

Academic Affairs: Information and Regulations

Degree Requirements

In addition to the bachelor of science (BS) and bachelor of arts (BA), Keystone College awards the associate in applied science (AAS), the associate in arts (AA), the associate in fine arts (AFA), and the associate in science (AS) degrees. The associate degrees vary according to the number of liberal arts credits required. Keystone College also awards one-year certificates in several areas of study.

General Requirements

To be eligible for a Keystone degree, all students, including transfer students, must successfully complete the minimum number of credits required by the curriculum they have selected. In addition, they must have attained a cumulative grade point average of at least 2.00. Baccalaureate degree students must also have a minimum 2.00 GPA or better in upper-level courses in their major. A minimum of 23 of the final 32 credits must be earned at Keystone. Students must also meet all the requirements of their chosen curricula, as specified beginning on page 71. Academic advisers are assigned to help students plan for graduation. However, the student assumes full responsibility for meeting the requirements for graduation.

The graduation requirements of Keystone, as published in the catalog in effect at the time of the student's initial enrollment, are those which must be met for completion of an undergraduate degree program. Students may request to follow the course requirements outlined in the most recent catalog. This request must be submitted in writing to the Office of the Registrar.

Students are expected to complete degree requirements within ten years of matriculation. Students who wish to return to Keystone after

a lapse of study exceeding five years will have their courses reviewed by the registrar, with the input of the academic divisions, to determine if any of the previous coursework is viable and applicable to a current degree program. These students must reapply to Keystone College through the Office of Admissions. (See page 15 - Readmission.)

To waive, substitute, or alter in any way departmental or institutional degree requirements, the student must petition the Committee on Standing of Students (SOS). The petition must be signed by the student's academic adviser and division chairperson. The committee reserves the right to deny any request that is not in keeping with the overall academic policy of the institution.

Double Majors

Students may pursue a degree in more than one curriculum. Students must declare their intention in writing and receive approval from the registrar. Students are responsible for meeting the requirements of each curriculum, but only need to meet the general education requirements once. Each major will be listed on the official College transcript, but only one degree will be awarded. Students may only double major in curricula for which the same type of degree is earned. Students interested in more than one degree should see "second degree" below.

Minors

Minors are available in a number of disciplines. A minor consists of a minimum of 18 credits in a particular discipline and requires one 100-level course and two 300- and/or 400-level courses. The remainder of courses may be chosen from current course offerings and are

determined by the student and academic adviser. Certain minors require structured curricula. Students may declare a maximum of three (3) minors and must do so in the Registrar's Office prior to registering for GRAD 001, 101, or 201.

See page 191 for a list of minors currently available. Consult with curriculum coordinators to determine additional minors that may be added throughout the 2008-2009 academic year.

Second Degree

Students who have earned an associate degree at Keystone College and are seeking a second associate degree must complete a minimum of 18 credits of new course material beyond the original degree. Students who have earned a bachelor's degree at Keystone College and are seeking a second bachelor's degree must complete a minimum of 36 credits of new course material beyond the original degree. This new coursework may consist solely of required curricular courses or a combination of curricular courses and free electives. Two degrees cannot be earned at the same time. A second graduation fee is charged when the student earns the second degree.

Graduation Requirements

At the beginning of their final semester of study, students must apply for degree candidacy by registering for GRAD 001, 101, or 201. A student who does not successfully complete degree requirements in the semester of candidacy must reregister for GRAD 001, 101, or 201 at the beginning of the semester of the anticipated graduation date. An additional graduation fee will not be charged. (An additional graduation fee is only charged if the student completes another degree.) Any student who completes degree requirements but does not apply for candidacy or register for GRAD 001, 101, or 201 will not be eligible to receive a degree until the graduation date following application for candidacy and registration.

Students completing a certificate must register for GRAD 001. Students completing

an associate degree program must register for GRAD 101. Students completing a baccalaureate degree program must register for GRAD 201. Registering for GRAD 001, 101, or 201 will trigger a graduation audit of the student's transcript by the registrar to determine eligibility for graduation, a report of the audit's results to the student, all necessary forms for students eligible for graduation, and a generation of the graduation fee. Although registering for GRAD 001, 101, or 201 triggers a graduation audit, students may request an audit in the semester prior to their final semester, without registering for GRAD 001, 101, or 201. There is a fee associated with this service. **Students should not register for GRAD 001, 101, or 201 simply to obtain an audit.** Students may obtain an advising copy of their transcript and copy of the curriculum sheet for their major from their division assistant.

