

Admission to Keystone College

Keystone College accepts applicants on a rolling admissions basis; however, priority is given to applications received by May 1 for fall semester applications and December 1 for spring semester applications. Admission to Keystone College is based on prior academic performance and the ability of the candidate to profit from and contribute to the academic, interpersonal, and extracurricular life of the College. Traditional-age students should submit their applications as early as possible during their senior year of high school, preferably by the end of the second marking period.

Keystone will consider applicants who meet the following criteria: graduation from an approved secondary school or the equivalent (with official transcripts or record of courses), satisfactory scores on the SAT or ACT tests, one academic evaluation, and evidence of potential for successful college achievement. Applicants who earned a high school diploma or equivalent prior to application for admission are not required to submit SAT or ACT scores.

All students are strongly encouraged to visit the campus for a personal interview, which may include a meeting with a faculty member from the student's area of interest. Portfolio interviews are required for all visual art and teaching: art education certification students.

Students may obtain an application by accessing our Web site at www.keystone.edu, or by calling the Office of Admissions at 1-877-4-COLLEGE. Keystone College is also a member of the Common Application Group; therefore, students may obtain an application at www.commonapp.org.

Application Procedures - First-Year Student (a student who has attempted fewer than 12 credits of non-developmental college-level coursework)

In order to apply for admission to the College,

students seeking first-year admission must submit the following:

1. Completed application with a \$30 non-refundable application fee.
2. Official high school transcript(s).
3. Official college/university transcript(s) (if applicable).
4. SAT or ACT scores directly to the Office of Admissions - Keystone College's CEEB codes are SAT-2351 and ACT-3602 (if applicable).
5. One academic evaluation (please use the teacher evaluation form at www.keystone.edu).
6. Students whose primary language is not English must submit the results of the Test of English as a Foreign Language (TOEFL), an equivalent test, or make arrangements with the Office of Admissions to take the Keystone Institutional TOEFL**.

Application Procedures - Transfer

Student (a student who has attempted a minimum of 12 credits of non-developmental college-level course work).

In order to apply for admission to the College, a student seeking transfer admission must submit the following:

1. Completed application with a \$30 non-refundable application fee.
2. Official college/university transcript(s) from each institution attended by the student.
3. One academic evaluation (please use the teacher evaluation form provided at www.keystone.edu).
4. Students whose primary language is not English must submit the results of the Test of English as a Foreign Language (TOEFL), an equivalent test, or make arrangements with the Office of Admissions to take the Keystone Institutional TOEFL**.

Application Procedures - International

Student (a non-U.S. citizens and non-resident alien of the U.S.).

International students seeking full-time admission to the College must submit their completed applications by June 1 for the fall semester and November 1 for the

spring semester. For detailed information on international students, please see page 17. The following documents must be submitted to be considered for full-time admission:

1. Completed application with a \$30 non-refundable application fee.
2. Official high school (secondary school) transcript(s) in English or with an official English translation.
3. Official college/university transcript(s) in English (if applicable).
4. Official results of the Test of English as a Foreign Language (TOEFL) if English is not the primary language.**
5. One-page writing sample or essay in English.
6. Certification of finances which guarantees financial support for the student to cover two years of full-time tuition, fees, room, and board.

**A minimum 550 TOEFL (213 CBT/80 iBT) score is required for full-time admission to Keystone College degree programs. Students who are offered admission to Keystone College with a TOEFL score between 500 (173 CBT/61 iBT) and 550 (213 CBT/80 iBT) will be required to enroll in the ESL Bridge Program by taking ESL 101 and ESL 102 during their first semester. In addition, these students would enroll in ENGL 050 - Critical and Analytical Reading along with two other academic courses during the first semester. At the end of the first semester, a TOEFL test or the equivalent will be given and a 550 PBT/213 CBT/80 iBT will be necessary to continue their studies at Keystone College.

