible. It is not required that you use this form, but please include all information below in your complaint. Submit formal grievances to:

Vice President for Student Affairs  
501 Vine Street  
Scranton PA 18509  
Email: Musewicz@lackawanna.edu

**GRIEVANT NAME:**

______________________________________________________

*Please print*

**EMAIL ADDRESS:** ______________________________________________________________

**MAILING ADDRESS:** ______________________________________________________________

_____________________________________________________________________________________

**TELEPHONE NUMBER:** ____________________________________________________________

**NAME OF INDIVIDUAL WHOSE CONDUCT IS BEING GRIEVED:**

_____________________________________________________________________________________

**DATE(S) OF MOST RECENT OCCURRENCE(S) LEADING TO THIS COMPLAINT:**

_____________________________________________________________________________________

**RESULT OF PRIOR ATTEMPTS TO RESOLVE THIS MATTER AT THE DEPARTMENT LEVEL:**

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
DATE YOU RECEIVED DEPARTMENT LEVEL RESPONSE: ________________________________

PROVIDE A SHORT DESCRIPTION OF ACTION(S) BEING GRIEVED:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

STATE THE RESULTING INJURY OR HARM BECAUSE OF THIS ACTION:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

PROVIDE A DESCRIPTION OF ANY EVIDENCE SUPPORTING THE GRIEVANCE (may be attached):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

STATE THE REMEDY OR RELIEF YOU ARE REQUESTING:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
PLEASE SUBMIT ANY ADDITIONAL BACKGROUND INFORMATION THAT WILL BE HELPFUL IN
RESOLVING YOUR GRIEVANCE:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Signature: ___________________________________________  Date: ___________________________
Transfer Services
Credits from Lackawanna College transfer well to other colleges. The College cannot, however, guarantee transfer of credits; the receiving college always makes that decision. 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 students interested in transferring upon graduation, the Director of Advising remains in constant contact with representatives from all area colleges, keeps up-to-date information concerning transferability, and coordinates on-campus visits by transfer representatives. Some general guidelines for credit transfers are as follows:

Most colleges require a minimum Cumulative Quality Point Index (CQPI) for acceptance (can range from 2.0 to 2.5). However, many specialized programs such as education, nursing, and physical or occupational therapy have more rigid acceptance requirements, and acceptance is often competitive and limited.

The earlier a student applies to a school, the better the chance of acceptance. Acceptance into Pennsylvania state schools is very competitive, so it’s important to abide by all application deadlines.

Most colleges prefer that applicants transfer with a completed degree rather than just a collection of courses. Without a completed degree, schools will often evaluate each course individually.

It is best to transfer into the same or a comparable degree program as you are enrolled in at Lackawanna.

If a student is interested in pursuing a major at the four-year level that Lackawanna does not offer, they should enroll in our Liberal Studies program since it fulfills core requirements, and most courses are readily transferable. Changing a major may result in loss of credit in the transfer process.

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

The College is continually updating its transfer agreements with four-year institutions. For more information visit our Advising and Transfer Services page of the website or the Student Services section of the Portal or email advising@lackawanna.edu.

Veterans Services
As a Yellow Ribbon school, Lackawanna College has many services available to the veteran or service members looking to begin or further their education. Starting with a dedicated admissions counselor, the application fee at Lackawanna College is waived for anyone interested in taking full-time course loads. The College has a Certifying Official in the Office of Financial Aid and specified personnel in both the Financial Aid and Bursar’s offices. Student-Veterans have a dedicated academic advisor and are allowed early-registration during semesters.
Student-Veterans at Lackawanna College also enjoy the opportunity of an exclusive separate lounge for their use only, consisting of a small kitchenette, computer lab, and lounge area. Many students find this quiet lounge to be useful for studying while grabbing a cup of coffee and meeting others who share similar experiences.

**Voter Registration**

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

**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 in Room 109 of Angeli Hall. Students may arrange for individual or small-group collaboration either in-person or online at their convenience.

**Student Health and Wellness**

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

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

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

Emergency and crisis consultation are also available through the Student Wellness Program. Situations of a serious nature are referred to community agencies or local hospitals with the support and assistance from the Student Wellness Program.
The Student Wellness Program offices hours are Monday through Friday, 8:30 a.m. - 4:30 p.m. (except during College-observed holidays). To schedule an appointment, please call (570) 955-1478 or (570) 955-1466 or stop by Angeli Hall Room 102 or 105A. All services are free and confidential.

College Health Services
Scranton Primary Health Care Center (SPHCC) provides on-campus student health services at Seeley Hall, 406 N. Washington Ave., Scranton, on Thursdays from 10 a.m.-5 p.m. Otherwise, services are provided at their office at 959 Wyoming Ave., Scranton, which is within walking distance from campus.

Students may reach SPHCC at (570) 344-9684 or (570) 969-9662, and more information regarding on-campus health services can be found by visiting the Portal.

Emergency medical treatment can be sought at one of the following local hospitals:

<table>
<thead>
<tr>
<th>Geisinger Community Medical Center</th>
<th>The Regional Hospital of Scranton</th>
<th>Moses Taylor Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800 Mulberry St.</td>
<td>746 Jefferson Ave.</td>
<td>700 Quincy Ave.</td>
</tr>
<tr>
<td>Scranton, PA 18510</td>
<td>Scranton, PA 18510</td>
<td>Scranton, PA 18510</td>
</tr>
<tr>
<td>(570) 969-8000</td>
<td>(570) 348-7951</td>
<td>(570) 340-2900</td>
</tr>
</tbody>
</table>

Health Insurance
All students are required to have adequate health and accident insurance coverage.

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

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

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

Programming calendars listing scheduled activities, club meetings, and community service projects are published monthly, and all events are included on the Portal calendar. Some of these include new student orientations, homecoming festivities, spring fling, recreational activities, holiday celebrations, and more. In addition, students regularly support community organizations such as Big Brothers/Big Sisters, Boys & Girls Clubs of Northeastern Pennsylvania, the Children’s Advocacy Center, Elm Park United Methodist Church, Gino J. Merli Veterans’ Center, Head Start Child Care Centers, St. Joseph’s Center Baby Pantry, United Cerebral Palsy, and more. They also volunteer with local agencies for food drives, fundraising events, literacy efforts, and community service projects.

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

**Student Organizations**
The College provides a formalized means for students to develop leadership skills through participation in student organizations.

Updated information can be found on the Student Life page of the College website.

**ACCOUNTING SOCIETY**
The Accounting Society serves to complement the academic studies of accounting and business majors in order to provide a better understanding of the accounting profession and the opportunities available after graduation. Members will establish important friendships and networks that extend beyond their time at Lackawanna, not only with one another, but with practicing professionals in the field. Members will continuously enhance their personal and professional development through a variety of events and outings, including service to the community, in order to develop career-ready graduates who will contribute effectively and ethically to their future organizations and society as a whole.

**CAMPUS CLUB COALITION**
The Campus Club Coalition meets twice per semester and brings together the advisors and leaders of all student clubs to promote each club’s mission, network with other club’s members, and discuss collaborative initiatives and events.

**CHRISTIAN FELLOWSHIP CLUB (BIBLE STUDY)**
“Study to show yourself approved unto God; a workman needth not be ashamed, rightly dividing the Word of truth.” (2 Timothy 2:16). The Christian Fellowship Club assists members in gaining a better understanding of the Bible, getting to know God through His word, and gaining self-improvement. Through discussion, members learn to understand Bible messages and apply them to everyday life. For daily devotions, see the Transformation Church of Scranton, PA’s Facebook page.
CREATIVE ARTS CLUB
The Creative Arts Club offers an expressive outlet for students of all majors who seek space to doodle, draw, craft, creatively write, listen to music, and more. Some drawing materials are provided, but students are encouraged to bring their own supplies. The club actively participates in First Friday Scranton as both artists and spectators.

CRIMINAL JUSTICE CLUB
The Criminal Justice Club is composed of students with the collective interest in various criminal justice agencies. The Club exists to try to give these students better insight into these career paths and give students the ability to make connections with each other and outside agencies to commence with upon graduation.

ECOLOGY CLUB
“The clearest way into the universe is through a forest wilderness.” - John Muir
Want to learn more about the world we live in? Want to get out into nature and take beautiful hikes? Now you can by joining the Ecology Club!

FALCON AMBASSADOR BOARD (FAB)
FAB is a student leadership development program that acts as an extension of the Student Conduct and Community Standards Office. FAB members implement programs that welcome new students by enhancing the college residence hall and commuter experience through events and leadership activities. Falcon Ambassadors also act as the College’s tour guides, work to promote all aspects of Lackawanna College, and help communicate College policies to current students. FAB students are involved in diverse areas of campus life and serve as hardworking representatives for the Student Conduct and Community Standards Office.

FALCON’S SPORTS CLUB
Talk sports, play sports! The Sports Club meets every Thursday from noon to one, and open gym is scheduled for all LC students at this time.

FIRST-GENERATION STUDENT ORGANIZATION
Higher education can be intimidating, especially for students whose parents did not experience it for themselves. This student organization will work to ensure that first-generation college students are supported and recognized for the unique insights and experiences they bring with them to campus. A first-generation college student is defined as a student whose parent(S)/legal guardian(s) have not completed a bachelor’s degree. If you are interested in being involved, please email the club advisor.

FITNESS CLUB
The mission of the Fitness Club is to promote, encourage, and develop an interest in fitness on campus. The club will discuss health-related information and offer weight loss and fitness classes that encourage a healthy lifestyle. We will also help plan and participate in community walks, races, and fitness programs. The goal of the club is to live a balanced life academically, athletically, and socially.
FOSTERING FALCONS’ FOUNDATION
The Fostering Falcons’ Foundation is a group that empowers students who have had experience in the foster care system by providing support and resources throughout the college. Our group is here to make positive connections within the college community and outside resources.

HUMAN SERVICES CLUB
The mission of the Human Services Club is to make a positive difference in the lives of others through education and opportunities that enhance the experience of Human Services. Through the delivery of service projects, we aim to work collaboratively with collegiate and community partners to establish meaningful connections, working toward the betterment of the communities in which we live. The club promote the values and standards set by the National Organization of Human Services Educators and Human Services Professionals.

LOVE YOUR MELON
The Campus Crew Program provides the opportunity for like-minded college students across the country to come together and make a difference in the lives of children battling cancer. By representing the mission of the Love Your Melon Fund, you are encouraging and inspiring others to join the fight against pediatric cancer.

MULTICULTURAL CLUB
Multicultural club members work together to enrich the campus community through the creation of educational and social programs that celebrate diversity. It is a safe space for members to voice concerns faced by historically underrepresented individuals and groups, where students may collaborate to create a more connected, culturally aware, campus community.

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

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

PHOTOGRAPHY CLUB
The Photography Club is composed of individuals who share a passion for photography. Members are encouraged to take photos in specific fields of interest including portraiture, nature/landscape, animals, and sports, to name a few. Utilizing digital cameras or mobile phones, students will learn different techniques to improve their photography skills. Members may also assist the Yearbook Committee by
taking photos and collaborate with the Creative Arts Club, participating in First Friday events and displaying their artwork.

**PINEAPPLE CLUB (HOSPITALITY & CULINARY)**
The Pineapple Club’s mission is to help and serve the community through hospitality and culinary experiences on and off campus. Students of all majors are welcome!

**P.R.I.D.E. (PEACE, RESPECT, INCLUSION, DIGNITY, AND EQUALITY)**
P.R.I.D.E. is a group of caring individuals seeking to carry the message of hope, understanding, and support within the LGBTQ student community. Allies are welcome!

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

As part of student government’s role in institutional governance, an officer sits on the student judicial board for student disciplinary appeals. An officer also sits on the Student Policy Review team, where review of student policy occurs on a semi-annual basis.

In their role as liaison to administration, SGA officers actively solicit opinions and perspectives from the student body at large. All students, at all locations, are welcome to contact one of the officers of SGA to discuss policy related concerns or ideas. Any student wishing to submit a formal proposal for review by administration must submit the proposal to SGA and the Director of Student Life by March 15 during the Spring Semester or October 15 during the Fall Semester to allow time for sufficient review.

To simply express concerns, please use the form available on the portal on the SGA page. These items will be reviewed by the College’s student policy review team for possible changes as of the start of the next academic year.

Meetings are held Tuesdays, 12:20 – 12:55 p.m. in the Board Room of Angeli Hall.

**SKI CLUB**
The LC Ski Club skis on Saturdays (weather permitting) at Montage Mountain. Ski orders and payment are due the Wednesday prior to Saturday, and an email is sent every Monday letting members know if the group will ski or not that week. Tickets are good for the entire day (8:30 a.m. - 10 p.m.) and all skiers must sign a waiver to participate.
S.O.T.A. (STUDENT OCCUPATIONAL THERAPY ASSOCIATION)
The Lackawanna College Student Occupational Therapy Association exists to provide educational opportunities for and promote the knowledge of occupational therapy within the surrounding communities, as well as facilitate harmony and enhance the educational experience for students in the OTA program.