Change of Curriculum

A student may change from one curriculum to another after the middle of their first term if he or she is accepted in the new curriculum. The student must meet with the division assistant and submit the appropriate official change of curriculum form to the Registrar's Office. A student who is not in good academic standing must obtain permission from the desired major's curriculum coordinator to change from one curriculum to another. Please note that changing curricula, especially later in the student's tenure at Keystone, may mean that the student will need more time to complete his or her degree.

Financial Requirements for Graduation

Students must have satisfied all financial obligations to Keystone College before a diploma will be issued or transcript released.

Honors Program

The honors program at Keystone benefits students of intellectual promise and high motivation who seek increasing challenge

at the undergraduate level. The program is designed to recognize and encourage academic excellence, to stimulate students to work at their own pace, and to facilitate the exchange of ideas and information among students with different interests and in different disciplines. Honors students are placed in a challenging yet supportive environment within which they can develop their critical and creative thinking skills and find ways to use these skills to make a difference in the larger community. The honors program provides co-curricular activities, service opportunities, and intellectual and social support, adding significant dimensions to the students' academic program.

Students admitted to the honors program will be enrolled in a special, enriched section of English 101 (College Writing I - The Basics of Academic Writing). In later semesters, students enrolled in a baccalaureate degree program must acquire an additional 18 honors-designated credits, and students pursuing an associate degree program must acquire an additional nine credits (an average of one course per semester). A contract will be signed by the students and faculty for each honors-designated course, outlining additional requirements. Students must have a minimum grade of "B" in both the course and the honors component of the course for honors designation on the transcript. As seniors, honors students will complete an honors project and presentation in conjunction with their capstone experience.

Selected first-time first year students who were not admitted into the honors program upon acceptance to Keystone College may enter the honors program at the end of their first semester if they are recommended by at least two instructors and have earned a minimum 3.5 GPA. An interview with the Director of the Honors Program is also required.

Students must maintain a 3.5 cumulative GPA to graduate with honors designation. At commencement and on their diplomas, students in the honors program will be identified as honors scholars.

Honors program students will also attend at least two honors seminars per semester, which will include guest speakers, cultural events, and other activities. In addition, the Presidential Book Club will meet each semester with the president, Dr. Edward G. Boehm, Jr., to discuss an assigned book.

Honor program students enrolled on a full-time basis may be eligible for a scholarship from one-half (plus fees) up to full tuition, including fees.

ACADEMIC DEFINITIONS

Course Level/Course Number

All courses have a three-digit course number which begins with a 1, 2, 3 or 4 (ex., HIST 107 and ACCT 203). Courses which have numbers that begin with a 1 are 100-level courses, and courses which have a number that begins with a 2 are 200-level courses, etc.

A 100-level course generally provides an introduction to the subject matter. For some 100-level courses, it is assumed that the student has no knowledge of the subject matter when beginning the course. Other 100-level courses assume that the student has some knowledge of the subject matter and includes a review and elaboration of that information. The 100-level course may serve as a prerequisite or corequisite to other courses.

Many 200-level courses assume an introductory knowledge of the subject matter and provide depth in the subject matter. Students must meet any prerequisites to enroll in a 200-level course. Many 200-level courses require that students are in their second semester of study.

Courses at the 300- and 400-level are mainly designed for juniors and seniors.

Credits

The number of credits assigned to a course is normally determined by the number of minutes the class meets per week in a 15-week term

(including the final exam period). Generally, for lecture and discussion courses, one credit is assigned for each hour of class per week. Generally, for laboratory and studio courses, one credit is assigned for each two to three hours of class per week. Courses taken in schedules other than the 15-week term meet more hours in a week to compensate for the reduced number of weeks in the schedule. The maximum number of credits a student may carry in a semester is 20.5. Students wishing to take more than 20.5 credits must obtain permission from the Committee on Standing of Students.

Prerequisite and Corequisite for a Course

A prerequisite is a condition that must be met before a student is allowed to enroll in a particular course. Usually this is the completion of another course but may consist of other conditions. A corequisite is a condition that must be met concurrent with enrollment in a particular course. Prerequisites and corequisites are listed in the section of this catalog containing course descriptions beginning on page 219. Only a division chair or curriculum coordinator may waive prerequisites or corequisites.

Course Audit

A student may register to audit a **lecture course**. Students may not audit on-line or laboratory courses. The student is allowed to attend classes but is not required to fulfill the formal course requirements. The auditor is not expected to take any of the instructor's time away from the regularly enrolled students. The auditor may change to credit status during the first two weeks of the term. The student enrolled for credit may change to audit status with the permission of the instructor, Registrar, and Dean of Academic Affairs prior to the completion of two-thirds of the term. An audited course appears on the student's official college transcript without a grade or credit notation. The fee to audit is listed on page 23.