Application Procedures - Home-Schooled Student

Families involved in home study programs are urged to contact the director of admissions for further information. Please see page 27 for information regarding financial aid and home-schooled students. Students will be asked to submit the following in order to be considered for admission:

1. Completed application with a \$30 non-refundable application fee.
2. Portfolio of all high school level work completed. This should include any essays and

- exams that the student has completed.
3. SAT or ACT scores directly to the Office of Admissions - Keystone College's CEEB codes are SAT-2351 and ACT-3602.
4. Home-school supplement to the secondary school report (can be accessed at www.commonapp.org).
5. All home-schooled students are required to interview with a senior member of the admissions staff.

Certificate Programs

Certificate programs are open to any high school graduate or holder of the General Equivalency Diploma (GED). Students should submit the following documents to the Office of Admissions for application to any certificate program:

1. Completed application with a non-refundable \$30 application fee.
2. Official high school transcript and/or official GED score.

Application Procedures: Early Admission Program

Keystone offers an Early Admission Program under which qualified applicants may enroll at Keystone College after completing their junior year of high school. To qualify, applicants should have a high ranking in their class, favorable recommendations from their principal or guidance counselor, a minimum score of 950 (critical reading and math) on the SAT or 21 on the ACT (composite), and the potential for success at the college level. Generally, the student's high school will award a high school diploma upon successful completion of either the first year at Keystone College or specific course requirements. Students are solely responsible to check with their high school to ensure they will receive a high school diploma. Acceptance is contingent upon final approval from the Director of Admissions following a required on-campus interview. Please see page 27 for financial aid issues regarding early admission.

Honors Program

The Director of Admissions will invite students to participate in the honors program, once a formal acceptance to the College is granted. Students who desire to participate are encouraged to submit a completed application for admissions no later than April 1 of their senior year. In order to be eligible to participate in the honors program, students must place in the top ten percent of their high school graduating class or have a 3.3/4.0 GPA. Students must also achieve a minimum 1100 combined SAT (critical reading and math) or 24 composite ACT score. (See page 43 for more details).

Veterans

Students who are eligible for veterans' education benefits follow the same application procedures as non veteran students. To obtain information regarding veterans' education benefits, or to pursue eligibility for veterans' programs, contact the Veterans' Certifying Official in the Office of the Registrar at Keystone College at 1-877-4-COLLEGE, or call the Veterans' Educational Counselor of the Veterans' Administration at 1-888-442-4551.

High School Preparation

Students intending to enroll in a bachelor's degree program* are strongly encouraged to pursue the following high school curriculum:

English	4 units
Math	3 units (including 2 years of algebra)
Science	3 units (including 1 year of a lab science)
Social Studies	2 units
Electives	4 units

**A student who does not meet these requirements may seek admittance to an associate degree program.*

Part-Time Admission

To fulfill its mission of community service, Keystone offers part-time students and returning adults the opportunity to continue their education by enrolling in degree or non-

degree programs. Keystone offers students the opportunity to participate in classes for credit, audit, and non-credit in both traditional and Weekender schedules. See Weekender program, page 19. Whether seeking a degree, professional development, or personal enrichment, part-time students have ample opportunities for continuing their education.

Degree-seeking students wishing to take classes on a part-time basis should follow the guidelines listed under "admissions procedures" on page 12. Part-time students are not required to take the SAT or ACT. Non-degree seeking students may attempt up to 12 credits as a part-time student prior to making application to the college. See page 15 for further information regarding non-matriculating students.

Degree-seeking, part-time students may be eligible for financial aid and should refer to financial aid information on page 27.

Admissions Decisions

Keystone practices "rolling admissions." Upon receipt of all required materials, the Admissions Committee will evaluate the student's potential for success at Keystone and advise the applicant. A personal interview may be required. Notification is generally given within two weeks of receipt of all required credentials.

Provisional Acceptance

Keys Program: In special cases where students have not performed up to their potential and some concern exists as to their ability to succeed in college, they may be offered a provisional acceptance to the College. These students must participate in Keystone's Keys Program, which provides special academic reinforcement services (see page 55). Freshman students who are provisionally admitted to the College must achieve a 2.0 GPA at the end of their second semester. Failure to do so will result in academic suspension from the College. These students may also be required to participate in

a summer bridge program prior to the start of their freshman year and may require additional semesters to finish their degrees.