STUDENT VETERANS OF AMERICA (LACKAWANNA COLLEGE SVA)
LCSVA is a chapter of the national Student Veterans Alliance and facilitates the interaction of student veterans on campus. In addition to working as a support system, members are also involved in the local community where they work with, and give back to, other veteran’s initiatives.

V.O.L.C. (VOLUNTEERS OF LACKAWANNA COLLEGE)
V.O.L.C. is a monthly opportunity for students and staff to work together providing services in the local community, affording staff and students the chance to interact in an off-campus environment.

Alternative Spring Break - Service Learning Trip
Each year, the Student Life Department organizes an Alternative Spring Break trip and sponsors five students for a week in a metropolitan city focusing their time on giving back and making a difference in the lives of others. Described as “a life-changing experience,” participants engage in a variety of projects including assisting in food banks, working with under-privileged youth in after-school programs, helping the homeless, protecting the environment, and more. All expenses are covered by the College and the application process is overseen by Student Life Coordinator Catherine Fox. For more information, contact Ms. Fox in the Student Affairs, Suite 105, Angeli Hall, at (570) 961-7873, or at foxc@lackawanna.edu.

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

Questions about this policy should be directed to the Director of Marketing and Communications at lynetts@lackawanna.edu, the Graphic Design and Web Content Manager at hughesc@lackawanna.edu or the Communications Coordinator at chulickh@lackawanna.edu.

Title IX
Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment, sexual violence, gender-based violence, and harassment.
Notice of Non-Discrimination
Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex/gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, 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. Lackawanna College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs and activities receiving federal financial assistance.

What is Title IX?
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. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion and gender-based violence and harassment. This also includes discrimination against pregnant and parenting students.

Who is Covered by Title IX?
Title IX covers any educational institution receiving federal funding. 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.

Title IX Coordinator
The Title IX Coordinator is responsible for overseeing, investigating, and responding to all Title IX complaints.

Responsibilities include:
- Receiving and investigating reports promptly and efficiently;
- Training and educating faculty, staff, and students on Title IX compliance;
- Reporting all incidences of sexual harassment, violence, and assault to Public Security in accordance with reporting requirements; and
- Maintaining confidential records of all formal and informal complaints of sexual misconduct.

All complaints of sexual misconduct should be brought immediately to the attention of Lackawanna College’s Title IX Coordinator/Student Wellness Program Executive Director, Marsha Pigga, at (570) 955-1466, (570) 677-7589, piggam@lackawanna.edu, or Room 102, Angeli Hall.
Failure to Comply with Title IX

An institution’s federal financial assistance can be terminated for failure to comply with Title IX. This would include grants, subsidies, and other program funds from the federal government. In addition, lawsuits may be initiated by those seeking redress for violations of Title IX.

Enforcement of Title IX

The United States Department of Education Office for Civil Rights (OCR) is responsible for the enforcement of Title IX. For additional information regarding Title IX requirements and how to file a complaint, contact:

<table>
<thead>
<tr>
<th>The Office of Civil Rights</th>
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</thead>
<tbody>
<tr>
<td>www2.ed.gov/ocr</td>
<td>U.S. Department of Education</td>
</tr>
<tr>
<td>Telephone: (800) 421-3481</td>
<td>Philadelphia Office</td>
</tr>
<tr>
<td></td>
<td>The Wanamaker Building</td>
</tr>
<tr>
<td></td>
<td>100 Penn Square East, Suite 515</td>
</tr>
<tr>
<td></td>
<td>Philadelphia, PA 19107-3323</td>
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<tr>
<td></td>
<td>Telephone: (215) 656-8541</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:OCR.Philadelphia@ed.gov">OCR.Philadelphia@ed.gov</a></td>
</tr>
</tbody>
</table>

Definitions

CYBERSTALKING

Threatening behavior or unwanted advances directed at another using the Internet and other forms of online and computer communications. Cyberstalking is a form of “personal terrorism.” Similarly, cyberstalking may precede offline stalking, sexual assault, physical violence, or even murder.

Cyberstalking can take forms such as (adapted from www.rainn.org):

- Threatening/obscene emails
- Live chat harassment or flaming (online verbal abuse)
- Harassment through texting
- Hacking and/or monitoring a victim’s computer and internet activity
- Forming a website in honor of a victim
- Off-line stalking/harassment such as following a victim or actual physical contact between a stalker and their victim.

CONSENT

Consent is clearly communicating “Yes” about sexual activity on your own terms. It can be limited to certain acts and revoked at any time. Consent is an active and positive exchange of words or actions that indicate a willingness to participate freely and voluntarily in mutually agreed upon sexual activity.

Consent is:

- Voluntary agreement to engage in sexual activity
- Approval that can be withdrawn at any time
Consent cannot be given if a person is:
- Physically or mentally incapacitated due to alcohol or other drugs. This means if a person is drunk or high, they cannot give consent to engage in sexual activity.
- Unconscious
- Asleep
- Under the age of consent
- Physically or mentally impaired

Remember, the only way to guarantee consent is to make sure it is offered verbally at each step of sexual activity.

**DATING VIOLENCE**
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**DOMESTIC VIOLENCE**
Asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**GENDER-BASED HARASSMENT**
Gender-based violence and harassment are behaviors that are committed because of a person’s gender or sex. They can be carried out by a boyfriend or girlfriend, a date, other peers, or adults. Gender-based violence or harassment includes the following: Someone follows you around; always wants to know where you are and who you are with or stalks you; pressures you to perform sexual acts; touches you sexually against your will; forces you to have sex; interferes with your birth control; verbally abuses you using anti-gay or sex-based insults; sends you repeated and unwanted texts, IMs, online messages, and/or phone calls that harass you; hits, punches, kicks, slaps, or chokes you; verbally or physically threatens you.

**INTIMATE PARTNER SEXUAL VIOLENCE**
A sexual assault that is committed by a person considered to be a spouse or intimate partner.

**SEXUAL ASSAULT**
Sexual intercourse and attempts at sexual intercourse without the complainant’s consent.

**SEXUAL EXPLOITATION**
Conduct that exploits another person in a sexual and non-consensual way, including, but not limited to, non-consensual touching, fondling, or kissing; non-consensual voyeurism; non-consensual recording (audio or visual); non-consensual dissemination of recordings, allowing others to view sexual activities
without the consent of all of the participants; exposure of one’s body in an indecent or lewd manner or sexual activity in public or semi-public places.

SEXUAL HARASSMENT
Unwanted sexual or gender-based behavior that creates an environment that would be reasonably perceived by the recipient as hostile, abusive, and or threatening.

SEXUAL VIOLENCE
A form of sexual harassment, which includes conduct that is criminal. Sexual assault falls under sexual violence. Sexual violence also includes rape, sexual battery, sexual coercion, unwanted touching, dating violence, and sexually-motivated stalking.

STALKING
A course of conduct directed at a specific person that involves repeated visual or physical proximity, non-consensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Examples of this behavior include:

- Repeated undesired contact (phone calls, emails, letters, show up unexpectedly, etc.)
- Following or lying in wait for the individual
- Making threats to the individual or their family
- Any other behavior used to contact, harass, track, or threaten the individual

Signs of Non-Consent

VERBAL REFUSAL
When someone says “no” or “don’t do that” or “please stop” or “I don’t want to do this.”

IMPLIED VERBAL REFUSAL
When some says “I don’t think I want to go this fast” or “I’m not sure I want to do this.”

PHYSICAL RESISTANCE
Trying to get away, freezing up, trying to leave, rolling over or away, pushing away, moving someone’s hands, trying to put clothes back on. If sexual activity continues after any of these indicators, a crime has been committed.

Every individual has the right to give or withhold consent at any time and in any situation. Additionally, many campus sexual assaults involve alcohol:

- Alcohol use can impair a perpetrator’s judgment so they disregard indications that a person doesn’t want to engage in sexual activity.
- Alcohol use can impair a victim’s judgment so they are less likely to take heed of risk cues.
- Alcohol use can increase the expectancies of what will happen when we drink.
- Perpetrators may use alcohol as an excuse for their actions.
In the Event a Student Experiences Sexual Assault

1. **Get to a safe place.** Find a safe environment (friends, family, etc.).
2. **Report it.** Reporting the sexual assault is the choice of the victim, and reports may be filed through Public Safety, local police, and the Title IX Coordinator. Reports made to campus officials are ensured to remain secure, as the College respects the dignity and worth of the individual and their rights to confidentiality.
   - Contact Public Safety (570) 961-7899 or (570) 241-2022
   - Contact Police at 911
   - Contact Title IX Coordinator at (570) 955-1466 or (570) 677-7589
   - Use online Anonymous Form on the [Title IX Portal page](#).
3. **Preserve evidence.** This may include, but is not limited to, not bathing, changing, or disposing of clothing; using the restroom; washing your hands; brushing your teeth, eating, or smoking. If you are still in the location at which the assault occurred, do not clean anything. Write down all the details you can recall about the assault and the perpetrator.
4. **Get medical attention as soon as possible.** Seek professional medical attention for treatment of injuries sustained and for prevention of any sexually transmitted diseases (STD's) that may occur due to the sexual assault. It is best to report incidences within 72 hours of when they occurred and to preserve any evidence. It is important to get medical attention because, besides treatment for observable physical injuries, the possibility of the spread of STD’s needs to be addressed following a sexual assault. An individual who has experienced an assault may be unaware of contracting an STD until symptoms appear. Also, it is possible to get pregnant from a sexual assault, and medical attention can help an individual address this concern. Please refer to the medical attention contacts below:
5. **Get support.** Supportive services are available for individuals who experience incidences of sexual assault. All campus services are provided with complete confidentiality and the utmost respect for the individual. Individuals seeking supportive services on campus will be treated with dignity, and all disclosures will be handled with discretion.

Confidential Resources: In the event that the complainant requests the strictest confidentiality, they must contact one of the confidential resources provided below:

<table>
<thead>
<tr>
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<td>700 Quincy Ave. Scranton, PA 18510 (570) 340-2900</td>
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</table>

**OUTSIDE COMMUNITY RESOURCES**

| Women’s Resource Center (Scranton / PNG) | (570) 346-4671 |
Victims Resource Center (Hazleton) 1-866-206-9050

Victims’ Intervention Program (Lake Region) (570) 253-4401

Abuse and Rape Crisis Center (Towanda) (570) 265-5333

National Sexual Assault Hotline / www.rainn.org 1-800-656-HOPE (4673)

National Domestic Violence Hotline 1-800-799-SAFE (7233)

**Reporting Procedures**

Any College official who is not listed as a confidential resource and receives notice of sexual misconduct or retaliation is obligated to promptly contact the campus Title IX Coordinator, Marsha Pigga, at (570) 955-1466, (570) 677-7589, piggam@lackawanna.edu, or by completing an Incident Reporting Form. Incident Reporting Forms are located on the Portal, which may be submitted anonymously if desired.

**INFORMAL PROCESS**

The complainant may choose to proceed with an informal process to resolve the complaint. At any time, the complainant may end the informal process and decide to begin the formal stage of the complaint process. The goal of informal resolution is to acknowledge behavior and risk behavior, to raise awareness, and prevent future occurrences. Informal resolution is not an option in the cases of rape or sexual assault.

**FORMAL PROCESS**

Any individual or third party may report sexual misconduct, including sexual assault, by initiating either an institutional process and/or criminal process.

**INSTITUTIONAL PROCESS**

Reports can be made to one of the following:

**Title IX Coordinator:** Marsha Pigga at (570) 955-1466 / (570) 677-7589
piggam@lackawanna.edu

**Dean of Students:** Dan LaMagna at (570) 504-1579 or lamagnad@lackawanna.edu

**Associate Dean of Students:** Tony Ferrese at (570) 955-1522 or ferreset@lackawanna.edu

**Public Safety:** (570) 961-7899 or (570) 241-2022 or shoenerg@lackawanna.edu

**Online:** Lackawanna College [Title IX Portal Page](#)

**CRIMINAL PROCESS**

The criminal process will include the initiation of the institutional process. Reports can be made to:

**Public Safety:** (570) 961-7899 or (570) 241-2022

**Scranton Police:** 911 or (570) 348-4134
INVESTIGATING A COMPLAINT
Lackawanna College will fully and promptly investigate all allegations of sexual misconduct, even if the complainant does not wish to pursue a criminal investigation. Lackawanna College 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. The Title IX Coordinator and trained staff appointed by the Title IX Coordinator will be resolute in resolving all complaints of sexual violence, sexual harassment, gender-based harassment and gender-based violence, domestic violence, dating violence, and stalking.

Confidentiality
Lackawanna College will honor requests for confidentiality to the greatest extent possible. The College will take appropriate steps to respond to and investigate a sexual misconduct claim in accordance with the victim’s request for confidentiality. However, the College’s ability to resolve the complaint may be limited. Once Lackawanna College deems that the incident poses an immediate threat to the campus community, it may not be able to adhere to the complainant’s request for confidentiality.

Lackawanna College has a responsibility to provide a safe and non-discriminatory environment for all students and staff. The College will notify the complainant in the event that it cannot ensure their confidentiality. In the event that Lackawanna College is hindered from pursuing disciplinary action against the alleged perpetrator because of the victim’s request for confidentiality, it will take necessary steps to limit the effects of the harassment and prevent its recurrence.