Pass/Fail Course

At the request of the student, and with the approval of the instructor, an interdisciplinary studies course, an independent study course, or an experiential learning experience course may be graded on a pass/fail basis. The letter "P" will be given if the student's work would normally earn a grade of "C" or higher. Work of lesser quality will receive a grade of "F." A grade of "P" will result in the student earning the credits for the course but will not be included in the calculation of the semester grade point average (GPA) or the cumulative GPA. However, a grade of "F" will be included in the calculation of the semester GPA and the cumulative GPA.

Credit by Assessment

Currently enrolled Keystone College students who have acquired the information taught in a Keystone College course through other means, or who have failed a course but do not wish to repeat it, may request an assessment to satisfy the course requirements. College courses taken through credit by assessment are pass/fail, and students will earn a "P" or "F" for the course. (See "Pass/Fail Course" above.) Students who have failed a course and wish to receive credit by assessment must wait 90 days to submit their request. The fee for credit by assessment is \$75. Students are not charged a per-credit fee for credits earned through this type of assessment.

Please note that credits earned through credit by assessment do not count as credits for financial aid. Students receiving financial aid should contact the Financial Assistance and Planning Office prior to deciding to choose this option to ensure that their financial aid will not be affected. Also, credits earned in this way may be more difficult to transfer to other institutions. Appropriate forms may be obtained from the Office of the Registrar.

Course Challenge

Current students who have enrolled in a course and discover that they have previously learned the content of the course may make a

request to the instructor to challenge the course and complete the requirements of the course by midterm. If the student successfully completes the requirements established by the instructor (either the work already stated in the syllabus or alternate requirements) with a grade of “C” or higher, he/she will be permitted to be absent from the class meetings for the remainder of the semester. If the student fails to obtain a grade of “C” or higher, there will be no penalty, and the student will continue attending class. It is also the prerogative of the student to continue in the course in order to improve the “challenge” grade. There is no additional fee for a course challenge other than the per-credit cost of the course if the student is enrolled part-time. Students earn a letter grade (“A” through “C”) for courses completed through course challenge. Appropriate forms may be obtained from the Office of the Registrar.

Repeating Courses

A student may repeat a course for credit and grade only if the grade earned was lower than a “C.” There is no limit on the number of times a course may be repeated. Only the most recent grade earned in the repeated course will be used to calculate the student’s GPA, even if one of the prior grades was higher. Courses completed at other institutions are not accepted as repeated courses.

Student Status

Part-Time/Full-Time Status

A student has part-time status if enrolled for 11.5 or fewer credits during the current term and full-time status if enrolled for 12 or more credits during the current term.

Class Standing

First-Year Students	0 to 29 credits
Sophomore	30 to 59 credits
Junior	60 to 89 credits*
Senior	90 and above*

*Note: A student must be enrolled in a baccalaureate program to obtain class standing above the sophomore level.

GRADING POLICY

Grades

The current grading system is presented below with the quality point equivalents used for calculating grade point averages (GPA):

Grade Quality Points

Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

Other Grades

Grade Point Average (GPA)

Term Grade Point Average (Semester GPA)

The term grade point average is calculated by dividing the number of quality points earned during the term by the number of credits attempted during the term. Only courses for which letter grades of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” or “F” have been earned are included. For a repeated course, only the most recent grade is used. Grades earned at other institutions are not included.

Cumulative Grade Point Average (Cumulative GPA)

The cumulative grade point average is calculated by dividing the number of quality points earned in all courses taken while at Keystone by the number of credits attempted for all courses taken while at Keystone. Only courses for which letter grades of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,”

or “F” have been earned are included. For a repeated course, only the most recent grade is used. Grades earned at other institutions are not included.

I (Incomplete)

this grade indicates that the student has not completed the course requirements at the time that grades were reported to the registrar. The student must make arrangements with the instructor prior to the final exam if he/she wishes to receive a grade of incomplete. (Forms are available in the Office of the Registrar.) Instructors should agree to award a grade of incomplete only in the case of exceptional circumstances. Mere inability to submit work on time, or missing the final exam, do not constitute valid reasons for a student to be awarded a grade of “I.” The deadline for the completion of the coursework is four weeks into the next semester. If the course work is not completed within the specified time frame, the incomplete grade will become an “F.”

IP (In Progress)

This grade indicates that a grade was not assigned at the time grades were printed. Use of an in-progress grade indicates that a course is continuing beyond the customary term. The deadline for completion of the course is four weeks into the next semester. If the coursework is not completed within the specified time frame, the in-progress grade will become an “F.”