Readmission

Full-Time, Part-Time, and Weekender Students:

Students who have “stopped out” for at least one semester (or for Weekender students, two trimesters), excluding summer sessions, must contact the Director of Admissions to be readmitted to the College. All students who desire to be readmitted, must be in good academic, social, and financial standing with the College. The following guidelines will apply to students wishing to be readmitted:

1. The Catalog of record for a student requesting to be readmitted within five years of last attendance will be the most recent one, unless otherwise requested and approved by the curriculum coordinator.
2. A student requesting to be readmitted after five or more years of last attendance will need to make formal application to the College as a new student through the Office of Admissions. The student’s Keystone College transcript will be reviewed as if he/she were a new transfer student. The Catalog of record will be the current Catalog.
3. All students desiring to be readmitted who have taken courses at other institutions since their last date of attendance at Keystone should have their official transcripts from the institution of attendance sent to the Keystone College Office of Admissions. Readmission will not be granted until official transcripts have been received.

Non-Matriculating

Students who have not yet received their high school diploma or equivalency or wish to take classes for transfer to another college/university may attempt up to 12 credits at Keystone

College prior to making formal application for admission. Students who have not yet received their high school diploma or equivalency and who are enrolled in a concurrent dual enrollment agreement may attempt to take 24 credits prior to making a formal application to the College.

Students who have attempted 12 credits and do not wish to matriculate at Keystone College may register for courses directly at the Office of the Registrar, letting them know their intention is for personal enrichment or professional growth only.

Students whose status is non-matriculating or personal enrichment are not eligible for federal or Pennsylvania state aid.

Students with Learning Differences

In order to provide the greatest opportunity for student success, Keystone College accepts only those students who have developed the compensatory skills necessary to perform at a satisfactory level using the College’s current array of support services. Keystone does not have a comprehensive support program specifically targeted for students with learning differences. We encourage those students who have documented learning differences to disclose this information to their instructors as soon as possible.

Appropriate documentation of the specific disability will be required before the student will be granted accommodation. This documentation must be submitted at least four weeks prior to the start of classes.

Transferring Credits to Keystone College

Coursework completed at another regionally accredited institution, credits earned through advanced placement, and credits earned by assessment may be applied toward a Keystone College degree. The following conditions apply:

1. Transfer students are required to complete Keystone's core and distribution requirements, as well as those of the major. These requirements may be met through Keystone coursework or through reasonable substitution of transferred credit determined through transcript evaluation or articulation agreements. Students with an associate and/or bachelor's degree from a regionally accredited institution may be exempt from some core courses as deemed by the Registrar.

2. Up to 32 credits may be applied for students seeking an associate degree and up to 75 credits may be applied for students seeking a bachelor's degree. Students who have already earned a bachelor's degree may apply up to 90 credits toward another bachelor's degree.

3. The final 32 credits earned toward a degree cannot include more than 9 credits earned through transfer of credits from another institution.

4. Transfer credit will not be awarded if the grade earned is lower than a "C."

5. Grades of "P" or "S" are not accepted for credit.

6. Transfer credit for a course taken ten or more years prior to the request is generally not given. Exceptions will be made only with the approval of the Registrar with input from the appropriate academic division chairperson. Requests for exception to the ten-year rule should be made to the Registrar.

7. Quality points and transfer credits are not included in the student's grade point average at Keystone.

8. A Keystone student who wishes to take courses at another institution and transfer them

back to Keystone should consult with the Office of the Registrar prior to enrolling to ensure that the credits will transfer.