LIMITS OF CONFIDENTIALITY
All information shared in appointments with these resources, including your identity, is handled confidentially. There are, however, some exceptions to confidentiality. As mandated reporters staff are required by law to release certain information in instances of child or elder abuse; if there is the possibility of potential harm to yourself or others; or as a result of a court order. While these types of events are extremely rare, it is important to know that these possibilities exist.

Bystander Intervention
Lackawanna College encourages all members of the College community to be active bystanders against sexual violence. The following information is based on Bystander Intervention research being done at the University of New Hampshire (Bringing in the Bystander®).

Simple steps to becoming an active bystander:
- Notice the situation. Be aware of your surroundings.
- Interpret it as a problem. Ask yourself, “do I recognize that someone needs help?”
- Feel responsible to act. Educate yourself on what to do.
- Intervene safely. Take action but be sure to keep yourself safe.

How to intervene safely:
1. Tell another person. Being with others is a good idea when a situation looks dangerous.
2. Ask a person you are worried about if they are okay. Provide options and a listening ear. 
3. Distract or redirect individuals in unsafe situations. 
4. Ask the person if they want to leave. Make sure that they get home safely. 
5. Call the police (911) or Public Safety at (570) 961-7899 or (570)241-2022 or yell for help.

What can my friends and I do to be safe?
- Have a plan. Talk to your friends about your plan BEFORE you go out.
- Go out together. Go out as a group and come home as a group; never separate and never leave your friend(s) behind.
- Watch out for others. If you are walking at night with friends and notice a person walking by themselves in the same direction, ask them to join you so they don’t have to walk alone.
- Diffuse situations. If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
- Trust your instincts. If a situation or person doesn’t seem “right” to you, trust your gut and remove yourself, if possible, from the situation.

Additional information on Bystander Intervention resources, events, and how to get involved can be found on the Title IX Portal Page or by visiting the Student Wellness Program Offices in Angeli Hall, Suite 102 and Suite 105A.

Interim Measures
The College will promptly coordinate efforts with various departments to ensure the safety of the complainant and the campus community while the investigation is in process. Interim measures may include:
- Counseling and academic support services
- Changes in class schedules
- Changes in work-study assignments (when reasonably available)
- Changes in on-campus housing (when reasonably available)
- Issuance of no-contact orders
- On-campus escort between classes and on-campus activities
- Rescheduling of exams/assignments with no penalty

Other measures may be made that pose the least amount of burden to the complainant

Retaliation
The College strictly prohibits retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Lackawanna College prohibits retaliation (this includes, but is not limited to, teasing, intimidation, coercing, and threats) to the complainant and witnesses by the perpetrator and their associates.
Reports of retaliation should be immediately made to the Title IX Coordinator. Lackawanna College treats all retaliation claims with the most sincere urgency and will investigate all reports and enforce the appropriate disciplinary procedures against violators of this policy. The Student Wellness Program will provide follow-up counseling with the victim to ensure that no retaliation has occurred. If the victim notifies the Student Wellness Program or other staff, faculty, administrators, or other responsible employee of incidences of retaliation, it is imperative that the Lackawanna College staff member inform the Title IX Coordinator so that prompt measures and disciplinary actions may be taken against the perpetrator(s).

**Prevention Education**

The College community will be educated through online training and assessments, the Title IX Sexual Misconduct Handbook, prevention awareness events, and presentations. Topics covered: sexual misconduct, gender-based violence and harassment, consent, victim-blaming, bystander intervention, risk reduction and awareness, steps to take in the event a sexual assault occurs, available resources, risk of disease or pregnancy when a sexual assault occurs, discrimination against pregnant and parenting students, and campus security and support services. Prevention Information is located on the [Title IX Portal Page](#).

**Resources**

Lackawanna College is committed to ensuring the safety of the complainant and immediately preventing recurrences of sexual misconduct. The complainant will be provided information regarding college and community resources, medical services, options for filing a criminal complaint, referral to victim-centered support services, and counseling. A copy can be found on the Portal. The complainant will also be notified in writing of options for adjusting class schedules, work assignments, and scheduled exams/assignments. For further information visit the [Title IX Portal Page](#).
Student Conduct & College Policies
Student Conduct and Community Standards

The Lackawanna College Student Conduct and Community Standards Office improves lives and betters the community through prevention and intervention that leads toward graduation. The goal of the office is to create a culture of care for students, faculty, and staff by providing exemplary programs and services designed to enhance students' academic and personal success. Student conduct and conflict resolution is dedicated to encouraging responsible community conduct, educating the Lackawanna College community, and implementing disciplinary action in situations where violations of the Student Conduct Code have occurred.

College Discipline Process

The Dean of Students is responsible for administering the Student Code of Conduct and for assessing all serious offenses and appeals in non-academic matters. Any member of the College staff or administration may file a report against any student, student group, or student organization for alleged violation of the Student Code of Conduct, residence hall regulations, Athletic Code of Conduct, or any other written College policy on behavior. Both on- and off-campus reports should be filed with Public Safety or anonymously through the Threat Assessment, Incident Management and Prevention Services (TIPS) form on the College website.

The person making the charge(s) will provide the following in writing:

- Date of the incident
- Name of the student(s) involved
- Specific College policy or regulation the student(s) allegedly violated
- A statement of the circumstances
- Name(s) of witnesses

For routine offenses in the residence hall, Public Safety or Residence Life staff may issue a warning at the time of the offense, outlining the violation(s). Correspondence from the Student Conduct and Community Standards Office may follow. Sanctions cannot be altered or appealed, except by new evidence presented to the Dean of Students, Public Safety, or Residence Life staff.

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

1. Upon receipt of an Incident Report, the Dean of Students or their designee will review the results of the investigation with the Vice President for Student Affairs, the Director of Public Safety, and the Residence Life staff. In situations where dismissal may be an option, the Executive Vice President makes that decision.

2. A written notice of dismissal action by the Dean of Students will be issued to the student in the presence of a Public Safety officer. A member of the Residence Life staff may also be present in the case of a resident student dismissal. Dismissal is effective immediately upon receipt of written notice.
3. Students dismissed from College for disciplinary reasons must vacate the residence hall as directed by College officials. If the dismissal is overturned through the appeal process, the student will be allowed to return to the residence hall. If the Judicial Board upholds the dismissal, the student is required to remove their belongings within 30 calendar days.

Dismissal from the College Appeal Process

Students may have the right to appeal a dismissal sanction. In the case when a student is dismissed without appeal, no further recourse is available. Students may waive this right when guilt is admitted or when they choose to accept dismissal as determined by the Executive Vice President.

1. Students wishing to appeal the dismissal decision must submit a written letter or email to the Student Conduct and Community Standards Office within three (3) business days of the notice of dismissal. This letter must be delivered personally to the Dean.

2. Upon receipt of the written request for a hearing, the Dean will notify the members of the College Appeal Board that a formal hearing must convene within three (3) business days.

3. The student will be notified of the date, time, and location of the hearing at least 48 hours in advance unless decided upon between the Dean of Students and the student that an earlier date is conducive to both.

4. The membership of the Board will be as follows:
   a. One officer from the Student Government Association, Falcon Ambassadors, or designee
   b. Residence Life Director or designee
   c. Faculty member and/or Program Director or designee
   d. Student Wellness Program staff or designee
   e. Academic Dean or designee

5. Two-thirds of the Board must be available for a hearing to occur, and a simple majority is necessary for the Board to make a decision. In the absence of Student Government officers, other student leaders may be called upon.

6. The Dean of Students will serve as Chairperson of the Board but will not participate in the decision of the Board. The Dean will present the charges and evidence on behalf of the College or the individual making the charges. The Public Safety representative will likewise present the case but will not be a voting member of the Board.

7. The accused is entitled to be accompanied by a College faculty member, administrator, or fellow student whose role will be advisory in nature. No one outside of the College community may represent a student at an appeal hearing.

8. A formal hearing includes opening and closing statements from the accused. Neither cell phones nor other electronic devices may be brought to the hearing. A student who attempts to utilize such phones or devices surreptitiously during an appeal hearing immediately forfeits their appeal rights.

9. Any party may present witnesses subject to the Board members’ determination of the witness’ relevance to the case. The members of the Board may ask questions of anyone involved in the proceedings.
10. If, for lack of sufficient reason as determined by the Board, an accused student fails to appear at the hearing, the Chair may conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanctions will be based solely on the failure of the accused to appear.

11. If the Board upholds the decision of the Executive Vice President, the accused will be notified of the decision immediately. They will be required to turn in all keys and ID and leave campus immediately. If the student is unable to remove their belongings at that time, the room will be inventoried and the belongings placed in storage. However, all belongings must be removed from College property within 30 calendar days of the appeal hearing. After that time, everything will be discarded. Arrangements must be made with Public Safety for pick-up during normal business hours.

12. The Chair will submit a written record of the Board’s decision to administration via email.

13. If the Board votes to overturn the Executive Vice President’s decision of dismissal, the College President has the right to modify or reverse the decision of the Board. In this event, if the President is available, they will make their decision immediately and the student will be informed of the outcome. Otherwise, the student will be notified of the outcome 48 hours after the hearing’s conclusion.

14. If a student is dismissed from the College for a weapons possession offense; for use, positive testing for, or possession of Phencyclidine (PCP) or Bath Salts (man made cathinone); or because of circumstances where the safety of any member of the College community is at stake, there will be no appeal, unless granted on a case-by-case basis, by the President of the College or their designee.

15. Any affirmative action issues or appeals will be handled outside of the appeal process by one of the College’s Affirmative Action Officers.

16. In the event that a dismissal is overturned and the student is allowed to return, they must be in class for the next scheduled class. If this does not occur, all class absences incurred during the dismissal process will be counted as unexcused absences.

17. When an overturned dismissal occurs, the student will be placed on Deferred Suspension. If another dismissal were to occur, it would have no appeal process available. The decision of the Appeal Board is final and not subject to additional appeal except for circumstances of executive review.

Notification of Criminal Records

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

Notification of Parent or Guardian
The College encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the College reserves the option to notify a student’s parent or guardian for the benefit of the student’s well being or educational progress. They are:

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

The decision to notify a parent or guardian will be at the discretion of the Vice President for Student Affairs, Dean of Students, or the Director of Housing and Residence Life.

Sanctions
WARNINGS
Warnings are oral or written statements that the student has violated the Student Code of Conduct and any imposed discipline.

FINES
Fines are penalty fees paid to the College. The amount is dependent upon the degree of policy infraction and is set by the College administration. Fines are not subject to negotiation and can be levied in addition to other sanctions and/or restitution. Fines can be substituted by community service under the discretion of the Dean of Students.

PROBATION
Probation is a sanction that includes a period during which the student must demonstrate the ability to comply with the College’s rules and regulations, as well as any imposed sanctions. The length of the probationary period can vary from one (1) year to the balance of the students’ tenure at the College, depending on the severity of the offense(s). While on probation, any further violation of the College policy may result in dismissal from the College.

DEFERRED SUSPENSION
This is the highest level of probation, in which any continued misconduct or non-compliance with sanctions and provisions on the student’s part will result in Dismissal with Appeal by the Dean of
Students. In the case of an overturned dismissal, the student will remain on Deferred Suspension. If a dismissal occurs with a student who was not previously placed on Deferred Suspension and it is overturned, they will then be placed on Deferred Suspension. In the case of a second dismissal, it will be without appeal.

SUSPENSION FROM ACTIVITIES
Suspensions are issued from the Student Conduct and Community Standards Office. All student athletes may be suspended from any Lackawanna College extracurricular activities until the student is actively participating in the sanctions given. All student-athletes are suspended for a minimum of one game and remain suspended until the student is actively participating in the sanctions given.

HOUSING SUSPENSION
A housing suspension indicates that a student has been excluded from the resident housing and the general grounds or parking lots surrounding the resident housing, including activities sponsored or supervised by the housing staff.

SUSPENSION
A suspension is when a student is temporarily removed from the College community. While suspended, a student loses all rights and privileges and may not represent the College in any way. A student who is suspended is not in good standing with the College. Suspension may entail provisions added to a student’s reentry into the College.

POST SUSPENSION PROBATION
Students who are permitted to return to the College following a period of suspension will be automatically placed on Post Suspension Probation if found responsible for violation of College policy. While on Post Suspension Probation, students must abide by all the terms and conditions placed on their return, as well as all College policies. The Dean of Students, who may sanction suspension up to dismissal, will review any misconduct or non-compliance on a student’s part during post-suspension.

PERMANENT REMOVAL FROM CLASS
A student will be removed from class, without privilege of withdrawal from the course.

RESTITUTION
Restitution is reimbursement to the College for damage, destruction, or misappropriation of property on College premises. When imposed, restitution will be made in addition to any previously defined sanctions. Restitution to other students can also be imposed.