P (Pass)

This grade indicates that the student received a grade of “C” or higher in a course graded on a pass/fail basis. Students earn the credits for courses with a grade of “P.” However, the “P” is not included in the calculation of the semester GPA or the cumulative GPA.

W (Withdraw)

This grade indicates that the student withdrew from the course during the second third of the term. The grade is not included in the calculation

of the semester GPA or the cumulative GPA.

WF (Withdraw Failing)

This grade indicates the student has received an academic fresh start for the semester(s) indicated with WF grades. The grade is not included in the calculation of the semester or cumulative grade point average (GPA).

Grade Reports

Grade reports for classes taken in the traditional or Weekender term are available to students at midterm and at the end of the term. Grade reports for classes taken in intersession or summer session(s) are available only at the end of the term. According to federal law, grade reports are issued only to the student. Exceptions will be made upon written request by the student to send grades to parent(s) or guardian(s), or upon subpoena by court order. All grade reports are available through KC Connect, the College’s on-line system.

Transcripts

By federal law, to obtain a transcript, the student must submit a signed, written request to the Office of the Registrar. Students may submit the request in person or by writing to: Office of the Registrar, Keystone College, One College Green, La Plume, PA 18440-1099. Exceptions will be made for transcripts issued to parents or guardians who provide documentation that the student meets the federal guidelines as a dependent student, or upon subpoena by court order.

Keystone College does not fax transcripts or accept faxed requests for transcripts. Transcript requests will not be processed until the required fee is paid. Transcripts are usually processed within three to five days of receipt of the request. However, the processing time may be longer during certain times of the academic year, such as registration periods, final exam week, and the week leading up to Commencement.

A \$5 fee is charged for all transcript requests. No records will be released if the student’s

financial account with Keystone College has not been cleared.

Term Honors

A student will earn term honors by meeting all of the following criteria:

1. Achieving the required semester grade point average (GPA) for the semester:

President's List	4.00
Dean's List	3.70-3.99
Honors List	3.50-3.69

2. Earning a grade of "C" or higher in all courses completed during the semester.
3. Completing a minimum of 12 credits in non-repeated courses during the semester. Because "P" grades are not used in calculating averages, pass/fail credits cannot count in meeting the 12-credit minimum.

Graduation Honors

A student will earn graduation honors by meeting all of the following criteria:

1. Achieving the required cumulative grade point average (GPA) in non-repeated courses at the time of graduation:

Summa Cum Laude	3.90 - 4.00
Magna Cum Laude	3.70 - 3.89
Cum Laude	3.50 - 3.69

2. Having no more than one-fifth of the total credits earned at Keystone used toward meeting graduation requirements in pass/fail courses.

A student will earn term honors by meeting all of the following criteria:

ACADEMIC POLICIES

Academic Grievance

In the case of an academic grievance, the following steps must be taken:

1. The aggrieved student must confer with the faculty member in question. If the

grievance is not settled, then:

2. The aggrieved student must approach the division chairperson. The chair shall arrange a conference of the faculty member, the student, and the chair to seek an agreement. If the grievance is not settled, then:
3. The aggrieved student must approach the Dean of Academic Affairs, who shall arrange a conference of the faculty member, the student, the division chairperson, and the Dean of Academic Affairs to seek a resolution. If the grievance is not settled, then:
4. The Dean of Academic Affairs shall refer the grievance to the Academic Grievance Board.
5. This procedure must be initiated by the student within three weeks of the occurrence and completed within six months of the occurrence.

The Academic Grievance Board shall consist of:

1. Two students and one student alternate (sophomores with minimum GPA of 2.5) chosen annually by the Student Senate.
2. Two tenured faculty members and one alternate selected annually by the Faculty Senate. A faculty member must be excused if he or she is involved in the grievance.
3. The Committee shall be chaired by the Chair of Faculty Senate.

The Academic Grievance Board shall proceed as follows:

1. The Chair shall rule on all procedural matters.
2. The proceedings shall be attended by the student, an adviser of the student's choosing (who may speak only to the student but may not address the Board), the faculty member, an adviser of the faculty member's choosing (who may speak only to the faculty member but may not address the Board), relevant witnesses, and the Board. The student and/or faculty member should present a list of witnesses to the Chair, who disseminates it

to the Board 24 hours before the hearing. At the request of the student or the faculty member, and subject to the approval of the Chair, the Board may invite others.

3. The student shall present to the Board. The student may support his/her position with relevant witnesses and support material.

4. The faculty member shall then make his/her presentation to the Board. The faculty member may support his/her position with relevant witnesses and support material.