9. Transfer credits will not count as a course repeat with regard to the GPA calculation.

Articulation Agreements for Students Transferring to Keystone

Keystone College has entered into articulation agreements with Bucks County Community College, Camden County College, Corning Community College, Harrisburg Area Community College, Johnson College, Lackawanna College, Luzerne County Community College, and Northampton Area Community College for the transfer of their graduates, in related majors, to Keystone's baccalaureate degree programs. These agreements normally grant junior status to students and usually enable completion of the bachelor's degree within four regular semesters as full-time students. Details of these agreements are available in the Office of Admissions and on the College Web site.

Advanced Placement

Special advanced coursework completed in high school, which is treated as transfer work, may receive college credit and be applied toward a Keystone College degree. An examination of the College Entrance Examination Board (CEEB) Advanced Placement Program must be taken and a score of 3 or higher obtained.

College-Level Examination Program (CLEP)

Examinations of the College-Level Examination Program (CLEP) will be treated as transfer work. Credit will be awarded only for successful completion of assessments that cover the same material as covered in subjects that are offered at Keystone College. Consult the Registrar prior to taking CLEP examinations for credit with appropriate faculty member approval.

Correspondence Courses

Courses taken by correspondence through an accredited college or university program will be treated as transfer credit. Credit for other types of correspondence courses may be earned by special examination. A petition may be filed with the academic dean of the College.

Prior Learning Assessment (PLA)

Prior Learning Assessment is a way for a student to document learning acquired outside of a college classroom and for evaluating that learning as a way to earn college credit. This process recognizes many ways in which learning can occur and avoids duplication of learning experiences for which a student can demonstrate knowledge and competence. The breadth and depth of experiential learning activities can be illustrated through information provided in a portfolio. The portfolio includes documentation of knowledge gained and competencies acquired as a result of the experiences. The PLA portfolio will identify that the learning is publicly verifiable, of college-level quality, theoretically based, generally applicable beyond the situation in which it was learned, and related to the student's academic goals and degree program.

After attending a required introductory PLA workshop, the student will submit an application of intent to a faculty adviser. The adviser will secure the most appropriate faculty evaluator for the student. The student must then submit an application for portfolio review and portfolio to the faculty evaluator within the semester, have experience in the field in which he or she is attempting to gain credit by PLA, and pay all fees associated with the evaluation and credit award. A student may earn a maximum of 32 credits toward an associate degree or 64 credits toward a bachelor's degree through PLA. The transcription of PLA credits will occur upon the student's completion of 15 credits earned at Keystone, with a minimum GPA of 2.00. All PLA credits must be completed and transcribed prior to registering for GRAD 101 or 201. The

mandatory introductory workshop fee is \$10, and the credit posting fee is \$50 per credit.

ACT 120

Keystone College has established an agreement with various law enforcement agencies of the Commonwealth of Pennsylvania to award college credit for the completion of the ACT 120 program. The individual agreements and course/credit equivalents, based upon hours completed, are listed below:

480 Hours	580 Hours	760 Hours
CJ 102 CJ 110 IDS 101 PHED 105	CJ 102 CJ 110 IDS 101 COMM 107 PHED 105	CJ 102 CJ 110 IDS 101 COMM 107 PHED 105 Curriculum Elective
12 Credits*	15 Credits*	18 Credits*

*Credit for CJ 223 may be awarded based on evaluation of Prior Learning Assessment.

International Students

The Center for Global Learning staff assists international students with immigration regulations and provides additional support while at Keystone College. International students may be required to provide additional documents if English is not their first language. For more information regarding services, visit the web site at www.keystone.edu, click on Admissions and then click International Student Services.

Visa Requirements

Keystone College is authorized to issue I-20 forms (Certificates of Eligibility) through SEVIS for full-time degree programs. The International Student Services Office will issue an I-20 to accepted students only after the College receives a \$200 enrollment deposit, refundable if the student does not secure the I-20. After receiving a student visa (F-1) from an American Embassy or Consulate, students may enter the United States for the approved program period.

Campus Housing and Meal Plans

International students are required to live on campus during their first semester of study in order to enhance their social experience while in the United States. On-campus housing ranges from traditional residence halls to suite-style living. Keystone offers a separate residence hall for women and coeducational halls with large and small occupancies.