NO CONTACT ORDER
No Contact Orders mandate that in no circumstance may students contact one another in person, via email, through friends, or on any method of social media. The Student Conduct and Community Standards Office or Public Safety may issue this order at any time to protect the safety of all students.
If a student would like to reverse a no contact order, the student will:

- Contact the Student Conduct and Community Standards Office to have a meeting. The Dean of Students or designee will meet with the student who wants to reverse the order, then contact the other party via email. The Student Conduct and Community Standards Office will notify the other party that a student would like to reverse a no contact order that is in place. If that student does not want to reverse the order or does not respond, then the no contact order will remain in place.

- If both parties are agreeable to a reversal, the Student Conduct and Community Standards Office will then contact Student Wellness. Student Wellness will then hold individual sessions with each party involved to assess whether or not reversing the no contact order should be completed. In some cases, Student Wellness staff may also meet with both parties at the same time, but this will be a case-by-case basis. Student Wellness staff will share their findings with the SMART Team, and a final determination will be made by the SMART Team as to whether or not the no contact order will be reversed or remain in place.

- After completing the Student Wellness meeting(s), and with SMART Team approval, the Student Conduct and Community Standards Office will then notify all parties involved that the no contact order will remain in place, or that the no contact order will be reversed. If it will be reversed, each party will complete a No Contact Order reversal form.

COMMUNITY SERVICE
Community service is issued through the Student Conduct and Community Standards Office and may be on or off campus. The Student Conduct and Community Standards Office will assign the number of hours needed for completion and help establish where and when the community service will take place. The student is responsible for completion of all hours assigned and a fine may result if hours are not completed in the specified time frame. When 7 a.m. community service is issued, it will be done on campus with the Maintenance Department. The student is to report to the lobby of their respective residence hall. Alternate arrangements would be made for commuter students. A minimum of one hour of service will be performed.

REFLECTION PAPER OR APOLOGY LETTER
Papers or letters may be sanctioned to ensure the student recognizes and accepts responsibility for the educational and/or moral effects of their actions.

STUDENT WELLNESS PROGRAM
This is a mandated assessment session with our wellness professionals. The sessions are a response to the incident and may include alcohol and drug counseling, life skills building, and emotional support. These sessions are private, but may include mandatory group sessions as well. Any information discussed in private will remain with the student and wellness professional in accordance with the confidentiality policies.
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. A coach individualizes their approach with every student by engaging in the process of reflection, goal setting, and planning.

FACULTY INTERVENTION TEAM (FIT)

The Faculty Intervention Team provides a mentor to connect a student in need with proper academic support.

COLLEGE DISMISSAL

This indicates permanent dismissal from Lackawanna College. Students will be withdrawn from all enrolled courses by the College. The student will not be allowed to re-enroll at a future time. In accordance with federal and state regulations, all room and board payments will be forfeited.

Missed Sanction Meetings

Please note the following pertains to all students sanctioned to Student Wellness, Academic Success Coaching, FIT mentoring, Community Service, or Dean of Students meetings/appointments:

- Any student who misses any scheduled appointments without advance notification to the appropriate office may be fined $25, given 7 a.m. community service, suspended from activities, and may result in student being moved to the next level of probation. They also must reschedule within 24 hours and refusal may result in dismissal from the College with appeal.
- Missing more than one scheduled appointment will result in an additional $25 fine, 7 a.m. community service, suspension from activities, and may result in the next level of probation and/or dismissal with appeal. Refusal to attend constitutes refusal and will result in dismissal with appeal.
- The student will be responsible for all costs of counseling or treatment services recommended.
- Additional referral for treatment services and/or further discipline includes, but is not limited to, medical leave of absence and/or potential dismissal.

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

Student Code of Conduct

The following code of conduct is for all Lackawanna College students. Individual Academic Programs may have their own code of conduct policies in addition to those found in this handbook. Please refer to your Academic Program Handbook for their code of conduct policies. The program policies may have stricter guidelines that must be followed and those sanctions may be enforced on their own or in addition to the
policies in this handbook. If there is a discrepancy in policies, the code of conduct for the program will be enforced first.

**ACADEMIC DISHONESTY**
Any act that is untruthful or deceitful in all academic pursuits. Incidents of plagiarism, cheating, and other forms of academic dishonesty are described in the Academic Integrity Policy of this Lackawanna College Student Handbook.

**ALCOHOL AND/OR DRUGS**
Illegal possessing, using, distributing, manufacturing, selling, or being under the influence of or in the presence of alcohol or other drugs while on or off College premises. Violations include but are not limited to, possession, consumption, impairment, social hosting, or furnishing alcohol or other drugs to persons under the age of 21.

Illegal Possession with intent to distribute with a preponderance of evidence is considered a threat to the College community and will result in an automatic dismissal without appeal.

**CREATING SAFETY HAZARDS**
Ranges from misusing safety equipment, ignoring safety procedures given by Public Safety officers or any other College official, to inciting a dangerous environment for others. Examples of Creating Safety Hazards include, but are not limited to, failure to provide identification to Public Safety; failing to leave the premises or dangerous situations; tampering with fire equipment/smoke detectors, exit lights, guard rails, elevators or fire alarms; initiating false alarms; arson, and creating safety hazards due to reckless or negligent behavior.

Any room citation for covering or tampering with a smoke detector in any way will result in dismissal from the College for all residents present at the time of the violation. There will be no exceptions to this policy.

**DISRUPTIVE AND DISORDERLY CONDUCT**
Intentional disruption or obstruction of any academic or administrative proceedings or officials that hinder the ability of participants to engage in services. Disorderly conduct includes, but is not limited to, disruption of services; disruption of programs and classroom activities; creating unreasonable noise; and obscene, lewd, or vulgar conduct, including public profanity; as well as inciting or participating in riots, group disruption, or failing to leave the scene of a riot when instructed.

**FORGERY, IMPERSONATION, AND FALSE INFORMATION**
Making, using, or possessing any falsified College document or official record, with the purpose of providing false information. The act of alteration and forgery to said documents including, but not limited to, identification cards, meal cards, and access to residence hall sign in sheets.

This also includes the following:
• Signing another’s name or ID number
• Key requests forms
• Manufacturing IDs
• Altering permits
• Misuse of College stationery
• Providing a false report of an emergency, College Policy, and rule and/or code violation
• Knowingly providing false statements or testimony during an investigation or College proceeding
• Impersonating or falsely representing oneself as a College official or acting on behalf of the College

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

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

Furthermore, this includes deliberately creating on the part of an individual student or group of students a hostile or potentially hostile environment, bullying or other aggressive and/or hostile acts against others with the intent to humiliate, mentally or physically injure, or control.

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

Incidents of harassment/stalking may fall under Title IX. Additional information regarding Title IX can be found on the Title IX Portal Page. More information regarding discrimination can be found by contacting the Equal Opportunity and Affirmative Action Officers.

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

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

SEXUAL HARASSMENT
Any unwelcome conduct of a sexual nature that tends to create a hostile or offensive environment. Sexual harassment may include, but is not limited to, sexual advances, request for sexual favors, sexual exploitation, stalking, dating violence, and domestic violence.

Additional information regarding Sexual Harassment can be found on the Title IX Portal page.

SEXUAL MISCONDUCT
Any severe form of sexual harassment, attempted; completed, unwanted, or non-consensual sexual activity, including but not limited to, rape, sexual assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, intercourse without consent, sexual touching and fondling, the touching of an unwilling person’s intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another’s intimate parts, sexual exploitation, and sexual coercion. This also includes gender-based violence and harassment.

Additional information regarding Sexual Misconduct can be found on the Title IX Portal page.

THEFT AND POSSESSION OF STOLEN PROPERTY
The taking, or possession of, items belonging to another individual or entity. The taking or attempting to take anything of value from the control of another person by force or threat of violence.

UNAUTHORIZED ENTRY OR USE
Unauthorized entry into or use of any and all College property, including, but not limited to, residence halls, recreation facilities, classrooms, unauthorized possession of College keys, College files, and individual passwords, and computing work of another student/staff or faculty member.

VANDALISM
Any acts of abuse, defacement, or destruction of College or private property by any means.

VIOLATIONS OF COLLEGE REGULATIONS
Violating written College policy or regulations contained in any official publications, residence hall regulations, athletics regulations, administrative announcements, and admissions agreements,
contracts, and postings. Violations may include any incidents that may discredit the College, failure to disclose prior or current felony or misdemeanor convictions to the appropriate College officials, and behaving in a disrespectful manner toward any College official.

**VIOLATIONS OF LOCAL, STATE, OR FEDERAL LAW**

Violation of federal, state, or local laws on or off campus while enrolled as a student. These violations include but are not limited to, tattooing, gambling, and other federal and state violations.

**WEAPONS, EXPLOSIVES, AND OTHER DANGEROUS ITEMS**

The on-campus (licensed or illegal) possession, storing, carrying, or use of any weapon (or replicas), implements used as weapons, or other dangerous items is prohibited, including, but not limited to:

- Firearms
- Ammunition
- Explosives
- Fireworks
- Martial arts paraphernalia
- Knives (except for kitchen use)
- Pistols
- Rifles
- Shotguns
- Handguns
- Air guns
- Pellet or BB guns
- Paintball guns
- Stun guns
- Potato guns
- Slingshots
- Balloon launchers, or
- Tattoo needles and equipment

**Alcohol and/or Drugs Policy**

**ALCOHOLIC BEVERAGE POLICY**

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

- Meeting with a member of the Student Conduct and Community Standards Office and Student Wellness program within three (3) days of notification. Failure to meet within this time frame will result in a second offense level status.
- $50 fine or 5 hours of community service.
- Probation status.
- Suspension from all collegiate activity (including a minimum one game athletic suspension) until the active participation of the sanctions outlined below as determined by the Dean of Students and the Student Wellness Program.
- 7 a.m. community service or service learning may be assigned/required by the Dean of Students and/or the Student Wellness Program.
- Participation in the Substance Abuse Assessment Procedure through the Student Wellness Program. The student must sign consent forms allowing the Dean of Students to have access to the necessary information from the Student Wellness Program, Student Health Services, or other treatment provider, including a record of attendance, prognosis, and expected completion date. Failure to sign these consents will result in dismissal from the College without appeal.
- Referral to Academic Success Coach may be assigned/required by the Dean of Students.
- Student must follow through with all recommendations to meet the satisfactory completion of these sanctions.

Second Offense

- Meeting with a member of the Student Conduct and Community Standards Office within three (3) days of notification. Failure to meet within this time frame will result in a third offense level status.
- $100 fine or 10 hours of community service.
- Probation status.
- Suspension from all collegiate activity (including a minimum one game athletic suspension) until the active participation or the sanctions outlined below as determined by the Dean of Students and the Student Wellness Program.
- 7 a.m. community service or service learning may be assigned/required by the Dean of Students and/or the Student Wellness Program.
- Participation in a re-evaluation process to include a substance abuse assessment through the Student Wellness Program.
- Academic Success Coach and/or FIT mentoring may be assigned/required by the Dean of Students and/or the Student Wellness Program.
- Student must follow through with all recommendations to meet the satisfactory completion of these sanctions.
- If a student was recommended for treatment services following their first drug offense, the Dean of Students will review treatment progress and determine if extenuating circumstances exist. If the student is not actively participating in treatment they may be dismissed from the College without appeal. If the student is actively pursuing treatment they may be dismissed from any extracurricular activities and forfeit all scholarship monies.
Third Offense
A third offense is seen by the College administration as cause for dismissal without appeal.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

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

In addition, eligibility for federal financial aid may be subject to suspension or termination. Loss of Title IV eligibility will result if a student is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid. It must be understood that the College cannot protect an offender against any penalties of law. Law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings and personal space on campus without prior notice.

Marijuana (cannabis) is a controlled substance under federal law, and its possession and use, even for medical reasons, is prohibited on property owned or operated by the College. This also applies to College-sponsored or affiliated programs and events.

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

- Possession of any amount of marijuana is a misdemeanor subject to a fine, possible imprisonment, and a permanent arrest record.
- Possession of any other illegal substance including crack, LSD, cocaine, heroin, hashish, etc. are subject to one (1) year imprisonment, and/or a $5,000 fine, and a permanent arrest record.
- Possession with intent to sell is subject to three (3) to five (5) years’ imprisonment, a $10,000 to $1,000,000 fine, and a permanent arrest record.

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

Student Wellness Program (570) 955-1478 or (570) 955-1466
LACKAWANNA COLLEGE DRUG TESTING POLICY

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

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

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

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

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

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

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

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

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

**PENALTIES FOR DRUG VIOLATIONS**

**First Offense**
- Meeting with a member of the Student Conduct and Community Standards Office and Student Wellness program within three (3) days of notification. Failure to meet within this time frame will result in a second offense level status.
- $75 fine or 7.5 hours of community service.
- Probation status.
- Suspension from all collegiate activity (including a minimum one game athletic suspension) until the active participation of the sanctions outlined below as determined by the Dean of Students and the Student Wellness Program.
- 7 a.m. community service or service learning may be assigned/required by the Dean of Students and/or the Student Wellness Program.
- Academic Success Coach and/or FIT mentoring may be assigned/required by the Dean of Students and/or the Student Wellness Program.
- Participation in the Substance Abuse Assessment Procedure through the Student Wellness Program.
- Student must follow through with all recommendations to meet the satisfactory completion of these sanctions.