5. The Board may present its own witnesses.

6. The student shall have the opportunity to question the faculty member and all witnesses.

7. The faculty member shall have the opportunity to question the student and all witnesses.

8. The members of the Board shall have the opportunity to question the student, the faculty member, and all witnesses.

9. The Board shall deliberate in private and shall decide the issue by a majority vote (each of the five members has one vote). The Board shall announce its decision to the faculty member and the student on the following day.

10. A written report summarizing the proceedings and reporting the decision shall be prepared by the Chair. In addition, an audio record and/or written minutes of the proceedings will be taken.

11. A letter to the student and faculty documenting the Board's decision is sent by the Chair. If the decision supports the student, a copy of the letter is included in the faculty member's file. If the decision does not support the student, no copy is included in the file.

12. This concludes the appeal process. The decision of the Board is final.

Academic Probation

Students are placed on academic probation if they have attempted 0-19 credits and their cumulative GPA is less than 1.00; they have

attempted 20-38 credits and their cumulative GPA is less than 1.60; or they have attempted 39-59 credits and their cumulative GPA is less than 1.90. Students on academic probation may not take more than 15 credits for the semester. Once students are on academic probation, they must earn at least a 2.00 GPA in subsequent semesters or be subject to academic suspension from the College.

All students on academic probation will be required to participate in special academic programs. Students who do not adhere to the terms of these programs will be academically suspended from the College.

Transfer students are also expected to attain the minimum GPA in courses taken at Keystone College. Grades of courses transferred from another college are not included when calculating the GPA at Keystone.

Students will be removed from academic probation when they earn a cumulative GPA of **2.00 or higher**.

Academic Suspension

Academic suspension is a temporary separation of the student from Keystone College for a lack of academic progress. Students who earn a semester GPA of 0.00 are subject to academic suspension. Students with junior or senior class standing who have a cumulative GPA less than 2.00 are subject to academic suspension. Students who are accepted with transfer probation status that earn a semester GPA of less than 2.00 are subject to academic suspension. Students who have served their suspension must apply for readmission to the College (see page 15).

Academic Dismissal

Academic dismissal is a permanent separation from the College due to continued poor scholarship.

Academic Fresh Start

The Academic Fresh Start policy is designed to forgive the grades of those students who

attended college and were not ready for the rigors of higher education at that time.

1. The student must formally request the fresh start, in writing, to the Dean of Academic Affairs, who will then bring the request to the Standing of Students committee.
2. The student must have been separated from Keystone College for a minimum of seven years.
3. The forgiven courses must have been taken before the separation from Keystone College. They do not apply to courses taken after the academic fresh start.
4. The entire term or terms are forgiven. A student may not choose individual courses or semesters. It is an all-or-nothing policy.
5. The forgiven grades are shown as “WF” on the academic transcript, and are not factored in the grade point average.
6. The student must achieve a grade point average of 2.00 or higher in their first semester of academic fresh start or suspension will result.

Academic Honesty

1. Academic integrity is expected in all class-related endeavors. Students who have questions regarding issues of academic dishonesty should refer to the College regulations, which outline unacceptable behaviors in academic matters.

2. Faculty members who discover evidence of academic dishonesty should arrange to meet with the student as soon as possible to discuss the allegation. Prior to this meeting, the faculty member should consult with the vice president of academic affairs to review the allegations.

3. If the student acknowledges the act of academic dishonesty, and the faculty member is satisfied that the incident has been effectively resolved, then:

- a. the faculty member should discuss the College wide policy on academic dishonesty, included in the course syllabus;
- b. the faculty member will forward a written summary of the incident and the resolution

to the Dean of Academic Affairs;

c. the Dean of Academic Affairs will contact the student to arrange a meeting to review the College standards of conduct related to academic dishonesty;

d. if the student is currently in good disciplinary standing, sanctions will range from disciplinary probation for at least one calendar year to expulsion from the College.

e. if the student is not in good disciplinary standing, a formal disciplinary hearing will be scheduled to determine the appropriate disciplinary sanction, which may include expulsion from the College.

4. If the student denies the allegation of academic dishonesty, or the faculty member believes the severity of the incident may warrant a sanction more severe than disciplinary probation, then:

a. the faculty member will forward a written summary of the incident to the Dean of Academic Affairs. This summary must contain copies of all evidence including the names of any witnesses. The student will have access to all material given to the All-College Judicial Board;

b. the Dean of Student Affairs will contact the student to arrange a meeting to review the student’s rights in the judicial process, the charges against the student, and the hearing procedure;

c. a formal disciplinary hearing will be scheduled as soon as possible to determine if a violation of College regulations has taken place and, if so, the appropriate sanction to apply;

d. no grade penalty should be assigned by the instructor until the hearing panel determines that an act of academic dishonesty has occurred. If the charges cannot be resolved prior to the end of the current semester, no course grade should be assigned pending the outcome of the hearing;

e. the faculty member will be notified of the outcome of the disciplinary case in order to assign grade penalties for violations.