Keystone offers a 19-meal-per-week plan, which includes breakfast, lunch, and dinner. A variety of meal choices is available each day, along with casual dining in our student lounge and deli cafe located in the Hibbard Campus Center.

Fees for Full-Time International Students

Fees for full-time international students are the same as those for any full-time student. Please see the section on full-time fees beginning on page 21 of this catalog. Information on making financial arrangements may be found on page 23.

Scholarships for Full-time International Students

Keystone College awards merit scholarships based on academic performance. Students should submit a completed application for admission as early as possible in order to qualify and receive a merit scholarship. International students are responsible for all costs associated

with housing, meal plans, personal expenses, fees, and tuition balances not covered by merit scholarships.

For more information, see “Scholarships and Awards” on page 34.

Summer Sessions

Keystone offers two five-week summer sessions during which an extensive selection of courses is offered. The two summer sessions have been designed to benefit a wide audience including high school seniors and graduates wishing to get a head start on college work, and undergraduates desiring to accelerate progress toward a degree, remedy academic deficiencies, or ease some of the pressure of the regular scholastic term. Summer sessions are also helpful for adults interested in professional advancement or expanding their areas of knowledge.

Intersessions

Keystone College usually offers two intersessions. The first intersession is held at the beginning of January and the second at the end of May. These sessions offer courses in an intense, compressed format. Intersessions usually run for approximately five to eight class days depending on the academic calendar. Information regarding course offerings and dates is available each year and can be accessed through the Web site at www.keystone.edu.

Weekender General Information

Students may earn academic credits in the Keystone College Weekender Programs offered on the La Plume Campus, Towanda Center, and at the Delaware Valley Center. Weekender was established in 1975 for students who wish to pursue an associate or bachelor's degree while maintaining a job, family, and social responsibilities. Classes are held on eight weekends, every other weekend on average, during each four-month trimester.

Three terms are held each year beginning in September, January, and May. Students may attend each trimester or choose those which are best suited to their needs and responsibilities. Students receiving financial assistance should review the academic progress requirements on page 32 and speak with a Financial Assistance and Planning Office staff member before determining whether to take courses in a given

trimester. New students should schedule an informational interview with the appropriate Weekender Site Coordinator prior to starting classes.

Weekender is designed to allow students to earn an associate degree in as little as two and two-thirds years or a baccalaureate degree in as few as five years by taking three courses per trimester. Weekender coursework may be combined with on-line, evening, intersession, or traditional day classes.

Students attending Weekender receive a minimum of six hours of classroom instruction per course each weekend that classes are held. Classes are scheduled Fridays, Saturdays and Sundays.

All courses and curricula require sufficient enrollment to be offered.

Weekender Majors

La Plume

Bachelor's Degrees:

Accounting
Business
Communication Arts and Humanities
Criminal Justice
Early Childhood Education
Elementary Education
Information Technology
Professional Studies: Organizational Leadership
Professional Studies: Social Science
Teaching: Child and Society
Teaching: Mathematics Education (7th-12th grade)
Teaching: Social Studies Education (7th-12th grade)

Associate Degrees:

Business Administration
Communications
Criminal Justice
Early Childhood Education
Information Technology
Liberal Studies
Pre-Major

Accelerated Certifications:

Early Childhood Education
Elementary Education
Math Education
Social Studies Education

Towanda

Bachelor's Degrees:

Accounting
Business
Criminal Justice
Early Childhood Education
Elementary Education
Professional Studies: Organizational Leadership
Professional Studies: Social Science
Teaching: Child and Society

Associate Degrees:

Business Administration
Communications
Criminal Justice
Early Childhood Education
Liberal Studies
Pre-Major

Accelerated Certifications:

Elementary Education
Early Childhood Education
Math Education
Social Studies Education

Delaware Valley

Coursework available toward:

Bachelor's Degrees:

Business
Early Childhood Education
Elementary Education
Teaching: Child and Society

Associate Degrees:

Business Administration
Early Childhood Education