**Second Offense**
- Meeting with a member of the Student Conduct and Community Standards Office within three (3) days of notification. Failure to meet within this time frame will result in a third offense level status.
- $150 fine or 15 hours of community service.
- Probation status.
● Suspension from all collegiate activity (including a minimum one game athletic suspension) until the active participation of the sanctions outlined below as determined by the Dean of Students and the Student Wellness Program.

● Academic Success Coach and/or FIT mentoring may be assigned/required by the Dean of Students and/or the Student Wellness Program.

● 7 a.m. community service or service learning may be assigned/required by the Dean of Students and/or the Student Wellness Program.

● Participation in a re-evaluation process to include a substance abuse assessment through the Student Wellness Program. Student must follow through with all recommendations to meet the satisfactory completion of these sanctions.

● Mandatory retest within four (4) weeks of the second positive test as recommended by the Student Wellness Program, Student Health Services, substance abuse treatment provider, or Dean of Students. If student was recommended for treatment services following their first drug offense, the Dean of Students will review treatment progress and determine if extenuating circumstances exist. If the student is not actively participating in treatment, they will be dismissed from the College without appeal. If the student is actively pursuing treatment they will be dismissed from any extracurricular activities and forfeit all scholarship monies.

● Students must follow through with all recommendations to meet the satisfactory completion of these sanctions.

Third Offense
A third offense is seen by the College administration as cause for dismissal without appeal.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

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

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

TOBACCO AND VAPING POLICY
Smoking and the use of any smokeless tobacco products are prohibited inside all facilities/College buildings or vehicles owned, leased, or operated by Lackawanna College.
Smoking is defined as the burning, lighting, or use of a tobacco product and any other smoking device or equipment that includes, but is not limited to, cigarettes, cigars, electronic cigarettes (e-cigarettes), hookahs, marijuana, and pipes. Smoking shall be permitted outside of buildings in designated areas only. Violators will be fined $50 for each offense. Sanctions for violations of this policy will be in addition to any other related violation(s) of College policy, including athletic and resident life requirements.

Creating Safety Hazards Policy
The safety of Lackawanna students is the most basic and important goal of the College. When students misuse safety equipment or create situations that could lead to the harm of others, the College is forced to take disciplinary action. Creating Safety Hazards range from misusing safety equipment, vicarious violations, ignoring safety procedures given by Public Safety officers or any other College official, to inciting a dangerous environment for others. Examples of Creating Safety Hazards include, but are not limited to, failure to provide identification to Public Safety; failing to leave the premises or dangerous situations; tampering with fire equipment/smoke detectors, exit lights, guard rails, elevators or fire alarms; initiating false alarms; arson, and creating safety hazards due to reckless or negligent behavior. Students who violate this policy may receive sanctions including warning, probation, fines, 7 a.m. community service, student wellness, suspension of activities, housing suspension, academic success coaching, FIT mentoring, deferred suspension, and/or dismissal from the College. Tampering with surveillance cameras may result in immediate dismissal with appeal from the College.

Violation of this policy may result in sanctions including warning, fines, probation, academic success coaching, FIT mentoring, suspension from activities (including a minimum of one game for student-athletes), student wellness, deferred suspension, and/or immediate dismissal from the College.

SMOKE DETECTOR POLICY
Any room citation for covering or tampering with a smoke detector in any way will result in dismissal from the College for all residents present at the time of the violation. There will be no exceptions to this policy.

FAILURE TO IDENTIFY POLICY
Lending a student ID card or possession/use of someone else’s ID will result in probation on the first offense. Using another’s ID to obtain goods and services at the College or to provide false identification will result in immediate probation or dismissal, depending on the level of offense. Any unidentified person is subject to detention and/or referral to local law enforcement agencies. Sanctions may include warning, probation, 7 a.m. community service, student wellness, suspension from activities, housing suspension, academic success coaching, FIT mentoring, deferred suspension, and/or dismissal from the College.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.
Disruptive and Disorderly Conduct Policy

All Lackawanna students are entitled to an orderly and productive learning environment. Any student that disrupts classroom learning or disturbs the peace of other students may face a student conduct violation. Disruptive and Disorderly Conduct is defined as intentional disruption or obstruction of any academic or administrative proceedings, or official that hinder the ability of participants to engage in services. Disorderly conduct includes, but is not limited to, disruption of services, obscene, lewd, or vulgar conduct, including public profanity. This also includes, but is not limited to, inciting or participating in riots, group disruption, failing to leave the scene of a riot when instructed, disruption of programs and classroom activities, and creating unreasonable noise. Sanctions may include warning, probation, 7 a.m. community service, student wellness, suspension from activities, housing suspension, academic success coaching, FIT mentoring, deferred suspension, and/or dismissal from the College.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

Forgery, Impersonation, and False Information Policy

FALSE INFORMATION POLICY

Forgery, impersonation, and false information is defined as making, using, or possessing any falsified College document or official record with the purpose of providing false information. The act of alteration and forgery to said document, includes, but is not limited to, identification cards, meal cards, and access to residence halls sign in sheets. This also includes, but is not limited to: signing another’s name or ID number; key requests forms; manufacturing IDs; altering permits; misuse of College stationery; providing a false report of an emergency, College Policy, and rule and/or code violation; knowingly providing false statements or testimony during an investigation or College proceeding; impersonating or falsely representing oneself as a College official; or acting on behalf of the College. Any student or prospective student who falsifies documentation or information may face student conduct sanctions including warning, probation, 7 a.m. community service, student wellness, suspensions from activities, housing suspension, academic success coaching, FIT mentoring, deferred suspension, and/or dismissal from the College.

DIGITAL COPYRIGHT POLICY VIOLATIONS

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

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

If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may
face disciplinary charges as defined in the Student Code of Conduct and/or legal action. Sanctions may include warning, probation, 7 a.m. community service, student wellness, suspension from activities, housing suspension, academic success coaching, FIT mentoring, deferred suspension, and/or dismissal from the College.

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

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

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

Reports or inquiries regarding nondiscrimination should be made to the Equal Opportunity and Affirmative Action Officers:

<table>
<thead>
<tr>
<th>Abbey Judge</th>
<th>Gopu Kiron</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: (570) 955-1516</td>
<td>Phone: (570) 504-7929</td>
</tr>
<tr>
<td><a href="mailto:judgea@lackawanna.edu">judgea@lackawanna.edu</a></td>
<td><a href="mailto:kirong@lackawanna.edu">kirong@lackawanna.edu</a></td>
</tr>
</tbody>
</table>

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

- Any action intended to intimidate another person because of age, race, color, ancestry, religious or national origin, disability, creed, veteran service, sex, sexual orientation, marital or family status, pregnancy, physical or mental ability, gender identity, or political ideas.
- Deliberately creating on the part of an individual student or group of students a hostile or potentially hostile environment. Bullying or other aggressive and hostile acts of an individual against others with the intent to humiliate, mentally or physically injure, or control.
- Any action that includes following a person without proper authority (stalking) that may cause a reasonable person to fear for their safety or the safety of others or to suffer emotional distress.
If a student violates this policy they will receive sanctions including warning, probation, student wellness, 7 a.m. community service, suspension from activities, housing suspension, academic success coaching, FIT mentoring, deferred suspension, and/or dismissal with appeal.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

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

The third person that enters into a physical altercation may be dismissed from the College with appeal. Students involved in a physical altercation that refuse to stop when instructed to do so by any College official may be dismissed from the College with appeal. Any assault on a Public Safety officer will result in an automatic dismissal without appeal.

Students who are involved in a physical altercation may receive a warning, probation, a $100 fine, academic success coaching, FIT mentoring, suspension from activities (including a minimum of one game for student-athletes), housing suspension, student wellness, 7 a.m. community service, deferred suspension, and/or dismissal from the College. Criminal Prosecution may be brought by either party, Lackawanna College, or local and state law enforcement agencies.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

Retaliation Policy
No member of the campus community shall retaliate or take adverse action against any individual on the basis of a good faith report made by any individual who is participating in an investigation, hearing, or inquiry by Public Safety or the Student Conduct and Community Standards Office. Acts of retaliation violate College policy and may be unlawful, resulting in disciplinary sanctions including warning, probation, student wellness, suspension from activities (including a minimum of one game for student-athletes), housing suspension, academic success coaching, FIT mentoring, 7 a.m. community service, deferred suspension, and/or dismissal from the College.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

Sexual Harassment and Misconduct Policy
Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence. In accordance with
Title IX of the Education Amendments of 1972, Lackawanna College will not tolerate any type of sexual misconduct. Students are encouraged to refer to their Title IX Handbook for further discussion and definitions of terms discussed here, and also for more specific information related to reporting procedures and available resources. The Handbook can be accessed on the Portal.

All complaints of sexual misconduct should be brought immediately to the attention of the Title IX Coordinator, Marsha Pigga, Title IX Coordinator/Executive Director Student Wellness Program, Suite 102 of Angeli Hall, at (570) 955-1466, (570) 677-7589, or piggam@lackawanna.edu. You may also make an anonymous report using our TIPS reporting system found on our website or on the homepage of the Portal.

Students violating the sexual harassment and misconduct policy may refer to the following chart for suggested sanctioning.

<table>
<thead>
<tr>
<th>Behavior (Sexual Misconduct Policy Sections Referenced)</th>
<th>Discipline Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Warning *</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>•</td>
</tr>
<tr>
<td>Gender-Based Harassment</td>
<td>•</td>
</tr>
<tr>
<td><strong>Sexual Assault</strong></td>
<td></td>
</tr>
<tr>
<td>1. Non-consensual sexual assault</td>
<td>Not available</td>
</tr>
<tr>
<td>2. Forced sexual contact</td>
<td>Not available</td>
</tr>
<tr>
<td>3. Non-consensual sexual intercourse</td>
<td>Not available</td>
</tr>
<tr>
<td>4. Forced sexual intercourse</td>
<td>Not available</td>
</tr>
<tr>
<td><strong>Sexual Exploitation</strong></td>
<td></td>
</tr>
<tr>
<td>1. Inducing intoxication / incapacity</td>
<td>Not available</td>
</tr>
</tbody>
</table>
The **Definitions** of these behaviors can be found above in this Student Handbook.

These guidelines are meant to inform expectations about how discipline may be assigned in cases of student sexual misconduct at Lackawanna College. These guidelines should not be considered mandatory, as decision-makers have discretion in the interpretation and implementation of these guidelines when deciding actual cases.

*Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.*

**Theft and Possession of Stolen Property Policy**

Lackawanna College has a no-tolerance view of theft on or off campus. First time incidents of theft can result in sanctions including warning, probation, student wellness, 7 a.m. community service, suspension from activities, housing suspension, academic success coaching, FIT mentoring, deferred suspension, and/or dismissal with appeal. Lackawanna College defines theft as the taking, or possession of, items belonging to another individual or entity, or the taking or attempting to take anything of value from the control of another person by force or threat of violence.

*Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.*

**Unauthorized Entry or Use Policy**

Lackawanna College has the right to refuse entry at any time, to any current, former, or future student or individual to any of its buildings. Unauthorized Entry or Use includes unauthorized entry into or use of any and all College property, including, but not limited to, residence halls, recreation facilities, classrooms, unauthorized possession of College keys, College files, and individual passwords, and computing work of another student/staff or faculty member. First time incidents of unauthorized entry or use can result in sanctions including warning, probation, fines, restitution, academic success coaching, FIT mentoring, suspension from activities, housing suspension, student wellness, 7 a.m. community service, deferred suspension, and/or dismissal with appeal.
Vandalism Policy

Any student who abuses, defaces, or causes destruction of any College or private property may face a student conduct violation. Lackawanna College defines vandalism as any acts of abuse, defacement, or destruction of College or private property by any means. Students violating the Vandalism Policy may face sanctions including warning, restitution, probation, 7 a.m. community service, academic success coaching, FIT mentoring, suspension from activities, housing suspension, student wellness, deferred suspension, and/or dismissal with appeal.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

Violations of College Regulations Policy

Lackawanna students must follow all written College policies contained in any official publication. Violations of College regulations is defined as violating written College policy or regulations contained in any official publications, residence hall regulations, academic program policy, athletics regulations, administrative announcements, and admissions agreements, contracts, and postings. Violations may include any incidents that may discredit the College, failure to disclose prior or current felony or misdemeanor convictions to the appropriate College officials, and behaving in a disrespectful manner toward any College official. Sanctions may include warning, probation, 7 a.m. community service, student wellness, suspension from activities (including a minimum of one game for student-athletes), housing suspension, academic success coaching, FIT mentoring, deferred suspension, and/or dismissal from the College.