5. Students receiving a grade penalty for alleged academic dishonesty violations without adherence to the above procedure may file an academic grievance.

Satisfactory Academic Progress

A student is making satisfactory academic progress if he/she earns no less than 6 credits per academic term and no less than 24 credits per academic year, is taking courses in pursuit of a degree, and maintains a cumulative grade point average as follows:

Attempted Credits	Minimum Cumulative Grade Point Average
1-19 credits	1.0
20-38 credits	1.60
30-59 credits	1.90
60 or more credits*	2.00

*attempted or earned

FERPA Policy Statement

Overview

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, protects the privacy of a student's educational records. All of the rights under FERPA belong to the student, once he or she has enrolled in a post-secondary institution.

Waivers

No one other than the student is granted access to the student's educational records unless the student has signed a waiver specifically for that person. First-year and transfer students are given the opportunity to sign the waiver when they attend a Mapping Day. A waiver remains in effect throughout a student's time at Keystone College, unless he/she revokes it in writing in the Registrar's Office. Persons identified on the waiver may obtain information regarding the student's educational record; however, the waiver does not provide the ability for the designee to act on the student's behalf. Waivers are only in force while the student is enrolled at Keystone

College.

Other Types of Information

FERPA deals with students' educational records. The College maintains other records on current and former students (such as medical records, counseling records, employment records of students working for the College, and alumni records). These other records, while not specifically covered by FERPA, are still carefully safeguarded in order to protect privacy rights. Specifically, medical records are covered by HIPAA (Health Insurance Portability and Accountability Act) and Keystone's Health Services Office follows these regulations. In addition, our Office of Human Resources follows all regulations pertaining to the employment of a student. For information on records not covered by FERPA, the student should contact the appropriate office.

Amending Educational Records and Registering Complaints

Under FERPA regulations, Keystone College must allow students to inspect and review his or her educational records. A student may seek to amend those records if he or she thinks the records contain inaccurate or misleading information contained in them. However, the College is not required to consider requests for amendment that seek to change a grade or disciplinary decision, or to seek to change the opinions or reflections of a school official or other person reflected in an educational record. In addition, students have the right to file a complaint with the US Department of Education if they feel their rights under FERPA have been compromised. Any student wishing to pursue such issues should contact the Registrar's Office for appropriate processes, forms, and addresses. For more detailed information about FERPA, please visit the College's Web site at www.keystone.edu.

ACADEMIC PROCEDURES

Class Attendance

Keystone provides small classes so that students and faculty can interact. Class attendance and participation are considered important for the education of all students. Therefore, students are expected to attend all classes. Faculty keep attendance records and report excessive absences. Poor attendance almost always results in lower grades either directly through reduction of the course grade by the instructor or indirectly through the failure to obtain information presented in class. Each instructor has his or her own attendance policy, which must be stated in the course syllabus. The policy describes the penalty for being absent from class. Students who do not attend the first week of classes will be subject to Administrative Withdrawal.

Schedule Changes (Adding and Dropping Courses)

A student may add a course after the term begins during the first week of the class. Students must attend the first scheduled class after adding a course, or they may lose the right to be enrolled in the course.

A student may drop a course, but only prior to the completion of the first seven weeks of the term. A student may withdraw from a course (with a “W”) prior to the completion of the withdrawal period (see academic calendar p. 284). A course cannot be dropped after the first two-thirds of the term unless special permission is granted by the Dean of Academic Affairs; this permission will be granted only in extraordinary circumstances. Some courses; however, cannot be dropped at any time unless special permission is given by the Dean of Academic Affairs; this permission will only be granted in extraordinary circumstances. The courses that cannot be dropped are The First-Year Seminar (IDS 101), Critical and Analytical Reading (ENGL 050), College Writing I (ENGL 101), and, if a student has been provisionally accepted, KEYS 101.

Students receiving financial assistance, including loans, should consult the Office of Financial Assistance and Planning prior to dropping courses.

For the “drop” to be official, students must submit to the registrar the appropriate official form for dropping a course with the signature of their academic adviser.

The date that the student officially notifies the Registrar’s Office of his/her intent to drop/withdraw from a course is the official drop/withdraw date.

If a course is dropped during the first seven weeks of the term, the course is not recorded on the student’s official Keystone transcript. If a course is dropped during the withdrawal period (see academic calendar pgs. 266-267), a grade of “W” is recorded on the student’s official transcript. A “W” does not have any impact on the student’s grade point average.