VICARIOUS VIOLATIONS

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

Violations of Local, State, and Federal Law Policy

Lackawanna College reserves the right to discipline students who have violated local, state, or federal law on or off campus while enrolled as a student. These violations include, but are not limited to, tattooing, gambling, and other federal and state violations. Violations of local, state, and federal law may result in sanctions including warning, probation, academic success coaching, FIT mentoring, suspension from activities, housing suspension, student wellness, 7 a.m. community service, deferred suspension, fine, and/or dismissal.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.
**Visitation Policy**

Residents of Lackawanna College residence halls must register all visitors at the Hall’s Public Safety Office (front desk). Visitors must provide appropriate identification, which will consist of a picture ID that contains the birth date of the visitor. Family visitors under 18 years of age are not allowed in residence hall rooms and are restricted to the common areas. Visitors under 18 years of age who are not family members are restricted from entering the building. Residents are responsible for the actions of their guests.

All underage individuals will be escorted from the residence hall. Refusal to leave will cause the College to seek charges of trespassing. Residents responsible for inviting underage guests into the building will be subject to fines and/or dismissal from the College.

Residents must meet their guests at the Public Safety Office and sign them in. If Public Safety is not available, you must contact them at (570) 961-7899 to notify them of your guest. You are also expected to escort guests from the building and sign them out. Guests are to be escorted at all times by the resident who signed them in and are expected to adhere to all of Lackawanna College’s regulations and policies. Public Safety will escort any unescorted guests from the building. Visitors who fail to follow College procedure will lose visitation privileges and will be considered trespassers on private property.

Overnight visitors are not allowed. All visitors must vacate the facility by the close of posted visiting hours. This policy will be strictly enforced, and students violating any part of this policy are subject to disciplinary action, including warning, probation, fines, 7 a.m. community service, FIT mentoring, and/or academic success coaching. Repeated violations will result in escalated disciplinary action, including loss of visitation privileges, deferred suspension, and/or dismissal from the College. All policies related to visitation apply whether a Public Safety Officer is present or not.

**LACKAWANNA COLLEGE VISITATION HOURS**

Sunday through Thursday – Noon to midnight  
Friday and Saturday – Noon to 2 a.m.

**FINES AND VISITATION VIOLATIONS**

1\textsuperscript{st} Offense - $50 fine  
2\textsuperscript{nd} Offense - $100 fine  
3\textsuperscript{rd} Offense – Loss of Visitation Privileges

At the discretion of the Student Conduct and Community Standards Office, students may be able to complete community service in lieu of paying a fine.

*Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.*
Weapons, Explosives, and Other Dangerous Items Policy

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

TATTOOING POLICY

The act of tattooing and/or tattoo related equipment is prohibited in all College buildings and residence buildings. Violations of the Tattooing Policy may result in sanctions including warning, fines, probation, academic success coaching, FIT mentoring, suspension from activities (including a minimum of one game for student-athletes), housing suspension, student wellness, deferred suspension, and/or immediate dismissal from the College.

Please refer to the “Missed Sanction Meetings” policy above for information on additional penalties.

Lackawanna College Policies

Academic Affairs Policies

ACADEMIC DEVELOPMENT POLICY

The National Association for Developmental Educators (NADE) defines developmental education as a field of practice and research within higher education with a theoretical foundation in developmental psychology and learning theory. It promotes the cognitive and affective growth of all postsecondary learners at all levels of the learning continuum. Developmental education is sensitive and responsive to the individual differences and special needs among learners. Developmental education programs and services commonly address academic preparedness, diagnostic assessment and placement, development of general and discipline specific learning strategies, and affective barriers to learning. The goal of the Academic Development Division is to provide students with awareness of their academic ability and to offer courses of study, which enable students to achieve academic success at the college level.
Students are placed in academic development courses based on in-house assessment testing, transcripts, and other available information. Students who do not possess prerequisite skills shall be required to successfully complete developmental courses in reading, writing, and mathematics. Developmental coursework is considered a prerequisite before any additional courses may be taken in the corresponding area. Developmental education courses receive institutional credit only. They may not be used in any of the College’s curricula.

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

**ACADEMIC INTEGRITY POLICY**

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

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

- Using books, notes, or other materials during an examination, unless expressly permitted;
- Using purchased essays, term papers, or preparatory research for such papers;
- Copying others’ work or engaging in unauthorized cooperation during an assignment or examination;
- Allowing another student to copy from an examination or other assignment intended to be performed independently;
- Borrowing from published works, whether material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgment;
- Submitting as one’s own work originally done by someone else;
- Submitting the same written report in more than one course without prior approval from the instructor(s) involved;
- Stealing examinations or assignments;
- Supplying or selling examinations or assignments;
- Misrepresenting statements concerning work submitted;
- Falsifying or fabricating experimental data or results;
- Falsifying or fabricating the need for extensions on papers or make-up examinations; and
- Misrepresenting identity in an online course.

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

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

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

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

**ACADEMIC INTEGRITY APPEAL PROCESS**
The student has the right to appeal the action of the faculty member when accused of a violation of the Academic Integrity Policy. The typical process for doing so is outlined in the *Student Dismissal from Class Appeal Policy*.

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

**ACADEMIC PROBATION POLICY**
The following criteria will be used in determining Academic Probation:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Progress (CGPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-11 (freshman)</td>
<td>1.75</td>
</tr>
<tr>
<td>12-31 (freshman)</td>
<td>1.85</td>
</tr>
<tr>
<td>32+ (upperclassman)</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**MINIMUM PROGRESS REQUIREMENTS**
To avoid academic dismissal, a student on Academic Probation must attain in the next semester a Cumulative Grade Point Average (CGPA) that meets the following minimum progress requirements.
Students on Academic Probation are referred to the Commit to Success Program. They will meet with a member of the Retention Department to identify their strengths/barriers to academic success and create an academic plan.

Commit to Success is a support program designed to develop/improve academic skills to better the education of students with an academic probation status. Students will meet with the Academic Success Coach throughout the semester to create an academic success plan.

Program Policy

- Students must attend the three sessions provided by the academic success coach throughout the semester.
- During these sessions, students will learn the strategies and tools needed in order to be successful in and out of the classroom.
- Students can enroll in a maximum of 13 credits during the semester they are on probation.
- Students are only eligible to register for the following semester upon completion of the Commit to Success program. There will be a hold placed on their account until the completion of the program. This hold will only keep them from registering; it will not interfere with their ability to complete any coursework.
- Students are also required to complete their FAFSA and meet with a member of the Financial Aid office prior to registering.
- Upon completion of the program, students will receive a certificate of completion.
- Students are required to attend at LEAST three success workshops throughout the semester.

ATTENDANCE POLICY

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

Students enrolled in credit-bearing courses at Lackawanna College will be dropped 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:

<table>
<thead>
<tr>
<th>Number of Times Class Meets</th>
<th>Maximum Number of Absences Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 times a week</td>
<td>6</td>
</tr>
<tr>
<td>Frequency</td>
<td>Courses</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>2 times a week</td>
<td>4</td>
</tr>
<tr>
<td>1 time a week</td>
<td>2</td>
</tr>
<tr>
<td>DEV010, DEV020, DEV030</td>
<td>3</td>
</tr>
<tr>
<td>300 and 400 level courses</td>
<td>To be determined by instructor</td>
</tr>
</tbody>
</table>

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.

**ATTENDANCE POLICY – ONLINE COURSES**

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

Attendance is defined by participating in an academic activity within the online classroom, which includes posting in a graded discussion forum or submitting a written assignment. Postings not related to the aforementioned activities will not count for attendance purposes. Program-wide activities, including but not limited to syllabus quizzes, course navigation quizzes, autobiographies, and academic...
honesty pledges, are NOT considered an academic activity within the online classroom and do not count for attendance purposes.

<table>
<thead>
<tr>
<th>Number of Days Required for Discussion in an Online Course</th>
<th>Maximum Number of Weeks Allowed without Discussion and/or Academic Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twice on any four days in a week (8 total)</td>
<td>0</td>
</tr>
</tbody>
</table>

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

**LEAVE DUE TO MEDICAL EXIGENCY**

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

- If a student requires medical treatment for more than 14 calendar days, he or she will be unable to continue in on-ground courses. If a student requires medical treatment for more than 7 calendar days, he or she will be unable to continue in online courses.
- If a student misses up to 14 calendar days of an on-ground class and/or up to 7 days of an online class for medical treatment, a member of the Academic Success Office will assist the student in developing an academic plan to catch up on missed work and assignments upon the student’s return. The Dean of Student Success will collaborate with faculty members, tutors, and the Student Wellness Office to create an individualized plan for the student’s re-entry into coursework.
- If a student requires medical treatment for more than 14 consecutive calendar days (and/or 7 days for an online class) during the first three weeks of the semester, the student will be “dropped” from classes as if he or she never attended and given a full refund.
- If a student requires medical treatment for more than 14 consecutive calendar days (and/or 7 days for an online class) after 70% of the semester or term is complete, the Student Wellness Office will initiate the Incomplete Policy on the student’s behalf for all classes in which the student has a passing grade. Per the College’s Incomplete Policy, the student will have 30 days from the end of the semester to complete coursework. Otherwise, the Incomplete turns to an F.
If a student chooses not to pursue an Incomplete at the time of initiation of the medical leave or if the student does not have a passing grade in a course or courses, he or she may withdraw without academic penalty.

- If a student requires medical treatment for more than 14 consecutive calendar days (and/or 7 days for an online class) between week 3 and the 70% mark of the semester (Week 11), the student will be withdrawn without academic penalty.
- In all cases, if a student chooses to return to the College at any point after his or her medical leave, the Academic Success Office will create an individualized support plan.

CAPSTONE/COL 201
The Capstone/COL 201 course is the culmination of the Lackawanna College learning experience. Students will demonstrate how their education has been applied and will complete several assignments, including but not limited to, community service projects, resume building, and formal writing assessment. The Capstone course will further prepare all students for success in post-college employment and/or future education.

NOTE: College 201 is mandatory for all students. If you receive a failing grade in this course, it will remain on your transcript and affect your GPA.

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

If a student violates these norms or any part of the Student Code of Conduct in such a way as to invite reprimand, an instructor will proceed according to the policy guidelines. By gradually escalating their warnings and actions, as suggested in this process, an instructor may bring about a desired behavioral change with minimum difficulty.

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

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

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

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

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 (1)
credit for each three-credit course, should credit be awarded, and is due upon approval. Upon
receipt of the written application, the Academic Dean and the student’s division chair will
review the file and make a determination. Faculty consultants may be called in to offer their
expertise. The evaluation for Credit for Experiential Learning is at times a lengthy process and
supporting documentation must be sufficient to verify eligibility for credit; therefore, students
should not anticipate approval of every Credit for Experiential Learning request. Students will be
notified by mail of the committee’s decision.

Please note that Credit for Experiential Learning is not considered to be credit earned in residence, but
credit awarded, and will be recorded on the student’s transcript as subject and credit granted but not
graded. A student’s CQPI is not affected by Credit for Experiential Learning. Under the College’s
residence requirement, Lackawanna College will grant associate degrees to transfer students and students otherwise awarded extra-institutional credit after they have fulfilled degree requirements and earned a minimum of 31 credits in residence.

INCOMPLETE WORK POLICY
The grade of Incomplete (I) is given to a student who, for a reason judged acceptable by the instructor, has not completed all their coursework by the end of the semester. 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 their control;
- Student is passing the course at the time the petition is filed, and it is possible for them to earn a passing grade if work is completed on time; and
- Student is aware of what is expected of them to complete the assignment(s).

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

REPEATED COURSEWORK POLICY
Students may repeat courses to improve an initial grade of D+, D, D-, F, AW, or I. When a student repeats a course, the initial hours attempted, hours earned, and quality points are excluded from their Cumulative Quality Point Index (CQPI). The highest grade earned for the repeated course is the one used in calculating CQPI. Credit for a course is given only once.

Students who wish to repeat a course must do so by registering in a regularly scheduled class. Such courses may not be completed in Reader Course format or through Credit by Examination. Students repeating courses may find that their financial aid and/or veterans benefits are affected. Therefore, students should consult with the Office of Financial Aid before registering to repeat a course.

STUDENT DISMISSAL FROM CLASS OR PROGRAM APPEAL POLICY
Students may have the right to appeal a dismissal from class or program. In the case when a student is dismissed without appeal, no further recourse is available. Students may waive the right to appeal when responsibility is admitted or when they choose to accept dismissal. Students that are registered in one of Lackawanna College’s specialty programs and/or athletics should refer to the program/athletic policy for more specific information regarding this process.
In cases where an appeal is granted, a student may appeal their dismissal before the College Appeal Board, which is comprised of one officer from the Student Government Association or another student leader, Residence Life Director or designee, Faculty member or designee, Student Wellness Program staff or designee, and Academic Dean or designee. The Dean of Students or Designee will serve as chairperson of the Board but will not participate in the decision. A Program Director may be requested to present all information related to the incident to the appeal board if applicable.

1. Students wishing to appeal the dismissal decision must submit a written letter or email to the appropriate office (Dean of Students, Academic Dean, Dean of Allied Health Services, or Center Director) dependent on who issued the dismissal, within three (3) calendar days of the notice of dismissal. This letter must be delivered personally to the applicable Dean or Center Director.

2. Upon receipt of the written request for a hearing, the Dean of Students or Designee will notify the members of the College Appeal Board that a formal hearing must convene within three (3) business days. Emergency hearings for special circumstances may happen per the Dean of Students or Designee’s discretion in less than three (3) business days.

3. The student will be notified of the date, time, and location of the hearing at least 48 hours in advance unless decided upon between the Dean of Students or Designee and the student that an earlier date is conducive to both.

4. Two-thirds of the Board must be available for a hearing to occur, and a simple majority is necessary for the Board to make a decision. In the absence of Student Government officers, other student leaders may be called upon. A Public Safety representative will likewise be present.

5. The Dean of Students or Designee will present the charges and evidence on behalf of the College or the individual making the charges. The Program Director may be asked to present all information related to the incident to the appeal board if applicable.

6. The accused is entitled to be accompanied by a College faculty member, administrator, or fellow student whose role will be advisory in nature. No one outside of the College community may represent the student in an appeal hearing.

7. A formal hearing includes opening and closing statements from the accused. Neither cell phones nor other electronic devices may be brought to the hearing. A student who attempts to utilize such phones or devices surreptitiously during an appeal hearing immediately forfeits their appeal rights.

8. Any party may present witnesses subject to the Board members’ determination of the witness’s relevance to the case. The members of the Board may ask questions of anyone involved in the proceedings.

9. If, for lack of sufficient reason as determined by the Board, an accused student fails to appear at the hearing, the Chairperson may conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanctions will be based solely on the failure of the accused to appear.

The Chairperson will notify the student of its judgment after a decision is reached. If the Board upholds the dismissal, the student will be assigned a failing grade and will not be permitted to withdraw.
Notification of the results of the hearing will be sent in writing to the instructor, Registrar’s Office, Director of Advising/Transfer Services, and Athletics if applicable. The Decision of the Board is final and not subject to appeal except for circumstances of executive review.

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

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

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

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

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

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

Additionally, if requested, the owner of a service animal must show proof that the animal has met the following regulations:
1. Licensing: As appropriate, the animal must meet licensing requirements and wear license tags.

2. Health records: As appropriate, the animal must have a health statement, including vaccinations from a licensed veterinarian, dated within the past year. Preventative measures must be taken for flea and odor control.

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

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

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

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

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

**Restricted Areas**
There are certain areas that may be considered unsafe for the animal and its partner, or where the presence of animal might interfere with the safety of others (i.e., labs, machine rooms, kitchen areas where protective clothing is necessary). Exceptions would have to be made on a case-by-case basis. If it is determined that an area is unsafe, reasonable accommodations will be provided to assure equal access to the student.
Appeals Procedure
Appeals should be submitted to the Dean of Students. The Dean will form an ad hoc committee to discuss and resolve the issue. The ad hoc committee will be comprised of the Director of Developmental Education and other necessary personnel.

EMOTIONAL SUPPORT AND ASSISTANCE ANIMAL POLICY
Information for students who request an assistance animal in their campus residence can be found in the Residence Life Policy section below.

STUDENTS WITH DISABILITIES POLICY
Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation, which prohibits discrimination. Whenever an applicant for admission demonstrates that they are a handicapped individual within the meaning of applicable federal and state law, and is otherwise qualified for participation in a course or program, the College will make reasonable accommodation to the known physical or mental limitations of such otherwise qualified applicants. 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 applicants will be required to demonstrate proficiency in standard written English as a prerequisite to admission. Some examples of accommodations provided by the College are the following:

- Extended time on exams
- 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.

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 the Director of Disability Services at (570) 504-8097.

**Bursar’s Office Policies**

**PAYMENT POLICY**

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

The College offers an interest-free, monthly payment plan for the fall and spring semesters. Payments start approximately two (2) months prior to the start of the semester and are five (5) monthly installments of any balance due after the total approved financial aid awarded/credited to the student account is deducted from the total charges for tuition, fees, and room and board for each semester. Students must pay the equivalent of two monthly installments prior to the start of the semester, regardless of enrollment date.

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

- Log onto the portal using your login credentials.
- Go to the financial tab.
● Click on “Bursar’s Office - Student Accounts” folder on the left-hand side.
● Under the Payment Plan section, click on “Sign up for the Payment Plan” and follow the instructions.

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

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

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

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

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

● If a student withdraws prior to or until the end of the second week of scheduled classes, only the $35 application fee and the $100 commitment fee ($375 commitment fee for resident students) will be retained. Only payments of tuition and lab fees will be refunded.
● Housing costs will not be refunded after a semester has begun, including the meal plan.
● If a student withdraws during the third week of classes, the College will retain 25% of the total tuition for that semester.
● If a student withdraws during the fourth week of classes, the College will retain 50% of the total tuition for that semester.
● If a student withdraws after the fourth week of scheduled classes, the College will retain 100% of the tuition.
● If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed.
Separate refund policies have been established for the summer sessions, online courses, non-traditional terms, and all non-credit courses. Refund policies are posted on the Lackawanna College website and the portal each semester. Contact the Bursar’s Office for exact dates and refund amounts.

Satisfactory Academic Progress

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

PHEAA State Grant

PHEAA state grant recipients who received assistance as full-time students must complete a minimum of 24 credits for every two (2) semesters of state grant assistance while those who received assistance as part-time students must complete a minimum of 12 credits for every two (2) semesters of state grant assistance. This requirement must be met even if the state grant was received for attendance at another institution. Also, students who take more than 50% of their classes online may be in jeopardy of losing their PHEAA state grant for that given semester.

Student Housing Payment Policy

Any balances owed to the College that are not covered by financial aid are due in full or satisfactory payment arrangements must be made prior to the residence hall move-in date. Students enrolling in the College Payment Plan must not be delinquent in that plan to be allowed to move into the residence hall. 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.

Special Fees

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

<p>| Activity fee (Scranton students) | $110 |
| Activity fee (Lake Region and Sunbury students) | $75 |
| Technology fee (all locations) | $305 per semester (five or more credits) |</p>
<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology fee</td>
<td>$50 (less than five credits, all sessions)</td>
</tr>
<tr>
<td>Lab fee (3-credit course)</td>
<td>$75 (part-time / 19+ credit students)</td>
</tr>
<tr>
<td>Lab fee (1-credit course)</td>
<td>$25 (part-time / 19+ credit students)</td>
</tr>
<tr>
<td>Culinary Arts majors</td>
<td>$250 per semester</td>
</tr>
<tr>
<td>Communications fee</td>
<td>$75 per course</td>
</tr>
<tr>
<td>Hospitality Management majors</td>
<td>$150 per semester</td>
</tr>
<tr>
<td>Physical Therapist Assistant majors</td>
<td>$150 per semester</td>
</tr>
<tr>
<td>School of Petroleum &amp; Natural Gas students</td>
<td>$150 per semester</td>
</tr>
<tr>
<td>Sonography (Cardiac, Diagnostic, or Vascular) majors</td>
<td>$150 per semester</td>
</tr>
<tr>
<td>Surgical Technology majors</td>
<td>$150 per semester</td>
</tr>
<tr>
<td>Transcript Request fee</td>
<td>$10</td>
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<tr>
<td>Change of grade / incomplete fee</td>
<td>$20</td>
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<tr>
<td>Late submission graduation fee</td>
<td>$150</td>
</tr>
<tr>
<td>Life experience processing fee</td>
<td>$35</td>
</tr>
<tr>
<td>Stop payment fee</td>
<td>$50</td>
</tr>
<tr>
<td>Return check fee</td>
<td>$25</td>
</tr>
<tr>
<td>Graduation fee (one-time)</td>
<td>$150</td>
</tr>
</tbody>
</table>

*All fees are subject to change without prior notice.

**Club and Organization Policies**

**FUNDRAISING POLICY**

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

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

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

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

When working outside the Lackawanna College community, a student has the right to affiliate themselves as a member of the College community and can ask for written verification on Lackawanna letterhead from the designated office/department. This letter will indicate that they are part of a specific group and they are raising funds for a specific purpose. A student can and should show their College ID to help identify themselves as a member of the Lackawanna community.

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

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

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

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

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

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

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

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

FAIR USE GUIDELINES

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

- The purpose and the character of the use, including whether it is for commercial or nonprofit educational purposes;
- The nature or type of the copyrighted material (periodical, film, book, etc.);
- The amount and substantiality of the portion used in relation to the whole;
- The effect of the use on the potential market for or value of the copyrighted material.
The Register of Copyrights on the General Revision of the U.S. Copyright Law cites the following examples of activities that courts have regarded as fair use in its 1961 report: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work; for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

**PEER-TO-PEER FILE SHARING**

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

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

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

**PREVENTING ILLEGAL FILE SHARING**

Avoid using file-sharing programs. Lackawanna College strongly discourages the use of file-sharing programs due to the risk that files may be copyrighted. Many of these programs can turn a computer into a server even if it was not the users’ intent. Ports are blocked to help prevent file-sharing networks. Use legal online sources such as Apple iTunes, AOL Music, Yahoo! Music, and YouTube.

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

**GENERAL USE OF COMPUTING AND NETWORK RESOURCES**

- Users are responsible for computing activity that takes place on their account(s). Account holders are responsible for using their account in an appropriate manner. This includes safeguarding passwords, protecting confidential data, and following security policies.
- Unauthorized use of another individual’s account is prohibited.
- Users are responsible for respecting the privacy of others. Programs and files are confidential unless they have been made available with written permission to other authorized individuals. Attempts to access, monitor, or alter another user’s files or electronic messages is prohibited.
Lackawanna College respects the copyright protections given to authors, owners, and publishers under federal law. Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on College computing equipment without the proper license or the express written consent of the copyright holder is prohibited. Please visit the Information Technology page for more information.

- Internet access is filtered to only allow connections through standard ports. All other ports are restricted to help prevent peer-to-peer file sharing and limit bandwidth usage.
- Copying system files is prohibited.
- Viewing, printing, or sending offensive, pornographic, or discriminatory messages, and/or images is prohibited.
- Conducting illegal activities is not permitted.
- The willful introduction of computer viruses or other disruptive/destructive programs is prohibited.
- Users may not attempt to uncover or exploit security loopholes in our servers, server software, routers, or other network hardware.
- The intentional attempt to crash or degrade performance of network systems or programs is prohibited.
- Decryption or capture of system or user passwords is prohibited.
- Any attempt to secure a higher level of privilege or gain unauthorized access to systems on or off campus is prohibited.
- Use of the systems and/or networks to interfere with the normal operations of the College, another student, faculty member, or staff is prohibited.
- Use of the College’s computer and network resources for commercial or partisan political activity not related to the mission of the College is prohibited.
- Selling or advertising services/merchandise not related to Lackawanna College is not permitted.
- Network users are responsible for all traffic origination from their network device. The College reserves the right to monitor all network activity, incoming or outgoing. All web usage is logged by default.
- Attempts to reconfigure the network infrastructure are prohibited.
- Attempting to set up any other kind of server on the College’s network is prohibited.

**COMPUTER LABS**

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

EMAIL
• Email accounts are provided to students for academic use.
• Email account holders are responsible for all activity generated from their account. Therefore, users should not share accounts or disclose passwords.
• Users may not attempt to impersonate or represent another individual or affiliation by using a false identity or altering the source of an electronic message.
• Violations
  • Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it accessible for authorized and legitimate users. By using any of Lackawanna College’s electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable College policies and local, state, federal, and international laws and regulations.
  • If a user feels that they are a victim of computer abuse, harassment, malicious behavior, spamming, or unauthorized account access they should report incidents to Public Safety.
  • If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.

All users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of Lackawanna College’s computing facilities may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be responsible for the actions of individual users, it is understood that Lackawanna College will make every effort to ensure compliance with established laws.

Public Relations Policies
PHOTO/VIDEOTAPE POLICY
The Lackawanna College administration reserves the right to authorize persons to photograph/videotape activities and events on campus, at satellite centers, and places where college functions take place, providing such photographing/taping is performed and utilized without malice to any individuals.
Individuals desiring to be omitted from such photos/taping should make this request known to the Office of Advancement in writing. By allowing inclusion of oneself in an authorized photograph/videotape, the individual consents without restriction to such use of the photo/videotape, as the College deems appropriate.

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

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

Lackawanna College Social Media Accounts
● For an officially authorized group to obtain a social media account, the group’s administrators must seek approval from the Office of Advancement.
● No user may establish social networking sites that use the Lackawanna College logo or other intellectual properties such as photography, video, artwork, and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution without authorization.
● The Office of Advancement is a resource for the College community for any social media needs. Approved administrators of individual accounts can manage the functions of each approved page, but the Office of Advancement will make final decisions regarding any situation that arises in a social media setting.

Account Administrators
● All social media accounts officially recognized by Lackawanna College must have a Lackawanna faculty or staff member as an administrator at all times.
● If the administrator of an account leaves the College for any reason, or no longer wishes to be an administrator, it is the direct supervisor’s responsibility to designate another employee to be an administrator. The Office of Advancement should be notified when a new administrator takes over.
● Lackawanna College employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible for removing content that may violate the College’s Code of Conduct Policy.
Privacy does not exist in the world of social media. Use good ethical judgment and follow College policies and federal requirements, such as FERPA and HIPAA when posting on social media sites.