Academic Advising

Upon entry to Keystone College, all students are assigned academic advisers appropriate to their majors. These academic advisers help students coordinate their academic plans during their years at the College. The academic adviser also helps the advisee plan for graduation; however, the student assumes full responsibility for meeting graduation requirements.

Outgoing Articulation Agreements

Keystone has established many relationships with other four-year institutions which have resulted in both formal and informal cooperative transfer/referral agreements for students wishing to transfer after completing their associate degree program. Many of these cooperative transfer agreements involve two years of attendance at Keystone with direct transfer to the baccalaureate programs in specified academic disciplines at other four-year

institutions.

Students interested in taking advantage of a transfer agreement should do the following:

1. Contact an academic adviser or head of the appropriate academic division at Keystone.
2. Contact the transfer school admissions office. Cooperative transfer agreements vary from school to school and within specific academic disciplines within schools. Agreements are continually being updated. Some agreements require a commitment during the first semester at Keystone. Some formal discipline-specific Cooperative Transfer agreements are: Allied Health fields -- College Misericordia, Thomas Jefferson University (College of Allied Health), State University of New York (SUNY), Upstate Medical University; Art -- Atlanta College of Art, Alfred University, University of Arts, Fashion Institute of Technology (toy design), The School of Visual Arts; Environmental Science -- SUNY College of Environmental Science and Forestry at Syracuse; Pre-Medical -- King's College (Physician Assistant), SUNY Upstate Medical, Logan College, New York College of Chiropractic, Parker College of Chiropractic. Students interested in obtaining information on other programs and graduate studies may contact the Career Development Center.

Institutional Review Board (IRB)

The Institutional Review Board Committee (IRB) at Keystone College is responsible for protecting the rights of human subjects who participate in research conducted by faculty, students, professional and administrative staff. The committee is charged with assuring that people engaging in research as representatives of Keystone College and people who wish to use members of the campus community as human subjects honor the ethical principles set forth by the Belmont Report (1978). Those principles are: respect for persons, beneficence, and justice. The IRB carries out its duties by reviewing research

activities that intend to use human subjects. For more detailed information regarding the IRB, please visit the College's Web site at www.keystone.edu.

Leave of Absence

During an ongoing term, students may request a leave of absence form available at the Office of the Registrar. Once approved, a student on leave will receive an "I" as the grade for the current courses. (See page 47 for details regarding this grade.) Please note that for financial aid purposes, a leave of absence can extend only 30 days or the student may not be eligible for financial aid for the term he/she returns to Keystone. Therefore, students receiving financial aid should consult the Office of Financial Assistance and Planning before requesting a leave of absence.

Leaving the College will result in termination of the Keystone Promise contract.

Withdrawal from the College

A student who wishes to withdraw from Keystone College must obtain a form from the Student Success Center and complete an interview with the Student Success Advocate. The date of the interview with the Student Success Advocate or the initial contact with the Student Success Advocate of the decision to withdraw is documented as the official date of withdrawal. The only exception to the institutionally-determined date of official withdrawal is official notification/documentation from a doctor, hospital, or other extenuating official documentation. Resident students are required to vacate within 24 hours of official withdrawal notification or penalties may be assessed. Students who do not follow this procedure will not be considered officially withdrawn and will have all appropriate grades for courses in which they are enrolled entered into their official transcripts. Refunds follow the guidelines listed in the "Refund Policy" section of this catalog on page 26.

No withdrawal may occur after the official “last day to withdraw,” which is stated in the academic calendar (beginning on page 284), unless the Dean of Academic Affairs grants special permission due to extraordinary circumstances.

STUDENT SUPPORT SERVICES

Career Development Center

The Career Development Center assists students in clarifying their career goals and exploring career options through individual counseling, career assessments, workshops and access to a career library of various electronic and hard-copy research materials. Assistance with preparing a professional resume and cover letter, planning a job search and preparing for job interviews is available to all students.

On-campus recruiting provides students the opportunity to interview for jobs and internships with national, state and local employers. As another available resource in their job search, students and alumni have free access to an online job and internship posting board. Students interested in pursuing additional education after their time at Keystone College are offered assistance with researching the next appropriate level of education.

While attending Keystone College, students who meet the specific criteria of eligibility may participate in internships and experiential learning programs. These programs provide a supervised period of practical work experience that is integrated into the academic program to assist students in applying classroom principles in real-world situations, exploring occupational fields and observing the sociological, technological and occupational conditions of a work site. Students in good standing may be eligible to participate in work experiences for credit with as few as 15 completed credit hours.