Review content for accuracy, grammar, and spelling. This is especially important if posting on behalf of the College in any capacity.

Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the Lackawanna name to promote any opinion, product, cause, or political candidate.

Do not post any content that could be deemed to be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity or information that is confidential and proprietary to the College, or is a violation of intellectual property rights or privacy laws.

Lackawanna College has the right to remove any content for any reason, including but not limited to, content that it deems threatening, harassing, illegal, obscene, a violation of intellectual property rights or privacy laws, or otherwise defamatory, slanderous, or hostile.

Be aware that a presence in the social media world is or can easily be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

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

Questions about this policy should be directed to Sharon Lynett, Director of Marketing and Communications, (570) 955-1456, lynetts@lackawanna.edu; Heather Chulick, Communication Coordinator, (570) 961-7807, chulickh@lackawanna.edu; or Christopher Hughes, Graphic Design and Web Content Manager, (570) 961-7856, hughesc@lackawanna.edu.

Public Safety Policies

FIRE AND EMERGENCY EVACUATION POLICY
All students, faculty members, administrators, and classified personnel must consider the ringing of the fire alarm as a bona fide emergency signal and react accordingly. Upon the sounding of the fire alarm, all rooms and buildings will be vacated in an orderly fashion and as rapidly as possible. No one is allowed to remain in the building except essential personnel.
When exiting the building, students are asked to take with them backpacks, purses, coats, and valuables they have on or near their persons. They should not return to the area for any items left behind until given permission to return to the area by an administrator of the College.

In case of an emergency, please keep in mind:

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

After the emergency is over or the drill is completed, an administrator will give the signal to return to class. If it is not possible to occupy the building, notification of the action to be followed will be given by an administrator. Additional information of fire drills can be found in the Resident Life Handbook.

Any person who, through smoking or use of prohibited items, or deliberate malice, carelessness, or neglect, causes the alarms to sound and the fire company to be dispatched to any College building, will be required to pay $1,000 to the College due to the levy placed upon the College by the City of Scranton for false alarms. If such person is a guest of a student, the fine will be assessed to that student. Deliberately causing a fire alarm with malicious intent is a criminal offense, and the responsible person, if they are a student, may be dismissed from the College. The fine levied is currently $1,000 and is subject to change without notice.

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

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

If a missing person report is received on a student under the age of 18, and they are not an emancipated individual, the Vice President for Student Affairs will immediately contact the student’s legal guardian upon receiving the information.
The Director of Public Safety or their appointed designee will contact one, or more, of the following law enforcement agencies: Scranton Police (570) 348-4141 or the Pennsylvania State Police Dunmore Station (570) 963-3156. The initial contact will be to the appropriate jurisdictional authority, and the Director of Public Safety will reserve the right to contact all of the above. The Director of Public Safety will also activate the College’s internal emergency response team.

STUDENT MOTOR VEHICLE AND PARKING POLICY

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

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

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

Lackawanna College assumes no responsibility for vehicles parked on College property. Students, faculty, and staff are solely responsible for their vehicles (including parking citations and/or towing or booting charges) while the vehicles are located on College property.

Parking spaces are designated as faculty, staff, students, handicapped, visitor, and reserved. Please park in proper spaces only. Parking is allowed only in marked spaces, within the lines.

Vehicles parked inappropriately in spaces, unmarked areas, or causing any properly parked vehicle to be blocked from ingress or egress will be subject to fine and/or immediate towing or booting. There will be no notice given. Overnight parking in College lots is prohibited. Violators will be towed. Parking is prohibited in drives, driveways, walkways, and seeded areas.

All resident students’ vehicles must be parked off campus. Commuter students are the only students allowed to park on College-owned and/or leased parking lots. Resident and commuter students can use on street parking or make arrangements with private vendors.

<table>
<thead>
<tr>
<th>Vine Street (Entrance) Lot</th>
<th>Designated for staff, faculty, handicapped staff and faculty, visitors, and reserved VIP parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Washington Avenue (Entrance) Lot</td>
<td>Designated for students, handicapped students,</td>
</tr>
</tbody>
</table>

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### Registrar’s Office Policies

#### AMNESTY POLICY

If a student stops attending a course for which they are registered after the published census date (end of drop/add) without having officially withdrawn from the course, the student will be assigned a grade of AW (Administrative Withdrawal) for the course. Lackawanna College’s Amnesty Policy allows students, with demonstrated academic progress and respect for College policy, the opportunity to have the penalty grade hours attempted, hours earned, and quality points excluded from their Cumulative Quality Point Index (CQPI).

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

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

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

#### EXCESS CREDITS POLICY

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

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

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

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

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

.Notification of Rights Under The Family Educational Rights and Privacy Act of 1974 as Amended:
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for the access. A student should submit to the Registrar, Vice President for Academic Affairs/Chief Academic Officer, Academic Division Chair, or other appropriate official a written request that identifies 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 College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records whenever the student believes they are inaccurate or misleading. Students may ask the College to amend the records that they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing.

3. The right to refuse disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance
committee, or assisting a school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

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

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

DIRECTORY INFORMATION

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

**Category I:** Name, address, telephone number, dates of attendance, class.

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

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

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

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

STUDENT REGISTRATION POLICY

Returning students must register through the Lackawanna College portal on the dates specified on the current academic calendar. Students should schedule an appointment with their academic advisor during the advising period to review their course requirements and then register for classes during the online registration period. Any student registering after the online registration period ends may still register by going to the Advising Center (or their Center Director).
Residence Life Policies

WAIVER AND RELEASE AGREEMENT

Students will not have access to their rooms, campus mailboxes, or residence hall facilities during breaks. Students may leave their belongings in the room over break periods, providing they are returning to school after the break and meet all of the following criteria, as verified by the Residence Life staff:

- In good academic standing (not on probation or suspension)
- No balance owed for current semester
- Registered for the next semester
- All financial aid paperwork is complete
- If on a payment plan, first payment is made

It is advisable not to leave valuable items in the room over break. The College will not be responsible for those items. Those items may include, jewelry, rental textbooks, medications, passports or other official identification, and electronics including computers and entertainment consoles. Please also note that you must take all other items you may need over break as you will not be allowed access to housing until the end of break.

Before departing, you should unplug all electrical items, empty your wastebasket, dispose of perishable food, close and lock your windows, and lock your doors.

Staff will inspect rooms to ensure that the above conditions have been met and for any signs of damage. You are encouraged to report any damage to the room prior to your move-out.

The College is not and will not be responsible or liable for any damage, theft, casualty, loss, or destruction involving your personal property.

If you do not return to the College following the break, you will have 6 days from the beginning of the new term to remove any items. After the 6 days the College will dispose of those items as it sees fit.

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, agree as follows:

1. To release, acquit and forever discharge the College and its employees, agents, servants, officers, trustees and representatives from any and all liability, claims, demands, actions, causes of action, judgments, costs, and expenses (including reasonable attorneys’ fees) which I now have or may have in the future, of whatever kind or nature and howsoever originating, which arise from or by reason of any loss, damage, or destruction of my property.

2. In signing this Waiver and Release, I hereby acknowledge and represent that I have read the foregoing Waiver and Release, that I understand its content and terms, and that I understand that such terms are contractual and sign it voluntarily.
STUDENT RESIDENCY POLICY
See the [College’s website](#) and [Residence Life Handbook](#) for the most up to date policy.

EMOTIONAL SUPPORT ASSISTANCE ANIMAL POLICY
Lackawanna College is committed to compliance with state and federal laws regarding individuals with disabilities. The following is a guide for students who request of an assistance animal, as defined by applicable law, in their campus residence.

Lackawanna College reserves the right to review, revise, and amend this policy from time to time as circumstances require, including any change in the legislation that controls this policy. Lackawanna College bases its policy on the most current state and federal law regarding housing policies, most specifically the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, which states:

“Individuals with a disability may be entitled to keep an assistance animal as a reasonable accommodation in housing facilities that otherwise impose restrictions or prohibitions on animals. The assistance animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the housing service or program. Further, there must be a relationship, or nexus, between the individual’s disability and the assistance the animal provides.”

The request for an assistance animal may be denied if assistance animal would impose an undue financial and administrative burden or would fundamentally alter the nature of the College’s services. The request for an assistance animal may also be denied if it is determined that the specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation or if the animal would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.

Assistance animals, which are defined under the Fair Housing Act, are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or provide required emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals are not required to have special training for work or tasks. The regulations permitting assistance animals pertain to college owned and operated residential living facilities. Assistance animals are not permitted in non-residential facilities including but not limited to academic buildings, offices, and classrooms.

There are two requirements that need to be met in evaluating a request for an assistance animal.
1. An individual seeking to have an assistance animal in their residence will be asked whether they have a disability.

2. The person making the request will be asked whether they have a disability-related need for an assistance animal (in other words, does the animal work, provide assistance, perform tasks or services for the benefit of the person, or provide emotional support that alleviates one or more identified symptoms or effects of the person’s disability).

If an individual’s disability is not readily apparent, the College has the right to require reliable documentation of their disability and of their disability-related need for an assistance animal. If an individual’s disability is readily apparent but the disability-related need for the assistance animal is not, the College has the right to require documentation of the disability-related need for an assistance animal.

If these requirements are met, the individual will be permitted to have an assistance animal in their residence. As noted above, the request for an assistance animal may be denied if assistance animal would impose an undue financial and administrative burden or would fundamentally alter the nature of the College’s services, poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or if the animal would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.

There are some important rules that apply to assistance animals, and failure to follow them may result in the loss of permission to keep an assistance animal in your residence and/or a violation of the Student Code of Conduct. The list that follows is not exhaustive and the College reserves the right to review these rules from time to time and revise them for the benefit of the College community.

- Assistance animals may not pose a danger or threat to the health or safety of other students, staff, faculty or guests that cannot be reduced or eliminated by another reasonable accommodation.
- Assistance animals may not cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.
- Assistance animals cannot fundamentally alter the nature of the College’s services.
- Assistance animals cannot create a nuisance to or distract from other students’ use of the residence. Residence halls are places of study; animals that make excessive noise or cause disruption may fundamentally alter the nature of the College’s services.
- Assistance animals need to be kept in clean, sanitary and safe conditions. This responsibility falls on the student and the university assumes no liability for the animal. All animals must be properly cared for which includes food, medical treatment, clean living space, etc. Abuse and neglect of animals may result in a formal complaint and possibly ultimate removal from your campus residence.
- Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact Disability Services. The
needs of both individuals will be considered in resolving the issue. If an allergy/animal conflict within a residence hall cannot be resolved agreeably, then the College will make the final determination.

- Students are responsible for complying with all applicable laws and regulations concerning their assistance animals, including vaccination, licensor, leash control laws, cleanup rules, and animal health.
- Assistance animals do not require a deposit, but you are responsible for costs associated with any damage caused by your assistance animal. Damage includes pests (fleas, ticks) and additional wear and tear on carpets, furniture and other college property.
- Assistance animals are not permitted general access to campus areas other than your residence.
- Assistance animals may use a designated area to relieve themselves provided they are under effective owner control at all times.
- Assistance animals may not be left in the care of another residential student overnight and/or during college breaks. Alternative arrangements must be arranged.
- Student Owners are responsible for properly containing and disposing of all animal waste. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before disposing of in an outside trash receptacle. Outdoor animal waste, such as dog feces, must be immediately retrieved by the owner, placed in a sturdy plastic bag and securely tied before disposing of in an outside trash receptacle.
- Student Owners must ensure that preventative measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene to assistance animals.
- Students who are approved to have an assistance animal on campus must sign an agreement with Disability Services, which will be on file with Disability Services and Residence Life.

If a student fails to comply with the policies, then Residence Life will investigate any complaints and will work with Disability Services to resolve any issues or concerns.

An assistance animal may be removed from campus if it imposes an undue financial and administrative burden or would fundamentally alter the nature of the College’s services, it poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation or, it would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. If a determination is made that the animal should be removed, a joint letter will be sent to the student from Residence Life and Disability Services. If the student refuses to remove the animal from their campus residence after such a determination has been made, the student may be charged with violating the Student Code of Conduct.

Student Wellness Policies

EMERGENCY PSYCHOLOGICAL CRISIS RESPONSE POLICY

The Student Wellness Program is responsible for assessing students who may be exhibiting signs of emotional crisis. Any member of the College may report their concern for the student to the Student Wellness Program for immediate assessment.
For additional information regarding the Emergency Psychological Response Policy and reporting procedures, visit the Student Wellness Program page on the Portal.

**INFECTIOUS DISEASE POLICY**

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

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

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

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

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

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

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

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

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

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

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

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

- Acknowledge but not stigmatize mental health conditions;
- Make suicide prevention a priority;
- Encourage students to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education as normally as possible by making reasonable accommodations;
- Refrain from discrimination against students with mental health illnesses, including punitive actions towards those in crisis.
Students are encouraged to seek support, assessment, and mental health treatment referral through the Student Wellness Program or Scranton Primary Health Care Center. For additional information on the Mental Health Policy, visit the Student Wellness Program page on the Portal.