To register for experiential learning for credit, a student must submit an approved contract

signed by the student, faculty mentor, faculty adviser, employer, Director of the Career Development Center, and Registrar's Office before the work experience begins. Students must register in order for credits to be earned. Credits may be assigned on the basis of 40 hours of work per credit and students may earn a maximum of six credits for work experiences. Grading can be either pass/fail or a letter grade with the approval of the faculty mentor.

At the end of conclusion of the work experience, all completed paperwork including evaluations of the experience from the student, and employer should be returned to the faculty mentor. The faculty mentor is responsible for submitting a grade for the work experience.

In some majors, experiential learning may be used as a free elective. Students should check with their academic adviser for applicability of experiential learning credits within their majors. For more information on accessing the services of the Career Development Center, please visit www.keystone.edu or call 570-945-8312.

Center for Global Learning

The Center for Global Learning is designed to increase and enhance global learning through the curriculum, study abroad, foreign language offerings, and internationalized programming on campus. The Center for Global Learning allows students to prepare for life and work in the global economy of our interdependent world. The Center works to provide students with appropriate real world experiences that include study abroad, international internships and experiential learning opportunities, and courses emphasizing global issues and perspectives. Furthermore, the Center actively encourages enrollment and support of international students.

Study Abroad

International learning is an essential component of an undergraduate education. Therefore, the mission of the Center for Global Learning is to

serve all Keystone College students by providing academically-based international experiences that will give them the skills to be active, informed, and culturally sensitive citizens in a rapidly changing global society. To ensure that our students have a safe, educational, and outstanding experience, the Center for Global Learning provides information and support for students to participate in a variety of semester and summer programs, faculty-led program, and international internships offered through reputable, college-approved study abroad providers.

International Student Services

Keystone College strives to foster cross-cultural understanding and provides services to help our international students accomplish their educational, social, and professional objectives. The International Student Designated School Official is responsible for informing international students about U.S. federal regulations affecting their status and will provide them with the resources necessary to maintain their legal status as full-time students in the United States.

Chamberlin Center

Student Success Center

Keystone College's Student Success Center is committed to student's academic success by providing a personal approach and availability to all students. This will be accomplished through student success advocacy, academic advising, information on tutoring, a lending library, proctoring services, support classes and workshops.

Lending Library

A lending library is located in the Student Success Center and is available to all Keystone College students. The library consists of textbooks purchased and donated for use in the classroom. Students enrolled in the Keys Support Program have priority access to the lending library.

Proctoring

Test proctoring services are available for Keystone College faculty and staff for online classes. In addition, proctoring services are offered to students attending other educational institutions through the testing center in Patrick Hall.

Counseling

Counseling is a process of assessing both academic and personal growth, discovering one's potential, and developing plans that will create a healthy and satisfying lifestyle.

Although counseling can be based on crisis resolution, it can also come about through an interest in learning more about oneself and realizing true potential through personal responsibility. Personal, academic, transfer, vocational, crisis, and career counseling is provided along with group learning experiences and personal development. All counseling is free and confidential as per ethical guidelines. Referral forms and free mental health screening is available on the counseling page of www.keystone.edu.

Act 101 Counseling

An Act 101 counselor is available to assist Act 101 students in achieving their personal and educational goals. The Act 101 counselor works individually or in groups to provide help in the following areas: personal counseling intervention, orientation to college, academic advising, financial aid counseling, and monitoring of student progress

Patrick Hall

Act 101

The Keys/Act 101 Support Program is designed to help provisionally-admitted freshmen succeed at Keystone College. Students participating in the support program attend weekly support classes and professional and peer tutoring sessions. Social and cultural activities

and skill-building workshops are an important part of the program.

The Center for Community Outreach

The Center for Service Learning was created to provide students meaningful opportunities to serve the needs of the community. Students may become involved in service and civic engagement as student assistants, the Keystone Service Club, and service scholars. Many of the students' classes, including IDS: First-Year Seminar, require service learning projects as part of the coursework.

Peer and Professional Tutoring Services

Keystone College is a supportive academic environment that is reinforced by its peer and professional tutoring services.

The tutoring program is staffed by peer and professional tutors who offer individual and group study sessions in most courses. All tutoring is free of charge.

Patrick Hall contains a Tutoring/Writing lab. Kemmerer Hall contains a Math/Science lab. Both labs have computers and tutors available. Day and evening hours are offered as posted. Tutors may be found and contacted by visiting the Keystone College Web page "Tutoring" links where a schedule of "Tutoring by Subject" is posted with contact information.

Online Tutoring Services

Online tutoring is available to all Keystone College students 24 hours a day, seven days a week, free of charge. Services can be accessed from any computer on or off campus.